

# **Jones College**

**2016-2017**

**JONES COLLEGE CATALOG**

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September 6, 2016

## Campus

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It is the policy of the College that there shall be no discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law as to the admission or other treatment of its students, prospective students, employees or prospective employees.

## FAMILIARITY AND COMPLIANCE WITH COLLEGE REGULATIONS

On or before entrance, each student is given a College Catalog and various brochures and other publications that set forth the policies and regulations under which the College operates. **The student's application for admission to the College acknowledges the student's responsibility to become familiar and compliant with the contents of the Catalog, the college's policies, regulations, and procedures. Ignorance or lack of familiarity with this information does not serve as an excuse for non-compliance or infractions.**

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# GENERAL INFORMATION

## MISSION STATEMENT

The mission of Jones College is encapsulated within the following mission statement: "It is the philosophy of the College that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills."

## OBJECTIVES

The Board of Trustees, Corporate Officers, College Officers, and Campus Administrators believe all degree programs offered by the College manifest this philosophy. The below listed objectives have been developed to guide the College toward the accomplishment of its stated mission.

1. To provide appropriate and meaningful educational opportunities to individuals seeking career-focused personal and professional development.
2. To provide a courteous, professional, and technically competent supporting staff whose daily function is to assist, advise, and guide students.
3. To provide credentialed, knowledgeable, and technically competent faculty who are fully committed to the College's philosophy of promoting career-focused personal and professional development while they direct and guide students in all academic endeavors.
4. To provide the equipment, software, and supporting materials necessary to ensure each student's learning experience is meaningful and fully applicable in the development of the skills necessary to help them obtain employment in their respective career related academic disciplines.
5. To provide an atmosphere on campus and in our online classrooms that is conducive to positive and enriching learning experiences.

## GOVERNANCE

The College is governed by a Board of Trustees. The governance, control and corporate organization of the institution is depicted in the chart found on page 146 of this Catalog. The Board is comprised of ten members, nine of whom are voting members.

The Board of Trustees is qualified by years of experience and takes an active role in determining the direction of the affairs of the institution. The Board meets once a year unless there is a special matter that must be brought before them. The Board receives the President of the College's Report, the Treasurer's Report, Auditor's Report, and the Report by the Corporate President at each annual meeting. All major decisions affecting the operation of the College

are approved by the Board of Trustees. The Corporate Secretary keeps minutes of all Board Meetings.

The College's Corporate Officers and College Officers, also depicted in the chart found on page 139 of this catalog, oversee the day to day operations of the College at each campus location.

## **HISTORY**

Founded in Jacksonville in 1918 by Annie Harper Jones, the College had a modest beginning with fewer than 50 students. A program that originally offered specialized business training has been expanded and enriched to meet the needs of the student body pursuing relevant professional education.

In 1947, the College was chartered by the State of Florida as a non-profit degree-granting institution.

## **ACCREDITATION**

Jones College is accredited by the Accrediting Council for Independent Colleges and Schools to award Associate in Science Degrees and Bachelor of Science Degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The College is also Licensed by Means of Accreditation by the Commission for Independent Education. Additional information regarding the institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number 888-224-6684.

## **CORPORATE OFFICES AND CAMPUS LOCATION**

The Corporate Offices of Jones College are located on the east bank of the St. Johns River, minutes away from downtown Jacksonville. The Corporate Offices are housed in a 12-story building where the administrative offices, records office, facilities management and Jones College radio studios are located.

The West Campus is located at the intersection of Edgewood Ave S and Roosevelt Blvd., minutes from downtown Jacksonville, suburban areas, and the beaches. The campus is located in a three-story building. Within the building are classrooms, multiple computer labs, library, and the following departments: Admissions, Financial Aid, Deans, Department Chairs and President of the College.

## **STUDENT SERVICES**

### **CAREER PLACEMENT ASSISTANCE FOR GRADUATES**

The Career Development Office assists graduates in preparing for their employment search by providing the following services:

1. Career field counseling/advisement
2. Career employment market research
3. Resume review and recommendations designed to facilitate improvement and professionalism in appearance
4. Employment interview preparation
5. Generation of employment leads
6. On-campus career employment fairs

As an ACICS accredited institution, Jones College is required to maintain graduate satisfaction and employment placement information on its graduates for three years following the date of graduation. Students are required to register and complete an "exit" interview with Jones College Career Development during their last semester and as a condition of being awarded their degree. Following graduation, graduates will be contacted at a minimum of once annually to complete a graduate satisfaction survey and update their employment status and employer contact information. Satisfaction and employment placement data collected by the Career Development Office from graduates is used by ACICS surveyors and staff solely for the purpose of verifying accreditation related statistical data submitted by the College to maintain its accreditation.

The success or failure of the graduate's employment effort is influenced to a great extent by his/her attendance and academic involvement as a student. Graduates are entitled to assistance from the Career Development Office throughout their employment life span at no charge. Jones College does not guarantee employment upon graduation.

The Career Development Office is open from 9:30 a.m. – 6:30 p.m. Monday/Thursday, 8:00 a.m. – 5:00 p.m. Tuesday/Wednesday.

### **ACADEMIC ADVISEMENT/COUNSELING SERVICES**

Academic advisement is provided to all Jones College students by the Dean's Office. Deans are available days and evenings from 8:00 a.m. - 10:00 p.m. Monday through Thursday.

The Dean's Office provides all of the following services to Jones College students: counseling/advisement on class selection/registration, academic progress, and attendance issues. The Deans Office also oversees the assignment of tutors and schedules student meetings with their Department Chairpersons as necessary.

The Dean's Office will also coordinate additional referrals to outside counseling/humanitarian services for students requesting such referrals.

## **FINANCIAL AID ADVISEMENT**

Financial Aid counselors are available on campus days and evenings from 8:00 a.m. - 7:00 p.m. Monday through Thursday, and 8:00 a.m. - 2:00 p.m. on Friday. Financial Aid counselors assist students in financing tuition, fees and other college expenses as well as the other costs of attendance (transportation services, room and board, etc).

Specific details, as they relate to financial assistance programs, employer educational assistance, veterans assistance, scholarships, assessed college fees, past due student accounts, return of Title IV funds, and the college's refund policy can be found on pages 25-42 of this academic catalog.

## **LIBRARY**

The campus library is open from 8:30 a.m. – 9:00 p.m. Monday through Thursday, and from 8:00 a.m. - 2 p.m. on Friday.

Library staff (librarian and library assistant) provide information and access to materials that will help students and faculty fulfill their academic needs. Resources available to students and faculty include reference books, periodicals, daily newspapers, CD-ROMs, videos for academic purpose, and academic/leisure-reading check-out books. The library also provides access to electronic databases, indices, and other full-text materials on-line. Test proctoring services are provided for admissions testing and students as requested by faculty.

## **ADMISSION**

### **GENERAL ADMISSION REQUIREMENTS**

Graduation from high school with a standard diploma, or its equivalent, is a prerequisite for admission to the College. The following documents are recognized as the equivalent of a standard Florida high school diploma by Jones College.

1. High school diplomas recognized as “standard” diplomas by the Department of Education in the state awarded.
2. A General Education Development Certificate (GED).
3. A State Certificate received by a student after the student has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma.
4. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.

Graduates of private high schools and home school programs also meet this requirement if their high school/home school program accreditation is awarded by an accrediting organization recognized by the United States Department of Education or a State Department of Education.

The curriculum of private high schools whose accreditation is not recognized as stated above will be reviewed to ascertain acceptability. Unsatisfactory academic standards will be grounds for a prospective student being deemed ineligible for admission.

Prospective students completing their high school education in a home schooling setting that is treated as a home school or private school under state law also meet this requirement.

Jones College is required to have documented evidence on file showing that each student has graduated from high school with a standard high school diploma or its equivalent. Prospective students will need to furnish this documentation. In addition, prospective students will need to furnish a copy of an official photo ID showing their legal signature (i.e. state driver’s license, state-issued identification card, etc.) Accepted applicants will not be able to register for classes until this official identification copy is received.

## PRE-ADMISSON TESTING

It is the policy of the College to accept as students those applicants who demonstrate the ability to successfully complete a college level program of study. Jones College utilizes the Accuplacer to determine the potential of prospective students. Another method used in determining the potential of prospective students is the online equivalent test developed by the College. All prospective students taking the online equivalent examination during the admissions process will have their identity verified as delineated on page 69 of this catalog. Accuplacer and online equivalent tests will be administered to all applicants petitioning for admission/readmission to Jones College except as noted on the next page.

A. Reentering students who have completed one semester of Jones College course work with a minimum 2.0 GPA (semester average). Re-entry students are exempt from this requirement if they have already taken and passed the CPAI, Accuplacer, or online equivalent test.

B. New students with at least one semester of college level course work in English and Mathematics in which they passed the classes (C average or higher) as documented on a copy of a college transcript from the school where the course work was completed. Unofficial copies of college transcripts are considered satisfactory proof for the purpose of pre-admissions testing.

C. Employees of the college who are receiving Presidential Scholarships.

Note:

Applicants living within commuting distance of any Jones College campus location will take the Accuplacer. Applicants living outside of the campus location commuting areas will take the online equivalent test .

## **ADDITIONAL COURSES THAT MAY REQUIRED AS A RESULT OF PRE-ADMISSION TESTING**

Pre-Admission Testing may indicate a need for one or more preparatory courses that the new student must take before satisfying Associate Degree or Bachelor Degree requirements. In the event that the student is required to take Basic English, Basic Mathematics, and/or Developmental Reading, these courses must normally be taken during the student's first two semesters.

Basic Mathematics, when required, will become a prerequisite for the Fundamentals of College Mathematics course, in the same way Basic English may become a prerequisite for the English Composition class. Developmental Reading may be required in a student's first semester if testing dictates the need for improved reading skills.

The student will normally be afforded only two opportunities to successfully complete whatever preparatory courses are necessitated by the entrance test score. Unless there are extenuating circumstances, failure to pass either course in two tries will result in the student being dismissed from school.

## ADDITIONAL REQUIREMENTS ELEMENTARY EDUCATION BACHELOR DEGREE PROGRAM

All students will be provisionally accepted into this program pending completion of the below listed requirements:

1. Completion of all required Elementary Education Program "General Education" coursework with a minimum 2.5 GPA. For students transferring in general education coursework, the grades received at the institution from which the coursework transferred will be utilized as a part of the above listed "General Education" coursework.
2. Satisfactory completion of the 4 sections of the FTCE- General Knowledge (GK) Test (Mathematics, Reading, English and Essay).
3. Level II Fingerprint and background check completed by Duval County Public Schools. The cost of the fingerprinting varies usually between \$65-\$85 and must be paid before the fingerprint appointment. **Fingerprinting is the responsibility of the student.**

Upon meeting the above requirements, students will be fully accepted into the Elementary Education Degree Program and allowed to take core coursework. Students unable to meet these requirements will not be able to continue in the Elementary Education program until they pass the GK.

### FIELD EXPERIENCES

Participation in field experiences, which occur in public educational settings in Duval County and are required throughout the Teacher Preparation Program, necessitate fingerprinting and successful background clearance.

Teacher Education Program students **MUST** be fingerprinted and have a cleared background check through Duval County Public Schools at the beginning of the first semester in the School of Education.

Field experiences are only authorized for students with a successful background check. Information pertaining to background checks and fingerprints are completed through the School of Education Office. All field experiences are off campus at K-6 schools in Duval County and organized through the district office. Field experiences are between 10-60 hours. These field experiences are required as part of some Teacher Education Program classes. Additionally, students must successfully complete a full-time, student teaching internship as part of the program of study during their last semester with more than 400 hours.

## STATE OF FLORIDA TEACHER CERTIFICATION

Graduates of all education programs offered by the various institutions in the State of Florida, including Jones College, must go through the process of obtaining a Florida teaching certificate. This process normally begins after the student graduates from their degree program. Upon completion of the program students can apply to Florida Department of Education (FLDOE) at <http://www.fldoe.org> for credentials. The official college transcript indicates completion program.

Students graduating from this program will be eligible for Florida State Teaching Certification in the Subject Area of Elementary Education, K-6. The students will be able to apply for Reading endorsements (4 reading courses are offered in the program and a 5<sup>th</sup> course is part of their internship). ESOL courses are offered and included within the program.

To obtain a three-year nonrenewable temporary certificate, an applicant must meet the following requirements:

1. Earn a Bachelor's degree or higher from an accredited college.
2. Hold a valid Official Statement of Eligibility. The Official Statement of Status of Eligibility is determined after the Florida Department of Education has reviewed the applicant's official transcript. Florida school district personnel will advise you of any additional requirements for employment in the school district.
3. Obtain and verify full-time employment in a position for which a Florida educators' certificate is required in a Florida public, state supported, or a nonpublic school which has a Department of Education approved system.
4. Submit results of the fingerprint processing from the Florida Department of Law Enforcement and the FBI. If the application or fingerprint report reflects a criminal offense or suspension/revocation of record, the file will be referred to the Professional Practices Services for further review. Issuance of the certificate will be contingent upon the results of this review.

For issuance of a Professional Educator's Certificate valid for five years covering Elementary Education (Grades K-6), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

1. A passing score on the Florida General Knowledge Test. This requirement must be satisfied within one year of employment to continue employment in any Florida public school.

2. A passing score on the Professional Education Test
3. A passing score on the Subject Area Examination (Elementary Education Grades K-6), if not already passed to satisfy subject area content requirements for issuance of the Temporary Certificate.
4. Completion of a Florida approved Professional Education Competence Program administered and documented by the employer.
5. Additional semester hours in education courses as determined from transcript review.
6. Practical Teaching Experience requirement by completing one year of fulltime teaching experience in an elementary or secondary school.

**ADDITIONAL REQUIREMENTS  
THE ALLIED HEALTH MANAGEMENT/MEDICAL ASSISTING  
DEGREE PROGRAMS**

Accepted applicants interested in either of the medical degree programs will be enrolled into the Medical Assistant Associate Degree program first. Upon completion of this two year academic program, graduates will be scheduled to take the National Center for Competency Testing (NCCT) Medical Assistant Certification test. Students and new applicants interested in enrolling into the Allied Health Management Bachelor Degree program must have successfully completed this test (or an equivalent medical certification test) and earned the Medical Assistant certification or be currently employed as a Medical Assistant prior to petitioning for enrollment. Medical Assistant certification need not be current for acceptance into the bachelor degree program.

Medical program students will be required to wear uniforms while attending all "medical" program courses on campus (all classes beginning with the "MEA" designation). When taking Laboratory procedures (MEA 126L), students will be required to wear medical scrubs, a lab coat, and closed toe tennis shoes (any color or style). Students taking other medical program classes will be required to wear the above or, at a minimum, a lab coat over their regular dress clothes.

Medical scrubs and overcoats will be obtained for each new medical student from Patrick's. Students will receive two uniform tops, two uniform bottoms, and one overcoat. By the third week of the semester, the Medical Department will coordinate with students and Patrick's a time to obtain measurements for the uniforms. It is the responsibility of the student to be fitted during the week the Medical Department has arranged. All uniforms will be delivered to the campus and distributed to each student by the Medical Department upon receipt. A fee of \$112.00 will be assessed by the college to cover all uniform costs. All applicable students will be charged this fee during their first term of enrollment in the Medical Assisting or Allied Health Management degree programs.

Students will be fully responsible for the cleaning and maintenance of their uniforms. Replacement items will be procured at the student's expense.

## **MEDICAL PROGRAM EXTERNSHIPS/PARALEGAL PROGRAM INTERNSHIPS**

Medical and paralegal students should take their externship/internship class in the semester immediately following the completion of all of the MEA and PLA designated courses in both the Medical Assistant and Legal Assistant Associate Degree programs (also required in both Bachelor Degree programs).

Externship/Internship coursework will not be considered to have begun until the student's first properly documented timesheet from the assigned site has been received by the College. This is a significant requirement as there are financial aid award ramifications which could impact the amounts received by students until this documentation is received and reviewed.

Academic standards of progress apply to all college level coursework taken at Jones College. Failure of any externship or internship class will negatively impact a student's GPA and course completion ratio. Failure of two externship or internship classes will result in the prohibition of transfer into any other program with an externship or internship course requirement for graduation.

## **ADDITIONAL INFORMATION AND REQUIREMENTS INTERDISCIPLINARY STUDIES BACHELOR DEGREE PROGRAM**

Over the last several decades, the external environment in which organizations operate has changed. Many organizations still recruit college graduates who have earned "specialized" degrees as employees because of the unique requirements of the jobs they have available in each of these applicable career fields. Other organizations are much less interested in a prospective employee's specific major. What these organizations are looking for are employees who have demonstrated success academically, who are disciplined, who are organized, who are willing to learn, and who are willing to work hard to help their organization be successful. If your academic interests cross disciplines, you could very well be someone this second group of employers would be interested in hiring as an employee after you graduate. Jones College's Bachelor Degree in Interdisciplinary Studies might be the ideal degree program for you.

The Bachelor of Science Degree in Interdisciplinary Studies allows students, in close consultation with the Interdisciplinary Studies Department Chairperson and Dean, to integrate two or more areas of study thereby allowing students to progress through an academic program tailored to their specific educational and career related interests.

Students interested in this specific program may be able to maximize transfer credit into the Interdisciplinary Studies major component when the coursework to be considered for transfer is similar to the “major component” coursework in all of the other Jones College Bachelor Degree Programs.

Because of the uniqueness of this particular academic program, additional checks and balances must be implemented to ensure that Jones College, as an institution, properly prepares Interdisciplinary Studies students for employment upon graduation. Consequently, enrollment into this particular program will be considered “provisional” until the following requirements are met:

1. Once provisionally accepted into the Interdisciplinary Studies program by the academic committee, the student’s admissions representative will ensure the student meets with the Interdisciplinary Studies Department Chairperson for the purpose of clarifying his/her academic goals. For students living outside of the Jacksonville Florida metropolitan area, the meeting may be held via telephone conferencing.

a. Coursework, if any, to be transferred into the program must be identified during this meeting. Specific courses of interest to be taken while enrolled at Jones College must also be identified.

b. A documented plan presenting a logical and realistic progression through the coursework the student plans to take while enrolled must be developed. This plan must ensure the student meets all graduation requirements. The plan must also be realistic in that it will allow the student to be a viable candidate for hire in a field related to the core coursework taken while enrolled.

2. Once the Interdisciplinary Studies Department Chairperson has documented the plan of action to be followed by the student, and both individuals have signed off on the plan, the Department Chairperson will consult with the Dean to ensure the plan is complete and workable. If acceptable, the Dean, Interdisciplinary Studies Department Chairperson, and student will be provided with a copy of the approved plan of action. The Dean will ensure a copy of this document is kept with the student’s audit sheet.

When steps 1 and 2 are completed, the student will be “fully” enrolled into the Interdisciplinary Studies program. Admissions will be notified. At this point, the student may meet with his/her Financial Aid Representative and afterwards register for the appropriate coursework with the Academic Dean.

**If, for any reason, steps 1 and 2 cannot be completed, the student will not be allowed to enroll into Interdisciplinary Studies program (these stipulations will apply to all new and reentering students interested in becoming Interdisciplinary Studies students). Admissions must be notified and another program selected by the student.**

The Interdisciplinary Studies Department Chairperson will track the student's progression through his/her academic program paying particular attention to the student's performance when evaluating learning outcomes at the end of every semester.

The Academic Dean will notify the Interdisciplinary Studies Department Chairperson when the student enters his/her last semester. The Interdisciplinary Studies Department Chairperson will ensure the Director of Career Development receives a copy of the student's plan of action and transcript.

The Director of Career Development will review the plan of action and transcript for the purpose of identifying applicable employment opportunities for the Interdisciplinary Studies graduate that are related to the core coursework taken while enrolled. It will also be the responsibility of the Director of Career Development to maintain a copy of the student's plan of action in the student's Career Development file for review as needed.

## **MINIMUM COURSE LOAD**

Degree Program students will normally be required to take a minimum of two courses or six credits during full semesters (one course or three credits minimum during a mini term). Exceptions to this requirement may be granted only by the Dean/Directort.

Students who wish to take only one course may do so in a selected subjects status without being enrolled in a degree curricula.

## INTERNATIONAL STUDENTS

When international students apply for admission, official transcripts of completed secondary and college credits are required. A notarized English translation of the transcript must accompany transcripts written in a language other than English. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. An in-person or telephone interview will be conducted with each applicant as part of the admission process. A foreign student from a non-English country MUST provide the College with either their TOEFL or IELTS scores. For paper-based TOEFL tests, the student must have a score of 497 or better, with no individual test section score below 47. For internet-based TOEFL tests (TOEFL iBT), the student must have a score of 60 or better, with no individual test section score below 12. For the IELTS tests, the student must have a score of 6.0 or better, with no individual tests section score below a 5.0. The student will then be required to take the online equivalent test prior to arrival on campus or the Accuplacer test upon arriving on campus to determine the need for academic counseling and preparatory coursework.

With these exceptions, the conditions for admission of international students are identical with those of American students. International students must attend no less than twelve (12) credit hours per semester. A student enrolling in a mini-term that begins during the middle of a full term, will be charged for two classes, 6 credit hours, as 6 credit hours is considered the mini-term equivalent of full time. Immigration regulations for students entering the United States on an F-1 student visa require that the student(s) be able to meet all educational and living expenses from personal resources while attending college in the United States. Living expenses in the Jacksonville, Florida metropolitan area range from \$18,000 to \$20,000 annually. Students must provide bank statements which show these amounts are available when applying for admission. If expenses are to be met through a scholarship sponsored by the student's government, a "financial guarantee" letter from the appropriate government office must be provided. This letter must show that funds for one full year's tuition payment and one year's living expenses are available.

International students who are in the United States pursuant to the conditions of form I-20 will not be allowed to participate in the Distance Learning courses of study that are offered by the College. This restriction will not apply to international students who are seeking to earn a college degree while not residing in the United States. International students may take course work in Business Administration, Computer Information Systems, and Interdisciplinary Studies from their home countries via distance learning. These students must pay in advance for the courses selected and must take a minimum of two classes per term. The cost per credit hour is \$315; the cost per course is \$945. All DL students will be assessed a technical fee of \$45 per on-line course. It is imperative that the student review and meet all requirements starting on page 69.

## **INTERNATIONAL STUDENT GRANT**

Financial aid is not available for international students. International students, however, are eligible for Jones College's International Student Grant. For every twenty-seven hours of coursework (9 courses) successfully completed by international students, Jones College will waive tuition, and fees if applicable, for the student's next class (10th course). This grant applies to international students taking coursework on campus and in their home countries. International students must submit a letter requesting this grant. Letters must be addressed to the Scholarship/Grant Committee and forwarded to the Corporate Offices.

## FLORIDA’S STATEWIDE COURSE NUMBERING SYSTEM

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fl DOE.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the (SCNS). The listing of prefixes and associated courses is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

Prefix	Level Code (First Digit)	Century Digit (Second Digit)	Decade Digit (Third Digit)	Unit Digit (Fourth Digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses “ENC\_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the

century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

### **The Course Prefix**

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

### **Authority for Acceptance of Equivalent Courses**

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily

completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

### **Exceptions to the General Rule for Equivalency**

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the \_900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).
- H. All Jones College coursework beginning with the "MEA" designation.

### **Courses at Non-Regionally Accredited Institutions**

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled

"Courses at Non-Regionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the President of the College or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

## **TRANSFER STUDENTS/RETURNING STUDENTS/CREDIT TRANSFER**

Students in any undergraduate program in another accredited college or university may apply for a transfer to the College. Jones College students who are returning after a period of absence must apply for re-entry to the College. Approval will be given by the Dean for the maximum number of credit hours already completed that are compatible with the Jones College program. Individual programs are developed for transfer students and returning students to allow completion in the shortest possible time.

Transfer and returning students will be subject to the terms of the catalog in effect at the time of re-entry. Only coursework for which the student received a grade of "C" or higher will be considered for transfer credit. Students wishing to transfer credits must have an official transcript of those credits mailed to the College for evaluation. Some credits previously earned may not be accepted in transfer or at the time of re-entry. Courses designated as non-applicable may be so designated due to the length of time since their completion, relevancy to the present degree objective, or other significant factors. The student's last 10 courses, for BS programs, or last 7 courses for AS programs, must be completed either through the Jones College distance learning program or on campus. Jones College adheres to the policy that all veteran students must report prior education and training. Jones College will evaluate all prior education and training and grant credit as appropriate, with training time and tuition reduced proportionately, and with the veteran and Veterans Administration so notified.

**The College neither implies nor guarantees that credits completed at Jones College will be accepted by other institutions. Each institution has policies that govern the acceptance of credit from other institutions since rules and grade requirements vary from school to school. Students wishing to take coursework at the College for transfer to another institution should check with the other institution prior to enrollment at Jones College to determine whether the coursework will be accepted and whether it will fulfill the other institution's requirements.**

## WITHDRAWAL

Sometimes circumstances may make it necessary for a student to withdraw from the College. Students are required to notify the Dean's Office in order to officially withdraw. Notification may be in writing, in person, by telephone, or via e-mail. Notification through e-mail must be sent to the following address: [withdrawal@jones.edu](mailto:withdrawal@jones.edu). No other notification is acceptable.

Students who receive Title IV Federal Funds should contact the Financial Aid Department. Under the return of funds regulation, a portion of funds already received may need to be returned to the federal government. Students may owe a balance to the college based on the refund policy and may owe funds to the federal government.

Students are encouraged to remain in classes until the end of the term if at all possible.

## INSTRUCTIONAL MODES

Jones College offers a variety of instructional modes to fit the needs of the student and the course. Courses are a combination of lecture and discussion. There are courses that require team projects. Some courses are taught in a lab setting and some courses are available online, enabling students to take the class from home, work, or wherever their travels may take them. Courses available through distance learning appear on a separate course schedule and are clearly identified as distance learning classes. Students must meet the requirements established for participation in distance learning coursework, which includes personal qualifications as well as computer requirements. Information on required textbooks for all classes is available on the College website. All students (on-ground and online) should have all required textbooks the first day of class.

All courses will require the student to be an active participant in the learning process. Students will be asked to participate in discussions and write reaction papers and term papers. They will be asked to do research in the library and on the Internet. Students will be asked to make informal presentations and formal presentations. The student will be exposed to a variety of activities, all of which are designed to prepare the student for the world of work. Participation is a key to learning and enjoying the education process.

Jones College does not offer classes via independent study.

## **GI BILL®**

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.**

Jones College is approved for the training of veterans. Students are enrolled on a credit hour basis in day or evening classes or during weekends (if classes are offered). Veterans attending under the GI Bill® are usually approved to pay semester charges when received by the Veterans Administration. The College directly bills the Veterans Administration and funds are generally received in full within six weeks of term start.

Jones College does not determine eligibility for educational benefits through the Veterans Administration, nor is the receipt of funds from the Veterans Administration automatic. The College will assist the veteran student with the application for benefits, but should the Veterans Administration determine that the student is not eligible for benefits, all tuition and fees become the full responsibility of the student.

## **ORIENTATION**

Prior to attending classes, new students, as well as those returning to the College after a period of non-attendance, are required to participate in an orientation class before beginning their normal class schedule.

- Students enrolled in on-campus courses are required to attend Orientation at the Campus. Orientation is mandatory and must be completed prior to attending classes.
- Students enrolled in one or more Distance Learning courses are required to complete the Blackboard training. Online students will be required to complete several quizzes with a minimum score of 80% in the Blackboard training before being granted access to their online classes.

## **NON-TRADITIONAL CREDIT OPPORTUNITIES**

A student must be actively enrolled in the College to be eligible to apply for credits through non-traditional means. Unless the requirement is waived by the President of the College, all non-traditional credits must be awarded prior to the beginning of the student's last semester in each applicable degree program.

### **ESTABLISHMENT OF CREDIT BY EXAMINATION**

Enrolled students with special qualifications or developed skills may earn credit by passing, with a minimum grade of "B," proficiency examinations given by the College. Examinations to establish credit may be administered any time during the semester. See the campus Dean for a listing of classes available through credit by examination and to apply for an examination. A maximum of 15 credit hours may be earned through credit by examination. If the student fails the examination, he or she may not retake the examination at a future date.

### **CLEP CREDIT**

The College accepts credits earned through the College Level Examination Program (CLEP) up to 25% of the credit hours required by the degree program in which the student is enrolled. (An Associate Degree 15.0 semester hours / Bachelor Degree 30.0 semester hours.) Only scores of the 50th percentile and above will be accepted. Credit for the same College courses may not be duplicated through general and specified CLEP exams.

### **CREDIT FOR NON-COLLEGIATE TRAINING OR EXPERIENCE**

Life Experience Credit may be granted for military, industrial, or professional training or experience that parallels the offerings of the College. The amount of credit granted will be limited to 21 credit hours at the Bachelor's level and 9 credit hours at the Associate's level.

### **ADVANCED PLACEMENT**

High school students who take Advanced Placement (AP) coursework while in high school may receive college credit if the student scored a "3" or higher on the AP exam. The student must request that official test scores be sent directly to the college for credit evaluation.

## **CARE PROGRAM (Class Audit Refresher Education)**

The Class Audit Refresher Education (CARE) Program is a community service provided by the college for the benefit of Jones College AS and BS Graduate Alumni.

This program allows credentialed graduates to audit courses already taken when theories, technology, and concepts have changed significantly since they completed their program of study.

Auditing of courses on a non-credit basis may be approved in advance on a space-available basis. The approval of the instructor and Dean is required. Procedures for auditing courses are available in the Dean's Office.

Without any cost other than textbooks, lab fees, and supplies, the AS and BS graduate Alumni may audit one course each semester offered at any campus under the following terms:

1. AS and BS graduate alumni not currently enrolled may audit, on a space available basis, any course previously taken and passed.
2. Applicants must be in good standing with the College, all financial accounts must be current, and the student must not be in default on any student loan(s).
3. Applicants must apply as a re-entry student to the CARE Program.
4. CARE classes cannot be taken under the Veteran Benefits Programs nor can financial assistance be given.
5. The Dean's office will make class assignments based on a space available basis seven days prior to the beginning of any term.
6. CARE students will receive a U (Audit) for a grade.

# STUDENT FINANCIAL ASSISTANCE

Financial assistance in the form of loans, grants and work-study is available to qualified students. Any qualified student may apply to attend Jones College regardless of personal financial circumstances. The College makes every possible effort to aid those students who need financial assistance in order to complete their college programs. Applicants in need should apply for financial assistance at the same time they apply for admission to the College.

## SUGGESTIONS FOR FINANCIAL ASSISTANCE APPLICANTS

1. Applicants seeking financial assistance should contact the College Financial Assistance Office for complete information on all financial assistance programs.
2. A confidential financial statement of parental income is required for most types of student financial assistance for dependent students.
3. Each student's application for financial assistance is evaluated by a College Financial Assistance Advisor and an appropriate plan is developed. This plan usually includes a combination of more than one type of assistance.
4. Financial assistance awards are estimated following completion of all application procedures and acceptance of the student for admission to the College. A commitment is not made until approved by the United States Department of Education. Students remain responsible for the charges until approval is received.
5. Students must maintain good standing and make satisfactory progress according to the academic standards set forth in this catalog.
6. In order to assist in the process of determining eligibility for financial assistance, it is recommended that applicants bring a copy of their most recent federal income tax return to the Financial Assistance Office. If the applicant is 24 years old or younger, a copy of the parents' income tax return may also be needed.
7. The College reserves the right to withhold official transcripts or other student records from students who have defaulted on a student loan or owe a federal debt.
8. Financial assistance funds received will be applied to tuition, books and fees (if authorized) in accordance with federal and state regulations. Any remaining funds will be disbursed to students to assist with other costs associated with attendance.

9. Federal and state laws and regulations are subject to modifications and change by action of Congress and State legislation at any time. For this reason, Jones College cannot and does not guarantee Student Aid in any form to any student.

## **FINANCIAL ASSISTANCE PROGRAMS**

### **FEDERAL PELL GRANTS**

The Federal Pell Grant Program is designed to provide financial assistance to those who qualify for the first six years attempting to obtain their first Bachelors Degree. The amount of the Federal Pell Grant is dependent upon program funding. Awards range from \$598 to \$5,815 per year, depending on the student's and family's income and financial resources, and also depending on the student's in-school status. If the applicant is eligible, Federal Pell Grants and other federal grants are earned by remaining enrolled for the full term. Earned grants do not have to be repaid. Students who withdraw prior to the end of the term will, in all probability, owe a portion of the grant to the U.S. Department of Education and will not be eligible for any federal funds until the amount owed is paid or until satisfactory arrangements have been made with Jones College to repay any outstanding balance. If these arrangements are not made and/or kept, the amount owed will then be turned over to the U.S. Department of Education for collection. An application, which determines eligibility for all Title IV Financial Aid including the Federal Pell Grant, is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and must be completed each award year the student attends.

### **DIRECT LOAN**

A student eligible to receive financial assistance may qualify for a Direct Loan. Currently, there are two kinds of Loans. One is entitled the Direct Subsidized Loan. It is called "subsidized" because the government pays the interest on the loan while the student is attending school. It is a "need-based" loan meaning eligibility is determined in part by the student's and his/her family's income. The second loan is entitled the Direct Unsubsidized Loan. The government does not pay the interest due on this loan at all, rather, the student must pay. The Department of Education will allow the interest to accumulate until the student is out of school rather than have the student pay while in attendance, but this will increase the amount that the student must pay back once he/she is out of school.

A dependent student (one whose Free Application for Federal Student Aid or FAFSA is based on both the student's income and his/her parent's income) if eligible, may borrow up to \$5,500 (no more than \$3,500 of this may be in subsidized loans) per academic year in his/her freshman year, \$6,500 (no more than \$4,500 of this may be in subsidized loans) in his/her sophomore year, and \$7,500 (no more than \$5,500 of this may be subsidized loans) after completing two years, for the remainder of the program.

An independent student (one whose FAFSA is based only on the student/spouse income) if eligible, may borrow up to \$9,500 per academic year in his/her freshman year (at least \$6,000 of this amount must be in "unsubsidized" Loans), \$10,500 per academic year while in his/her sophomore year (at least \$6,000 of this amount must be in "unsubsidized" Loans), and \$12,500 per academic year after completing two years, for the remainder of the program (at least \$7,000 of this amount must be in "Unsubsidized" Loans).

The interest rate for a new borrower is a fixed rate of 3.76% for both the subsidized loans and the unsubsidized loans disbursed on or after July 1, 2016. This rate is adjusted every July. The maximum aggregate loan amount for undergraduate dependent students is \$31,000 (no more than \$23,000 of which can be subsidized loans) and \$57,500 for independent undergraduates (also no more than \$23,000 of which can be in subsidized loans.) Repayment of the loan begins six months after the student completes the program, withdraws, or ceases to carry at least a half-time schedule. If the student has a subsidized Direct Loan, the student will not have to pay any principal or interest until repayment begins.

There is a limit on subsidized loans for new borrowers on or after July 1, 2013, in that you can not receive subsidized funding in excess of 150% of the published length of the borrowers' educational program.

To apply for a Direct Loan the first time with Jones College, students must first complete the Master Promissory Note which is good for ten years. The student must then sign an "Initial Assistance" form confirming the requested loan amount.

The loan is next certified by the Financial Assistance Office and an award letter is mailed to the student stating the loan amount certified. Each academic year a new loan is desired, the student must again complete an "Initial Assistance" form confirming the new requested loan amount.

Various deferment and forbearance options (postponement of repayment) are available upon request. To determine if you qualify for one of these options, please contact your Financial Assistance Advisor.

## **DIRECT PLUS LOAN**

Eligibility for a Direct PLUS loan is limited to a dependent student's parent (parent of a student whose Free Application for Federal Student Aid is based on the income of both the student and the parent). The parent must have a good credit history. A Direct PLUS Loan may be taken out for each child who is enrolled at least half-time and is a dependent student. The annual loan limit is the student's cost of education minus any estimated financial aid received.

For Direct PLUS Loans, the interest rate is a fixed rate at 6.31% for loans disbursed on or after July 1, 2016. Generally, repayment begins within 60 days after the final loan disbursement of each loan. However, there are some options called deferments that postpone repayment of principal. Deferments do not apply to interest, although the Department of Education may let interest accumulate until the deferment ends. To determine if you are eligible for deferment, please contact your Financial Assistance Advisor. Remember, deferments are not automatic; you must request one from the Department of Education.

## **FEDERAL WORK-STUDY PROGRAM**

This program gives students with financial need a chance to earn money to help pay for their educational expenses. Jobs are usually either on campus working in a department of the College or off campus performing community service work. The College will set your work schedule, taking into account your class schedule and your academic progress. Students in this program must stay within the College's stated Standards of Academic Progress to remain in the program. International students are not eligible for this program.

FWS fund awards are made dependent upon demand to any student with an unmet need and the ability to perform the job requirements.

## **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to students who qualify and who have exceptional need. The amount of the grant and the number of students who may receive the grant depend on the availability of funds from the U.S. Department of Education.

Priorities for students are: 1. Enrolled and scheduled for the upcoming Fall semester before August 1st each year; 2. Students previously awarded for the academic year; 3. Students who have the lowest Expected Family Contributions (EFC) who are also receiving a Federal Pell Grant; and 4. Students who have the lowest EFC who will not be receiving Federal Pell Grants.

## **FLORIDA POSTSECONDARY STUDENT ASSISTANCE GRANT FUND**

Non-repayable grants for educational expenses are available for eligible Florida residents who demonstrate financial need and are enrolled on a full-time basis in collegiate degree programs. The amounts are determined by legislative appropriations. The college does not receive enough funding for all eligible applicants. Therefore, award priorities are for those students completing their FAFSA the earliest in the award year that also schedule full-time for the upcoming Fall semester before August 1st each year.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **EMPLOYER EDUCATIONAL ASSISTANCE**

Jones College will work closely with employers who provide Employer Educational Assistance. While students remain responsible for tuition costs, the College will defer the payment of tuition from eligible employees if the employer's tuition assistance plan is presented in writing to the College Financial Assistance Office. The employer's written approval must be submitted prior to the start of each term. The student is expected to make at least a 10% down payment on his or her tuition and to pay for books, supplies, lab fees and any other appropriate fees (dependent upon the percentage the employers pay).

### **VETERANS ASSISTANCE PROGRAMS**

Please contact the Financial Assistance Office for information regarding Veteran Programs, training and subsistence allowances, and tuition rates. Students must provide form DD214 to receive the Veteran tuition rate.

### **IN-SERVICE**

This benefit is reserved for Armed Forces personnel currently on active duty. Active duty personnel are also eligible under the Tuition Assistance Program. Information on the Tuition Assistance Program may be obtained from the educational liaison at the military base.

## SCHOLARSHIPS

Students attending Jones College may apply for any scholarship for which they believe they qualify; however, scholarship recipients will only be awarded one scholarship per semester. To be eligible for scholarship consideration, students must be in their sophomore, junior or senior year.

Institutional scholarships will not be earned or awarded until the 10<sup>th</sup> week of a full term and the 5<sup>th</sup> week of a mini-term. All other funds awarded to the student will be applied to institutional charges. Once the scholarship has been earned and applied (after the 10<sup>th</sup> week for a full term and 5<sup>th</sup> week of a mini-term), funds received in excess of institutional charges will be disbursed to the student. In order to earn a full scholarship, the student must remain actively enrolled and make satisfactory progress. Once a student withdraws from school, any remaining unearned scholarship reverts to the fund.

International students are not eligible for any of the scholarships listed in this section of the catalog. Interested international students may apply for the International Student Grant as described in the International Students section of this catalog.

## **ANNUAL SCHOLARSHIPS FOR JONES COLLEGE STUDENTS**

The following scholarships are awarded during the spring term. (The selection of recipients is determined by an administrative Scholarship/Grant committee.)

A. Students interested in applying for a Josephine Forrestal, Joe Harper, or Samuel Campbell Dynes scholarship must: (1) submit a letter requesting the scholarship, identifying why they should be considered, (2) have two faculty members submit a letter of recommendation regarding college citizenship and scholastic achievement and (3) have successfully completed a minimum of thirty hours of course work. Letters of request should be sent to the Administrative Scholarship/Grant Committee in care of the Dean's Office. Deadline for scholarship letters from students and faculty support letters is April 15 of each year. (4) The recipient must schedule and complete a minimum of nine semester hours in the fall and winter semesters. Josephine Forrestal, Joe Harper, and Samuel Campbell Dynes scholarship recipients with less than nine semester hours of coursework left in the winter semester during which their scholarship is applied, will be exempted from the nine semester hour requirement in the applicable winter semester.

B. Sophomore Honor, Junior Honor, and Senior Honor scholarships are based on (1) highest Grade Point Average in each category, (2) credits successfully completed in attaining that Grade Point Average. Students must schedule for nine semester hours in the fall and winter semesters for the Sophomore and Junior Scholarships.

### **JOSEPHINE FORRESTAL SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville campus will be eligible.

### **JOE HARPER SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville campus will be eligible.

## **SAMUEL J. CAMPBELL DYNES SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two students on the basis of scholastic aptitude, need, and faculty recommendation. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Two scholarships total are available for students from the Distance Learning program, as well as students from the Jacksonville campus.

## **SOPHOMORE HONOR SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two sophomore students who have attained the highest Grade Point Average for coursework completed during the freshman year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Students from the Distance Learning program, as well as students from the Jacksonville campus, will be eligible.

## **JUNIOR HONOR SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two junior students who have attained the highest Grade Point Average for coursework completed during the sophomore year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville campus will be eligible.

## **SENIOR HONOR SCHOLARSHIP**

A tuition credit equal to six semester hours is awarded annually to two senior students who have attained the highest Grade Point Average for coursework completed during the junior year at Jones College. The award will be applied to the student's account in two equal tuition credits in the fall and winter semester. Students from the Distance Learning program, as well as students from the Jacksonville campus will be eligible.

## **ANNUAL SCHOLARSHIPS FOR HIGH SCHOOL SENIORS**

### **JACK H. JONES SCHOLARSHIP**

Two full tuition scholarships for an academic year of 24 credit hours will be awarded at the start of each academic year to outstanding high school graduates who matriculate to Jones College. Seniors interested in applying for one of these scholarships must make application to the College. The applicant's score on the admissions test, demonstrated citizenship, high school grade point average, need, and recommendation from the students' teachers or administration will be the criteria utilized in awarding these scholarships. The award will be applied in two equal tuition credits in the fall and winter semesters immediately following the award of the scholarship.

To be offered the scholarship, the student must be registered for a minimum of 12 credit hours for a full term. If all Jack Jones scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

### **DOROTHY McEWEN ELROD SCHOLARSHIPS**

Two Dorothy McEwen Elrod Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. These scholarships will consist of a tuition credit equal to 12 semester hours. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarships based on their score on the Accuplacer test and LAMPS test for DL students. Applicants with a score of 300 or more on the Accuplacer test will be awarded a scholarship on a first come, first served basis. Applicants with a 240-299 score will be offered available unawarded scholarships on August 15. Applicants with a score of 192 or more on the LAMPS test will be awarded a scholarship on a first come, first served basis. Applicants with a LAMPS score of 176-191 will be offered available unawarded scholarships on August 15th. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the fall mini-term. If all scholarships are not awarded in the fall term, remaining scholarships may be awarded in the winter semester.

## **WILLIAM H. STODDARD SCHOLARSHIPS**

Two William H. Stoddard Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarship based on their score on the Accuplacer test or LAMPS test for DL students. Applicants with a score of 300 or more on the Accuplacer test will be awarded a scholarship on a first come, first served basis. Applicants with a 240-299 score will be offered available unawarded scholarships on August 15. Applicants with a score of 192 or more on the LAMPS test will be awarded a scholarship on a first come, first served basis. Applicants with a LAMPS score of 176-191 will be offered available unawarded scholarships on August 15th. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the fall mini-term. If all Stoddard scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

## **ALBERT PAUL LIMA SCHOLARSHIPS**

Two Albert Paul Lima Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarship based on their score on the Accuplacer test or LAMPS test for DL students. Applicants with a score of 300 or more on the Accuplacer test will be awarded a scholarship on a first come, first served basis. Applicants with a 240-299 score will be offered available unawarded scholarships on August 15. Applicants with a score of 192 or more on the LAMPS test will be awarded a scholarship on a first come, first served basis. Applicants with a LAMPS score of 176-191 will be offered available unawarded scholarships on August 15th. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the fall mini-term. If all Lima scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

## **RAYMOND N. GROSS SCHOLARSHIPS**

Two Raymond N. Gross Scholarships are awarded annually to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarship based on their score on the Accuplacer test or LAMPS test for DL students. Applicants with a score of 300 or more on the Accuplacer test will be awarded a scholarship on a first come, first served basis. Applicants with a 240-299 score will be offered available unawarded scholarships on August 15. Applicants with a score of 192 or more on the LAMPS test will be awarded a scholarship on a first come, first served basis. Applicants with a LAMPS score of 176-191 will be offered available unawarded scholarships on August 15th. These scholarships will consist of a tuition credit equal to 12 semester hours. To be offered the scholarship, the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the fall mini-term. If all Gross scholarships are not awarded in the fall term, the remaining scholarships may be awarded in the winter semester.

## **JULIAN H. JACKSON SCHOLARSHIPS**

Six \$1,000 Julian H. Jackson Scholarships are awarded annually for one academic year to high school graduates completing graduation requirements at the end of each school year. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Seniors interested in applying for one of these scholarships must make application to the College. Applicants will be awarded the scholarship based on their score on the Accuplacer test or LAMPS test for DL students. Applicants with a score of 300 or more on the Accuplacer test will be awarded a scholarship on a first come, first served basis. Applicants with a 240-299 score will be offered available unawarded scholarships on August 15. Applicants with a score of 192 or more on the LAMPS test will be awarded a scholarship on a first come, first served basis. Applicants with a LAMPS score of 176-191 will be offered available unawarded scholarships on August 15th. To be offered the scholarship the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the mini-term. If all Jackson scholarships are not awarded in the fall, remaining scholarships may be awarded in the winter semester.

## **ANNUAL GRANTS FOR DEPENDENTS OF JONES COLLEGE ALUMNI**

### **THE JOYCE BREWE GRANT**

Twelve \$1,000 Joyce Brewé Grants are awarded for one academic year to dependents of Jones College Associate and Bachelor degree recipients in good standing. Good standing is defined as the alumnus and their dependent having no outstanding balances due Jones College, not being in default on any student loan, and meeting Jones College admissions standards. The award will be applied to the student's account in two equal tuition credits in the fall and winter semesters. Dependents of alumni interested in applying for one of these scholarships must make application to the College by August 15 of each year. To be offered the grant, the student must be registered for a minimum of nine credit hours for a full term or three credit hours for the mini-term.

All scholarships and grants, with the exception of the Samuel J. Campbell Dynes Scholarships, are funded with College funds. The Samuel J. Campbell Dynes Scholarship is funded through a special fund established through a donation by the Campbell family.

## FINANCIAL INFORMATION

Tuition for Bachelor of Science and Associate in Science Degree Programs is charged on a credit hour basis at a rate noted in this Catalog.

The Financial Assistance Office located at the campus will assist students in financing tuition, fees and other college expenses, as well as other costs of attendance. The amount of financial assistance a student is eligible to receive is limited to the student's cost of attendance (COA). The COA is determined by adding the total of the tuition and fees for one academic year (2 semesters) plus books (estimated at \$150/class plus \$50 per semester for supplies). Also added to this is a maintenance figure which is an estimate of what it costs the student to live and attend school. The maintenance figure used during the 2016/2017 award year is \$609/month for students with no dependents who live with their parents. Maintenance for all other students is \$953/month. An academic year is generally 8 months.

Further, where access to other financial assistance is lacking, tuition and fees may be financed by acceptable Payment Obligations.

Veterans programs and tuition rates are described in this Catalog.

College regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent or who has defaulted on a student loan.

### FEES

A Laboratory Fee of \$145 will be assessed for MEA 126L, Laboratory Procedures.

A Library/Computer Lab Fee of \$45 per semester will be charged to all students attending on campus. This fee will cover the cost of use of the computer lab, the College Libraries, the Library computers, Internet, and assignment of a personal e-mail address. Students enrolled in Distance Learning classes in a particular semester will be charged a fee of \$45 per class. If enrolled in both on-campus and Distance Learning classes, both fees will apply. There will be no adjustment in Distance Learning Fees and/or Lab Fees for students changing from Distance Learning to On-Ground classes or vice versa once the drop/add period has ended.

Students enrolled in the medical assistant degree program will be charged a \$45 fee for the NCCT virtual course when they schedule for the MED260 or MEA100 courses. Students who use the computer labs to print their work do so through print management software called **PaperCut**. All students are given a credit of \$15.00 or 300 pages per term. When first installed each page printed costs 5 cents and

is deducted from the account. If the balance drops to \$0.00 a student will not be able to print in the Libraries or Labs. Students can add to their balance through the campus bookstore or wait until the next term when their balance will be returned to \$15.00 or 300 pages.

Students may be required to purchase an Access code in order to utilize the BlackBoard cyber campus presentation platform. This fee is listed on page 73.

The following fee applies to the Elementary Education Bachelor Degree program only - Finger Printing Fee \$65 - \$85 (varies by county).

A Graduation Fee of \$90 shall be paid by all graduating students when the student is within 15 semester hours of completing his or her degree goal.

The College charges no fee for scheduled tests or final examinations. Students who are unable to take a test when scheduled must consult with the instructor for that instructor's make-up policy. Students who are unable to take a final examination when scheduled must take it within two weeks following the start of the next semester. See the Dean for make-up arrangements.

A late fee of \$20, payable in advance, will be charged for each final examination taken at a date later than the originally scheduled date.

A Credit by Examination fee of \$45, payable in advance, will be charged for each examination taken to establish credit by examination, and an Academic Credit Fee of \$75 per credit hour will be charged for each course for which academic credit is established by special proficiency examinations.

Portfolio Assessment Fee: Students applying for Life Experience credit will be charged a \$65 Portfolio Fee at the time their portfolio is submitted. Any additional requests for portfolio assessment will result in an additional \$65 portfolio fee. If credit is awarded, an Academic Credit fee of \$75 per credit hour will be charged for each course for which academic credit is awarded. See the Dean for instructions on Portfolio submission and limits on credits to be earned through Life Experience.

Official Transcripts Fee: \$5.00 per copy.

A fee of \$112 for medical uniforms will be charged to all Medical Assistant students in their first term of enrollment.

Students are responsible for the purchase of all books and supplies and charges that are not included in tuition costs. Some Distance Learning courses require an access code to be purchased.

## PAST DUE STUDENT ACCOUNTS

All student accounts are due and payable prior to the commencement of the College term in which the student is enrolled unless the financial circumstances of the student require that other financial arrangements be made. College regulations prohibit registration, graduation, granting of credit, or release of grades or official transcripts for any student whose account is delinquent or who has defaulted on a student loan.

## RETURN OF TITLE IV FUNDS

When a student receiving Title IV grant or loan assistance withdraws from all classes at Jones College during a payment period that he/she began attending, a determination of the amount of assistance earned must be made.

If the student earned more aid than was disbursed, he or she will be able to receive additional funds if desired. However, if the student earned less than what he/she received, the excess funds must be returned. The student may owe part or all of the excess funds which must be returned.

The following steps will be taken to determine who must return Title IV grant or loan funds and how much:

- Step 1. Determine the student's withdrawal date:  
Actual Last Date of Attendance as documented by the Dean's Office.
- Step 2. Determine student's percentage of earned aid (if withdrawal date is before completion of 60% of the payment period) by calculating number of days in attendance divided by number of days in the payment period. (For example: if student attended 30 days during a semester that is 105 days, the student would have earned  $30/105=28.6\%$  of awarded aid.) Number of days in attendance is computed from the published start date to the date the student last attended.
- Step 3. Determine percentage of unearned aid (100% minus the percentage determined in Step 2).
- Step 4. Determine unearned aid that must be returned by subtracting the percentage of assistance earned as calculated in Step 2 from the assistance disbursed to the student as of the date Jones College determined that the student withdrew.
- Step 5. Determine amount of unearned aid that must be returned by Jones College. Jones College will return the lesser of:
  - a. The total amount of unearned charges as computed in Step 4.
  - b. Institutional charges multiplied by the unearned percentage of aid computed in Step 3.

**OR**

Step 6. Determine amount of unearned aid the student must return by subtracting the amount Jones College was required to return from the total amount of unearned aid that must be returned as determined in Step 4.

- a. The student (or parent in the case of a PLUS loan) must return or repay loan funds in accordance with the terms of the loan.
- b. The student must return grant funds as an overpayment. However, the amount of a grant overpayment due is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds received by the student. The amount that exceeds this half is then reduced by 50%. A student does not have to repay a grant overpayment of \$50 or less. Failure to repay the overpayment or make satisfactory repayment arrangements within 45 days of notification will result in rendering the student ineligible for future Title IV funding.

Step 7. Order of return of Title IV funds:

1. Direct Unsubsidized Loan
2. Direct Subsidized Direct Loan
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants
6. Federal SEOG Program Aid
7. Other grant or loan assistance authorized by Title IV of the HEA.

## REFUND POLICY

In an effort to align the Jones College Refund Policy with the policy adopted in Federal Regulations as applicable to the Federal student aid programs, there will be no refund of tuition and fees paid on a semester/mini-semester basis except as outlined below:

1. If cancellation of enrollment occurs prior to class beginning, all tuition and fees paid will be refunded in full. All tuition and fees will be refunded in full if the student withdraws or cancels his/her enrollment within 3 working days of signing the Application for Admission. Books purchased from the Jones College Bookstore should be returned during the semester in which they were purchased (pending approval from the Dean's Office) for possible credit.

2. For students who withdraw after classes begin for the semester/mini-semester, the following refund policy will apply:

- A. The college will determine how many days are in each semester (generally from 103 to 105 days).
- B. Percentage of completion is then computed from the published term start date to the date the student last attended any class up until the student has attended 60% of the semester.
- C. The reciprocal fraction of the percentage of completion will be credited to the student account upon withdrawal. If applicable, refunds will be made within 30 days.

3. There will be no refund or adjustment in tuition charges once a student has completed 60% or more of the semester or mini-semester.

4. Tuition and fees will be adjusted, for the current term, under the following circumstances:

(i) credit hours dropped no later than the last day to enter classes for the semester or mini-semester (this does not include total withdrawal). Students must officially decrease hours through the Dean's Office for classes during the drop/add period in order not to incur charges for classes dropped. Unless the student is totally withdrawing from the school, as set forth above, there will be no tuition reduction for a reduction in class hours, once the drop/add period is closed, even if the student did not attend the classes from which he or she withdrew after the drop/add period;

(ii) courses cancelled by the College;

ii) exceptional circumstances as approved by the President of the College provided the student submits a written request and supporting documentation.

5. There will be no refund or adjustment in tuition charges for a reduction in credit hours after the Last Date to Enter Classes for a semester or mini-semester as specified in the College Calendar.

Examples of application of refund policy:

A. If the student attended 8 days of a semester lasting 105 days, percentage of completion is computed as follows:  $8/105=7.6\%$  completion. The reciprocal fraction of this percentage would then be  $100\%-7.6\%=92.4\%$ . Therefore, 92.4% of tuition and fee charges would then be refunded.

B. If the student attended 60 days of a semester lasting 104 days, percentage of completion is computed as follows:  $60/104=57.7\%$  completion. The reciprocal fraction of this percentage would then be  $100\%-57.7\%=42.3\%$ . Therefore, 42.3% of tuition and fee charges would then be refunded.

C. If the student attended 63 days of a semester lasting 104 days, percentage of completion is computed as follows:  $63/104=60.6\%$ . Because this student would have attended beyond 60% of the semester, no refund would be computed.

## ACADEMIC INFORMATION

### DEPARTMENT OF EDUCATION REGULATORY CHANGES

U. S. Department of Education regulatory changes became effective July 1, 2011. Because of these regulatory changes, all institutions, including Jones College, will need to ensure that they award Title IV funds based on enrollment status that reflects the Department of Education's definition of a credit hour. The definition is: "an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour or trimester hour of credit...."

or

(2) "At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

For a three credit hour class, students will be required to complete six hours of course related activity per week outside of the classroom. Examples of course related activity that could meet this requirement include: completing online research, completing library research, viewing videos as assigned by your instructor, completing homework assignments, and writing reaction papers. Instructors will develop the mechanisms they will use to verify the achievement of learning outcomes in each assigned class. All course requirements will be outlined in your course syllabi.

Students reviewing materials online may be required to pay fees associated with accessing the electronic course materials assigned by their instructors. Students are responsible for the payment of such fees and must satisfy any related coursework requirements. All coursework assigned and course related activity completion will be included in calculations of a student's final grade.

## CREDIT HOUR

The College awards credit on a semester system. A credit hour is equivalent to approximately fifteen class hours of lecture with appropriate out-of-class study, 30 hours of laboratory with appropriate out-of-class study, and a minimum of 45 hours of practicum. Full-time is defined as 12.0 credit hours or more; 9.0 to 11.0 hours is considered 3/4-time; 6.0-8.5 hours is considered half-time. Less than 6.0 hours is considered less than half-time.

## UPSIDE-DOWN CURRICULUM

In many colleges and universities students enrolled in Associate and Bachelor Degree programs do not begin coursework in their Major, or area of concentration, until the completion of the first or second year of study.

Jones College offers what is referred to as the Upside-Down Curriculum. This permits a student to take some courses in his/her major as early as the first or second semester of the student's first academic year in addition to the required basic courses. **(Note: Certain courses require prerequisites.)**

## COURSE NUMBERING SYSTEM

All courses are assigned a course code. The prefix identifies the area of study and the course number identifies the difficulty level of the course. The first number of the four-digit course number indicates the level at which the students normally take the course:

- |                      |  |
|----------------------|--|
| 1 as the first digit | normally taken during the first year of study, may have a prerequisite.  |
| 2 as the first digit | normally taken during the second year of study, may have a prerequisite. |
| 3 as the first digit | normally taken during the third year of study, may have a prerequisite.  |
| 4 as the first digit | normally taken during the fourth year of study, may have a prerequisite. |

Review Florida's Statewide Numbering System in this catalog. Courses that are not a part of the Statewide Common Course Numbering System are identified by the sign # in the Course Description Section of the Catalog.

## GRADING SYSTEM AND PROGRESS REPORTS

Final grades are reported at the completion of each grading period. The College Calendar follows a standard semester system in which each semester is 15-17 weeks in duration. At the conclusion of each trimester the College reports final grades to each student.

The following grading system is used:

<b>GRADE EVALUATION</b>	<b>GRADE POINTS ASSESSED</b>
A      Excellent	4
B      Above Average	3
C      Average	2
D      Below Average	1
F      Failure	0
WP     Withdrawal	Not Calculated
W      Withdrawal with Penalty*	0
I      Incomplete (Automatically changes to "F" if course requirements are not completed satisfactorily within two weeks after the beginning of the next term's classes)	0
A, B    Exemption	4 or 3 as determined by Jones College Exemption Exam.
U      Audit	Not Calculated
LE     Life Experience	Not Calculated
A, B, C Credits Accepted in Transfer	4, 3, or 2 as determined by the originating institution.
MI     Military Credit	Not Calculated
CL     CLEP	Not Calculated

\* (W grades will be issued to all class drops unless documentation from an employer, physician or the like is provided.)

## **ON-GROUND ATTENDANCE**

At Jones College, class attendance will be monitored by instructors every class session. Students with excessive absences may be withdrawn from their courses as follows: Students having four (4) consecutive absences will be administratively dropped from the course by the Dean's Office and given a grade of "W" (withdrawal with penalty). Students who anticipate a prolonged absence should advise both their instructor and the Dean's Office of the reason for the absence, and provide documentation if available. Any requests for reinstatement must be made directly to the instructor and be approved by the Dean.

## **DISTANCE LEARNING ATTENDANCE**

Because of the way in which distance learning courses are mechanized, distance learning student attendance is tracked differently from on-ground student attendance. Distance learning students have a "standard" week (Sunday-Saturday) in which to complete a myriad of instructional activities. During these standard weeks, distance learning students also receive two attendance marks. Distance learning students with four (4) absences in a row over any consecutive two-week period will have their access blocked to the courses in question by the Dean's Office. If they do not contact the Dean's Office within twenty-four hours of having access blocked, they will be administratively withdrawn from the distance learning course(s) in question and given a grade of "W" (withdrawal with penalty). Students who anticipate a prolonged absence should advise both their instructor and the Dean's Office of the reason for the absence, and provide documentation if available. Any requests for reinstatement must be made directly to the instructor and be approved by the Dean.

## **GRADUATION REQUIREMENTS**

Students must have a 2.0 cumulative grade point average in order to earn a degree from Jones College. This cumulative grade point average will include all coursework taken at Jones College and the grades from coursework completed at other academic institutions accepted as transfer credit into the student's academic program.

Students must complete all credits to be earned through examination, Life Experience and transfer prior to the beginning of the student's last semester of each applicable degree program. All incomplete grades earned in the final semester of study must be cleared by the end of the second week of the following semester. Failure to complete all requirements for graduation may postpone a student's graduation date to the end of the next semester. All graduates must fulfill all financial obligations, including tuition charges, graduation fees and other expenses, before the degree or diploma is granted.

## **CAREER PLACEMENT EXIT INTERVIEWS**

All graduates must complete an exit interview with the Career Placement Office before the degree or diploma is granted. Students must schedule this interview during their final semester.

## **EXITING REQUIREMENTS FOR RECIPIENTS OF TITLE IV STUDENT LOANS**

Federal regulations require the College to provide all exiting (graduate or withdrawal) students who received Title IV Federal Student Loans with Exit Counseling. This counseling includes a review of prior entrance counseling, provides an average anticipated monthly repayment amount, a review of repayment options, debt management strategies and a review of forbearance, deferment, and cancellation options among other things. Students will be given the name and address of their lender, along with a total of the student's indebtedness. The College is required to obtain a borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). The College is required to obtain the student's current driver's license number and state of issuance. All of this information must be submitted to the student's lender.

Graduating students must complete the Exit Counseling package and return it to the College prior to receiving their diploma. Failure to complete the package will result in Jones College not releasing the student's degree/diploma to the student.

## **GRADUATION WITH HONORS**

Students enrolled in degree programs who have earned the requisite credits for graduation with the following Grade Point Averages are entitled to the appropriate honors: 3.50-3.75, cum laude; 3.76-3.89, magna cum laude; 3.9 and above, summa cum laude.

## **GRADUATION CEREMONY**

Graduation ceremonies are held once each year. All students completing their coursework since the last graduation ceremony are included in the graduating class of that year.

- On-campus students upon whom degrees are to be conferred are required to participate in the Commencement Exercises. Upon prior written request, degrees for students in this category may be awarded "In-Absentia" only after Commencement Exercises are held.

- Distance-Learning-only students are invited to participate in Commencement Exercises in Jacksonville, Florida. Diplomas for students in this category who are unable to attend a Commencement Exercise will be mailed to them.
- Degrees awarded to students in both categories are identical.

## DEAN'S LIST

Students who successfully complete a minimum of 6 credit hours in a given semester, achieve a 3.5 or better grade point average and also have cumulative grade point average of not less than a 2.0, will be placed on the Dean's List. The Dean's List notation will appear on the student's academic transcript, and a letter will be sent to the student acknowledging his or her achievement.

## REPEATING COURSES

A student may repeat a failed course taken at the College in order to improve the cumulative Grade Point Average. Students will receive credit for the grade earned after passing the course. Repeated courses will appear on the student's transcript. The cumulative Grade Point Average will be computed to count all course attempts. Students are charged tuition at the same rate as other courses in their program for repeated courses.

## TWO MAJORS/TWO DEGREES

**TWO MAJORS:** Any undergraduate student who elects to do so may carry two majors and work to fulfill the requirements of both concurrently. Upon the successful completion of the requirements of two majors, a student will be awarded only ONE degree. All course requirements for both majors must be met within the 120-hour requirement for the degree. The two majors option is available to Bachelor of Science candidates only. In cases where the requirement for two majors has been met and only ONE degree is involved, a notation denoting the "requirements for the second major have been met" will be posted to the student's transcript.

**TWO DEGREES:** Two degrees may be awarded at the Bachelor's or the Associate's level when the following conditions have been met: 1. Course requirements for the two majors have been completed as certified by the appropriate academic credits and 2. A minimum of 30 credit hours beyond the first degree has been earned by students enrolled in Bachelor of Science programs OR a minimum of 18 credits beyond the first degree has been earned by students enrolled in Associate in Science programs.

Care must be taken in scheduling for a second degree or second major. Veteran education benefits and/or financial aid awards may not be available. Scheduling of courses must be done in consultation with the Dean and the Financial Aid Office.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- 1) The right to inspect and review the student's education records.
- 2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- 4) The right to file with the U.S. Department of Education a complaint concerning alleged failures by Jones College to comply with the requirements of FERPA.
- 5) The right to obtain a copy of the Jones College student records policy as printed below.

### STUDENT RECORDS POLICIES AND PROCEDURES FOR JONES COLLEGE

**Annual Notification:** Students will be notified of their FERPA rights annually by publication in the Dean's Newsletter.

**Procedure to Inspect Education Records:** Students may inspect and review their education records (Academic and Financial aid) upon request to the President of the College. The student should submit to the President of the College a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect. The President of the College will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

**Limitation on Right of Access:** Jones College reserves the right to refuse to permit a student to inspect the following records: (1) the financial statement of the student's parents, (2) letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975, (3) records connected with an application to attend Jones College if that application was denied, (4) those records which are excluded from the FERPA definition of educational records.

**Educational Records Definition:** Any record maintained by Jones College which is directly related to a student except: (1) a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record, (2) an employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment, (3) alumni records which contain information about a student after he or she is no longer in attendance at Jones College and which do not relate to the person as a student.

**Refusal to Provide Copies:** Jones College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations: (1) student has an unpaid financial obligation to the College, (2) there is an unresolved disciplinary action against the student, (3) the education record requested is an exam. (An exam that is not directly related to the student is not an education record subject to FERPA's access provisions.)

**Fees for Copies of Records:** The fee for copies will be \$1.00 per page plus postage if the copies are being mailed.

**Types, Locations, and Custodians of Educational Records:** The following is a list of the types of records that the College maintains: Admissions Records, Academic Records, Financial Records, Placement Records, Progress Records, Disciplinary Records. All requests should be directed to the President of the College. As the President of the College does not keep all records, it is important to be specific as to the records being requested.

**Disclosure of Education Records:** Jones College will disclose information from a student's records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

- (1) To school officials who have a legitimate educational interest in the records. A school official is: (a) a person employed by the College in an administrative, supervisory, academic, or support staff position; (b) a person elected to the Board of Trustees; (c) a person employed by or under contract to the College to perform a special task, such as an attorney or auditor, (d) a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official is: (a) performing a task that is specified in his or her position description or contract agreement, (b) performing a task related to a student's education, (c) performing a task related to the discipline of a student, (d) providing a service or benefit relating to the student or student's family, such as counseling, job placement, or financial aid, (e) maintaining the safety and security of the campus.
- (2) To officials of another school, upon request, in which a student seeks or intends to enroll.

- (3) To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
- (4) In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- (5) To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
- (6) To organizations conducting certain studies for or on behalf of the College.
- (7) To accrediting organizations to carry out their functions.
- (8) To parents of an eligible student who is claimed as a dependent for income tax purposes.
- (9) To comply with a judicial order or a lawfully issued subpoena.
- (10) To appropriate parties in a health or safety emergency.
- (11) To individuals requesting directly information so designated by the College.
- (12) The results of any disciplinary proceeding conducted by the College against an alleged perpetrator of a crime of violence or non-forcible sex offense; and the student has committed a violation of the institution's rules or policies with respect to the allegation.
- (13) To parents, with a student's consent, when students under 21 violate drug or alcohol laws or policies.

**Record of Request For Disclosure:** Jones College will maintain a record of all requests for, and/or disclosures of, information from a student's records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

**Directory Information:** Jones College designates the following items as Directory Information: student's name, e-mail address, major field of study, dates of attendance, current grade point average, and degrees and awards received. Jones College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the end of the student's first month in school.

**Correction of Educational Records:** Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Students must follow the below listed procedure to have their educational record updated.

- (1) A student must ask the President of the College to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
- (2) Jones College may comply with the request or it may decide not to comply. If it decides not to comply, Jones College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed

to be inaccurate, misleading, or in violation of the student's privacy rights.

(3) Upon request, Jones College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

(4) The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

(5) Jones College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

(6) If Jones College decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

(7) If Jones College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

(8) The statement will be maintained as part of the student's records as long as the contested portion is maintained. If Jones College discloses the contested portion of the record, it must also disclose the statement.

FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others.

## **CLASS SCHEDULES**

Students select their classes, under the guidance of the Dean's Office, from a class schedule normally offering classes between 8:00 a.m. and 10:00 p.m., Monday through Thursday. Students normally attend classes during the day or during the evening. Students may also attend Friday or Saturday morning and afternoon classes or Sunday afternoon classes, when offered. The College is in session throughout the year except for holidays and vacations as shown in the College Calendar. Summer attendance is optional, but full class offerings are available for the many students who choose to attend and accelerate their program.

## **BOOKS AND SUPPLIES**

Books and supplies may be purchased through the College Bookstore or from other bookstores in the area. They may also be purchased from various web sites. Used books are usually available from other students; check the Bulletin Boards at the campus for book purchasing opportunities.

Jones College and eCampus have joined forces so students are now able to charge their books at eCampus using their Financial Aid. More information may be found at <http://www.jones.edu/current-students/book-list>.

## STANDARDS OF ACADEMIC PROGRESS

**Institutional Satisfactory Progress Policy.** Standards of academic progress are measured against three important and independently assessed criteria: program length, academic achievement (i.e. grade point average) and course completion percentage. Students must meet the following minimum standards of academic achievement and successful course completion while enrolled at Jones College.

**Maximum Program Length.** Students must complete their program of study in no more than one-and-one-half times the credit hours required for the specific program. Students enrolled in either an Associate or Bachelor Degree Program must complete their program of study within 150% of the program total credit hours.

**Minimum Academic Achievement.** To ensure Jones College students comply with standards of academic progress, academic progress will be evaluated at the end of every semester of enrollment. Chart A and Chart B depict the time frames utilized at Jones College for the evaluation of academic progress. Students must achieve the minimum grade point average identified in Chart A or Chart B as applicable, in order to remain enrolled as a regular student at Jones College. Failure to achieve these minimum standards may result in students being placed into a probationary status or being dismissed.

**Successful Course Completion.** All course requirements (60 credit hours in Associate Degree Programs and 120 credit hours in Bachelor Degree Programs) must be successfully completed for students to graduate from their respective programs.

A student must successfully complete the percentages of the credit hours attempted as identified in Chart D or Chart E as applicable. These calculations are based on the maximum program length time frames discussed above. Evaluations of successful course completion percentages will also take place every semester.

Failure to achieve these minimum standards may result in the student being placed into a probationary status or being dismissed.

## **NOTE:**

The U. S. Department of Education mandates that institutions utilize the following phraseology/titles for the levels of probation that will be applied to students not in compliance with the institution's listed academic standards of progress: Financial Aid Warning and Financial Aid Probation. Even though there is an implication in these titles that the status would only apply to students receiving Title IV, HEA program funding, this is not the case. All enrolled Jones College students are subject to placement into either probationary status and must meet the stipulated requirements for removal of the status once placement into either has occurred.

### **Financial Aid Warning (FA Warning).**

Academic standards of progress will be evaluated at the end of each financial aid payment period (each semester). If it is determined that any student is not making satisfactory academic progress, the following stipulations will apply:

1. Students will be placed on FA Warning for the payment period (semester) following the payment period (semester) in which the student did not make satisfactory academic progress.
2. Students placed on FA Warning will be required to attend academic counseling with the Dean and may be required to participate in a tutorial program.
3. Students placed on FA Warning may continue to receive Title IV, HEA program funding if they meet all other eligibility requirements for receipt of the funds.

Financial aid warning will last no less than one semester. Students will be removed from FA Warning if he/she meets all academic standards at the next financial aid payment period evaluation point (semester).

### **Financial Aid Probation (FA Probation).**

Students who are currently on FA Warning will have their academic progress evaluated at the end of the financial aid payment period in which they were placed into this status. Those students who do not make satisfactory academic progress during the payment period will be placed on Financial Aid Probation (FA Probation).

FA Probation status removes a student's "regular student" status. Except as delineated below, students who have not achieved the required GPA, or who have not successfully completed his or her educational program at the required pace, are no longer eligible to receive assistance under Title IV, HEA programs or receive future Presidential Scholarship awards.

### **FA Probation Appeal Process.**

To address the negative impact of FA Probation, the following appeal process/procedure is instituted. **All students placed on FA Probation must follow this procedure to be considered for continued eligibility to remain enrolled at Jones College.**

Students placed on FA Probation may remain enrolled, and eligible to receive Title IV, HEA program funding and Presidential Scholarships, if there were verifiable mitigating circumstances (injury, illness, death of a family member, other personal or family crisis, etc.) that hindered the student from meeting academic standards. In such situations, the student must submit a written appeal in which the student specifically addresses the circumstances hindering satisfactory academic progress and explains how circumstances have changed in the student's personal situation, thereby allowing the student to meet academic standards at the next evaluation. Additional documentation substantiating the information contained within the student's appeal must also be provided at the time the written appeal is submitted for review.

All received appeals will be reviewed by the student's Department Chairperson and Dean. Students will be notified in writing of the College's decision regarding acceptance or denial of the submitted appeal.

### **Denied Appeals.**

Students who have submitted written appeals, and had the appeal denied, will no longer be eligible to receive any Title IV, HEA program funding. Students receiving Presidential Scholarships who have had their appeal denied will become ineligible for future presidential scholarships. In both cases, students with denied appeals may continue taking classes if acceptable payment plans can be established with the Financial Aid Department. In the cases where payment plans are established, the student may remain enrolled in an Extended Enrollment status until they once again establish satisfactory academic standards or reach a point where dismissal for non-achievement of academic standards is required.

### **Accepted Appeals.**

Once an appeal is accepted, the College will establish an academic improvement plan for the student that, if followed, will allow the student to again achieve acceptable academic standards at a specified point in time (future semester). Each established academic improvement plan will be unique. The plan may require specific terms and conditions such as taking a reduced course load or enrolling in specific courses.

As long as the student meets the conditions listed on his/her academic improvement plan, eligibility to receive Title IV, HEA program funding and eligibility to receive Presidential Scholarships will be maintained. Reviews of a student's academic improvement plan progress will take place each semester. Once all listed plan conditions have been met, the student will be restored to regular student status.

#### **Failure to Meet Academic Improvement Plan Conditions.**

Students failing to meet the conditions stipulated in their academic improvement plans during any review cycle will no longer be eligible to receive any Title IV, HEA program funding. Students receiving Presidential Scholarships who do not meet the conditions stipulated in their academic improvement plans during any review cycle will also lose eligibility to receive future Presidential Scholarships. In both cases, students may continue taking classes if acceptable payment plans can be established with the Financial Aid Department. In the cases where payment plans are established, the student may remain enrolled in an Extended Enrollment status until they once again establish satisfactory academic standards or reach a point where dismissal for non-achievement of academic standards is required.

#### **Continuation as a Non-Regular Student (Extended Enrollment Status).**

Students on FA Warning who fail to achieve the required grade point average at the evaluation points where dismissal for non-compliance is reviewed, students on FA Probation who have not met the requirements of an academic improvement plan, and students who have had FA Probation appeals denied may establish payment plans with the College and continue as a student in an extended enrollment status. Students in this status are no longer eligible for federal student aid, state student aid, or receipt of Presidential Scholarships. During this period the student will be charged tuition and fees consistent with stated tuition and fees.

All students, including those in extended enrollment status, must complete their program in accordance with the maximum program length required as annotated in the previous page. Students who have exceeded one and one half times the standard time frame may submit an appeal to continue in their academic program as delineated below.

\*A student with an approved appeal who exceeds one and one-half times the standard time frame as defined by the institution either as a regular student or in an extended enrollment status, may receive the original academic credential for which he or she enrolled, provided that there are no additional financial obligations to the student.

Students who are eligible to continue in an extended enrollment status but choose not to continue in this status, will be dismissed from the college.

**Reinstatement to regular student status from extended enrollment status.** If a student improves his/her grade point average to the required 2.0 level while taking classes in an extended enrollment status and thereby demonstrates that he/she is motivationally and academically prepared to continue in the program, the student may be reinstated as a regular student. The Academic Committee must approve reinstatement. Reinstatement will be based on evaluations made by instructors who are familiar with the work of the student and a review by the Dean of the student's grade point average. If reinstated as a regular student, the student will be placed on FA Warning until the next evaluation point.

### **Dismissal**

Students in all of the following categories who do not petition to continue in an extended enrollment status will be deemed ineligible to continue to attend classes and consequently dismissed from the college.

1. Students on FA Warning who fail to achieve the required grade point average at the evaluation points where dismissed for non-compliance is reviewed.
2. Students on FA Probation who have not met the requirements of an academic improvement plan.
3. Students who have had FA Probation appeals denied.

### **Academic Counseling**

Academic standards of progress will be evaluated at the end of each financial aid payment period (each semester). If it is determined that a student is making satisfactory academic progress, but showing trends of a downward cycle, a student may be placed on Academic Counseling status.

**Course repetitions, incompletes, and withdrawals.** Grades earned for courses originally failed will be included in all calculations of the student's GPA. "Incompletes" or "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" (Incompletes) if the student successfully completes the unfinished work prior to (1) the end of the drop/add period of the semester following the receipt of the incomplete grade, or (2) when the instructor sets the last possible submission date. Permission must be obtained from the President of the College for any incomplete grade to be extended past the end of the drop/add period after the start of the semester following the receipt of the incomplete grade.

Failure to complete the work required for a course in the period stated above will result in the student receiving a letter grade of "F" for the course in question.

Course incompletes, **withdrawals with penalty (W's)**, and failed classes (which may or may not be repeated) will be computed as "failed" classes grade point wise for purposes of determining compliance with the College's stated satisfactory academic progress policy. Course incompletes, **withdrawals (WP's)**, **withdrawals with penalty (W's)**, and failed classes will also be calculated as "courses attempted" for purposes of determining satisfactory academic progress.

**Change in Program.** A student must have the approval of the Dean/Director to initiate a change in program of study. All changes to a program of study must be signed by the student. The Dean/Director will notify the student of the coursework completed that will transfer into the new program of study. All coursework taken at Jones College that is accepted into the new program of study will be counted as coursework attempted and completed in the application of the College standards of academic progress.

When the student ceases enrollment in Program A, the 150% maximum time frame ends for that program. When the student begins Program B, he or she begins a new 150% maximum time frame. In those cases where a student begins another program and some Jones College credits are transferred into the subsequent program from Program A, the transferred hours will be subtracted from the 150% and the student would have the remaining difference to complete all the other requirements of the subsequent program (Program B).

This policy in no way indicates that students are eligible for additional financial aid when changing programs.

### **Reentry Student Coursework**

Students reentering Jones College who have previously completed academic coursework in areas impacted by technological advancements may be required to repeat the course(s) in question if the course(s) were taken five years prior to the semester of reentry. This determination will be made by the Dean's Office in consultation with the appropriate Department Chairperson.

Both the original and repeated course(s) will be included in all standards of academic progress calculations.

**Two Majors.** As delineated within the catalog, students may elect to carry two majors. The primary major must be at the Bachelor Degree level; therefore, requirements for both majors must be completed within 180 credit hours attempted.

**Additional Degrees/Diplomas.** Students completing any degree program may elect to begin a second degree program upon completion of the first. It will be responsibility of the Dean's Office to ensure all applicable coursework taken

in the first program is reflected on the student's audit sheet for the second degree program. For Bachelor Degree Programs, this can include up to 90 hours of coursework from the first program. For Associate Degree Programs, this can include up to 39 hours of coursework from the first program. All coursework taken at Jones College that is applied to the second program will count toward the maximum program length requirement for the second program (180 hours for Bachelor Degree, and 90 hours for Associate Degrees).

**Leaves of Absence.** Jones College does not grant any leaves of absence.

**Pass/Fail.** Jones College does not offer courses on a pass/fail basis.

**Transfer Credits.** All grades from coursework taken at other institutions that have been accepted as "transfer credit" into a student's academic program at Jones College will be listed on the student's academic transcript. Transfer credit grades will be tabulated into all academic standards of progress grade point calculations. Transferred coursework will also be counted as coursework attempted and completed in the application of the college Standards of Academic Progress.

**Exemption Examination Credits.** The grades for exemption examination credits earned will be tabulated into all academic standards of progress grade point calculations. Exemption Examinations will also be counted as coursework attempted and completed in the application of the College academic standards of progress.

**Life Experience Credits and CLEP Credits.** Life experience credits and CLEP examination credits also have no impact on the calculation of academic standards of progress. These credits will not be included in any calculations.

**Preparatory Courses.** Preparatory courses may be required in a student's program of study. If a student is required to take preparatory coursework, the resultant grade(s) will be tabulated into all academic standards of progress calculations.

**Application of Standards.** The satisfactory progress standards apply to all students, part-time or full-time. These standards notwithstanding, the College reserves the right to apply a stricter standard when it has been determined by the President of the College to be in the best interest of the student or the institution. Chart A and Chart B depict the academic evaluation periods for Associate Degree and Bachelor Degree seeking students respectfully. These evaluations occur at the end of every semester. Chart C and Chart D depict evaluations based upon credit hours attempted versus credit hours earned and resultant status for Associate Degree and Bachelor Degree students.

Chart A: Academic Evaluation for AS Students:

<u>Semester</u>	Academic		<u>Required Grade</u>	<u>Status With GPA Below Required Level</u>
	<u>Year</u>	<u>Point Average</u>		
1	1	1.0		FA Warning
2	1	1.25		FA Warning/FA Probation
3	2	1.5		FA Warning/FA Probation/Extended Enrollment/Dismissal
4	2	1.75		FA Warning/FA Probation/Extended Enrollment/Dismissal
5	3	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
6	3	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
7	4	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
8	4	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
9	5	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
10	5	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
11+	6+	2.0		Dismissal/Extended Enrollment

Chart B: Academic Evaluation for all BS Students:

<u>Semester</u>	Academic		<u>Required Grade</u>	<u>Status With GPA Below Required Level</u>
	<u>Year</u>	<u>Point Average</u>		
1	1	1.0		FA Warning
2	1	1.15		FA Warning/FA Probation
3	2	1.2		FA Warning/FA Probation/Extended Enrollment/Dismissal
4	2	1.25		FA Warning/FA Probation/Extended Enrollment/Dismissal
5	3	1.35		FA Warning/FA Probation/Extended Enrollment/Dismissal
6	3	1.5		FA Warning/FA Probation/Extended Enrollment/Dismissal
7	4	1.6		FA Warning/FA Probation/Extended Enrollment/Dismissal
8	4	1.75		FA Warning/FA Probation/Extended Enrollment/Dismissal
9	5	1.85		FA Warning/FA Probation/Extended Enrollment/Dismissal
10	5	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
11	6	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
12	6	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
13	7	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
14	7	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
15	8	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
16	8	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
17	9	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
18	9	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
19	10	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
20	10	2.0		FA Warning/FA Probation/Extended Enrollment/Dismissal
21+	12+	2.0		Dismissal/Extended Enrollment

\*Chart C: Credit Hrs. Attempted/Credit Hrs. Earned Evaluation for all AS Degree Students:

<u>Credit Hours Attempted</u>	<u>Status if Below Completion %</u>	<u>Required Completion %</u>
6-21	50%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
22-45	60%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
46-69	65%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
70-81	66%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
81-90	66%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
91-96	67%	Dismissal/Extended Enrollment

\*Chart D: Credit Hrs. Attempted/Credit Hrs. Earned Evaluation for all BS Degree Students:

<u>Credit Hours Attempted</u>	<u>Status if Below Completion %</u>	<u>Required Completion %</u>
6-30	50%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
31-60	55%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
60-90	60%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
90-117	65%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
120-171	66%	FA Warning/FA Probation/Dismissal/Ext. Enroll.
172-182	67%	Dismissal/Extended Enrollment

\*NOTE: Calculations must be based upon total credit hours per program.

### **ADDITIONAL STANDARDS OF PROGRESS FOR STUDENTS ATTENDING UNDER THE PROVISIONS OF THE G.I. BILL®**

Students receiving education benefits under provisions of the G.I. Bill® must maintain the same satisfactory progress standards as identified above in order to continue to receive these benefits.

One of the criteria for approval of any school for veterans' training is that it review prior credit and grant credit as appropriate to a VA student's current program. The VA may not always pay VA Education Benefits before the College receives prior credit information. This is especially true when the VA records indicate that a student may have a large amount of credit to transfer. We are required to report to the VA non-receipt of prior college transcripts if they are not received within two semesters. Please ensure we receive your transcripts in a timely manner so that your benefits are not interrupted.

These standards notwithstanding, the College reserves the right to apply a stricter standard when it has been determined to be in the best interest of the student or the institution.

## **STUDENT CONDUCT**

All students are held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interests of the College and of the student body. A student who acts in a disruptive manner while in school or who acts in a manner that discredits the school will be subject to immediate disciplinary measures up to and including dismissal from the school.

### **PLAGIARISM AND CHEATING**

Plagiarism is, "The act of stealing (ideas, writing, etc.) from another and passing them off as one's own. The act of literary theft." Cheating is acting dishonestly or unfairly in order to gain an advantage, for example, to take an examination or test in a dishonest way as by improper access to answers. Plagiarism and cheating are unethical activities, and violate the Student Code. Any student who commits such an act of academic dishonesty will be subject to disciplinary action, for a first offense receiving a FAILING grade on the particular assignment, and resubmission of the assignment will not be allowed. Any further instances will result in disciplinary actions that can include but are not limited to, a zero on the assignment, a failing grade for the course, suspension, and/or expulsion from the college.

### **DRUG AND ALCOHOL ABUSE PREVENTION POLICY STATEMENT**

It is the policy of the College that the unlawful possession, use, or distribution of illicit drugs or alcohol by students on College property or in conjunction with any College or College-related activities, are strictly prohibited. The College enforces the State underage drinking laws. Students and employees who violate this policy will be referred to the appropriate law enforcement agency for prosecution and be immediately suspended until the matter has been resolved by the proper law enforcement agency. In the event a student is suspended (as indicated above) or is arrested for a drug related offense, he or she will not be allowed back in school until presentation of written documentation indicating that the matter has been resolved to the satisfaction of the College, will the College consider reinstatement.

It is unlawful for any person to sell, manufacture, deliver or possess with intent to sell, manufacture, or deliver a controlled substance. Any person violating the provisions of Florida Law or ordinances of Duval County may be guilty of a felony or, in some cases, a misdemeanor of the first degree, and may be subject to punishment as provided in the Florida or municipal codes. This punishment can include imprisonment, fines, forfeiture of property, and, in some cases, loss of business licenses. It should also be

noted that under Florida's sentencing guidelines, punishment may become successively more severe for second and third violations.

Physical risks associated with drug abuse can include several central nervous system disorders such as cerebral anoxia and coma, Guillain-Barre syndrome, meningitis, brain abscess and many other neurologic complications. Other common physical damage resulting from drug abuse can include heart failure, hypertension, lung abscess and other pulmonary complications such as pulmonary emboli, liver damage and both Type A and B hepatitis, musculoskeletal conditions such as osteomyelitis and muscle damage, and even immunologic abnormalities, including the risk of AIDS with injectable drugs.

Many of the same physical risks exist with alcohol abuse, especially cirrhosis of the liver and hepatic coma, severe brain damage, and alcoholic epilepsy. The most obvious health risks associated with drug and alcohol abuse are psychological.

Addiction to these chemicals can cause drug and alcohol induced schizoid behaviors, depression, dependency, and hostile and self-destructive impulses.

Students and employees who desire drug or alcohol abuse counseling should contact the Dean so that a referral to the appropriate agency can be made. The College makes available to students, faculty, and staff an annual drug-abuse seminar during which educational material is presented relating to drug and alcohol abuse.

## **CAMPUS SEMINARS**

The College will provide an annual program on rape awareness, acquaintance rape, and other sex offenses. These programs are open to all students.

All instances of rape/sexual offenses occurring on campus are to be reported immediately to Campus Security or the Campus Dean and upon request of the victim the local police will be notified. It is vital that the Dean be notified immediately in an effort to preserve evidence as may be necessary to the proof of criminal assault.

The accusation of rape, acquaintance rape, or other sex offenses (forcible or nonforcible) will be brought before the College Academic Committee. The accuser and the accused are entitled to the same opportunities of formal presentation before the Academic Committee and to have others present during a disciplinary proceeding. The Academic Committee may suspend or dismiss a student as the disciplinary action to be taken. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

The Campus Dean can provide students information on existing counseling in the community for victims of sexual assault. The College may also assist in notifying students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested and if these changes are reasonably available.

## **SEXUAL HARASSMENT POLICY**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment. Conduct is unwelcome when the student being harassed, did not "solicit or incite it," and "regarded the conduct as undesirable or offensive."

The College will not tolerate sexual harassment of its students from any member of the college community including faculty, staff, and other students. A student who feels he or she has been sexually harassed should immediately notify his or her Campus Dean. The Campus Dean will work with the President of the College to investigate the grievance and bring it to prompt resolution. The President of the College will, upon receipt of the complaint:

1. Initiate an investigation of the complaint by an impartial investigator, including the opportunity to present witnesses and other evidence;
2. Insure that the investigation will take place on a timely basis to bring closure to the issue in the shortest time frame;
3. Notify the parties involved of the disposition of the complaint, and
4. if appropriate, will take steps to prevent the recurrence of any harassment and correct its effects on the complainant and others.

Students must file a grievance within 45 calendar days following an alleged case of sexual harassment; or, if the accused is an instructor, 45 calendar days after a final grade is received in that class, whichever date is later.

Parties involved will be given the opportunity to appeal the findings and/or remedy.

## **CAMPUS SEX CRIMES PREVENTION ACT**

The above act requires sex offenders, who already must register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. To obtain law enforcement agency information provided by a state concerning registered sex offenders, one may find this information at the following web site: <http://www.fdle.state.fl.us/>.

## **HAZING PROHIBITED**

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 Jones College. Hazing 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 students, 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.

Jones College students and individuals representing the College who work with students are prohibited from engaging in hazing activities. Individuals found guilty of violating this hazing policy will be subject to suspension or dismissal from the College.

## **WEAPONS POLICY**

Jones College has adopted the following weapons policy: A student or member of the Jones College faculty or staff who brings a weapon on campus is in violation of College policy. The student will be immediately expelled from the College and the faculty or staff member will be terminated.

## OTHER REGULATIONS

The College reserves the right to suspend or dismiss from the College any student at any time for misconduct or disruptive behavior or when such action is deemed to be in the best interest of the student, the student body or the College, and to do so without setting forth the cause for such action. Reasons for dismissal or suspension include, but are not limited to, such offenses as carrying a weapon on school grounds, plagiarism, cheating, narcotics activities, disruptive behavior and conduct which might bring the school into disrepute.

Statistics are maintained on crimes that manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act.

At the time of a suspension, the student will be given written notification of the duration of the suspension. At the conclusion of the term of the suspension, the student may apply in writing for re-admission to the College.

Dismissal is a terminal action. Students who have been dismissed from the College for misconduct or disruptive behavior are not permitted to re-enter.

Students who observe a criminal act, or who are victimized by a criminal act on-campus must report the incident to the Dean's Office immediately. The College will assist the student in notifying the proper law enforcement authorities if requested. The same procedure should be followed for any incident or observation relating to the health or safety of students, faculty, or staff. Students having a complaint regarding the College may refer this complaint to the Dean, the College President, or the Corporate President. If attempts to resolve this complaint fail, the student may request that the issue be brought before a committee made up of at least one student, one faculty member, and one member of the administrative staff for resolution.

## FAMILIARITY AND COMPLIANCE WITH COLLEGE REGULATIONS

On or before entrance, each student is given a College Catalog and various brochures and other publications that set forth the policies and regulations under which the College operates. **The student's application for admission to the College acknowledges the student's responsibility to become familiar and compliant with the contents of the Catalog, the college's policies, regulations and procedures. Ignorance or lack of familiarity with this information does not serve as an excuse for non-compliance or infractions.**

## GRIEVANCE PROCEDURE

Step 1. Any student or instructor with a grievance or complaint should request an individual conference with the individual(s) involved to discuss the matter.

Step 2. If a satisfactory resolution to the problem is not reached, an aggrieved student or instructor should seek guidance from the appropriate Department Chair.

Step 3. If the second step has not resolved the grievance, an aggrieved student or instructor should seek guidance from the Dean.

Step 4. If the previous steps have not solved the grievance within 48 hours of the incident, the aggrieved student or instructor must present to the Dean, in writing, all facts of the grievance.

Within 24 hours, upon receipt of the written information, the Dean will schedule a Grievance Committee hearing. The time of the meeting will be communicated, in writing, to all parties. For student and instructor grievances, the Committee will consist of the Dean, two staff members, two faculty members, and two students not involved with the incident in question.

All persons, or their representatives, involved with the incident, must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated within 48 hours to those involved in the incident. The Committee's decision will be final.

Any grievance that involves the protesting of a grade received by a student must be initiated by the student no later than the end of the semester immediately following the term in which the course was given.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant have exhausted all complaint and grievance procedures provided under the institutional policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards, and can take action only if it determines there to have been such a violation. ACICS can be contacted at 750 First Street, N.E., Suite 980, Washington, D.C. 20002; (202) 336-6780.

The State of Florida Commission of Independent Education also provides complaint procedures for the filing of complaints against nonpublic postsecondary institution. The procedure can be found at the following link: <http://fldoe.org/policy/cie/file-a-complaint.stml>

Their procedure is as follows:

To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:

1. Name of Student (or Complainant)
2. Complainant Address
3. Phone Number
4. Name of Institution
5. Location of the Institution (City)
6. Dates of Attendance
7. A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.

Send Letter To:

Commission for Independent Education 325 W. Gaines Street, Suite 1414  
Tallahassee, FL. 32399-0400

Or E-mail: [cieinfo@fldoe.org](mailto:cieinfo@fldoe.org) or Fax: 850-245-3238

## RESERVATIONS

The College reserves the right to modify its tuition and fees; add to or withdraw members from its faculty and staff; rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs. Any specific course requirements in any area may be changed or waived by the Dean or appropriate faculty committee upon written request or for reasonable cause. Course substitutions may be made only by the Dean or appropriate faculty committee.

The total hours specified in each area and the degree program total are the minimum requirements for the degree. If student enrollment in a class substantially reduces during the drop/add period, the class may be canceled during the drop/add period and the students rescheduled.

The student is responsible for meeting the requirements of the College Catalog in effect at entrance or re-entrance. The student may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. The student automatically comes under the current catalog at re-entrance after not attending for a full grading period. Students remain under their original catalog if they take the summer term off.

With the approval and guidance of the Campus Dean, the student may be permitted to substitute elective coursework for required coursework identified.

## AMERICANS WITH DISABILITIES ACT (ADA) POLICY

Jones College is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The College prohibits discrimination against any student, employee, or applicant on the basis of physical or mental disability, or perceived disability. The College will provide reasonable and appropriate accommodations to enable employees and students to participate in the life of the campus community. Documentation of disability is required; individuals with disabilities are responsible for reporting and supplying documentation verifying their disability.

Students who wish to request accommodations should contact the ADA Coordinator at least three weeks prior to the beginning of a semester to schedule an in-take appointment, at (904) 743-1122. Students should also notify the Dean's Office at the time of registration of any special needs.

The full text of the ADA policy is located on Jones College website, or may be obtained by contacting the College's ADA Coordinator.

## **JONES COLLEGE DISTANCE LEARNING PROGRAM**

Jones College offers a variety of instructional modes to fit the needs of the student and the course. Distance Learning enables students to take a class from home, work, or wherever their travels take them. Each distance learning class is the equivalent of an on-campus section of the same course.

Distance Learning courses offer freedom and flexibility in educational opportunities. Successful distance learning students are self-motivated, goal-oriented, well-organized, and disciplined in keeping a study schedule and completing coursework. Students are required to complete weekly assignments, attend chat sessions with the instructor, participate in class discussions, and complete exams as assigned. Distance learning students may expect regular and substantive interaction with their instructors through weekly chat sessions, feedback and grading of weekly assignments, announcements, and messages.

Early registration is critical. Jones College reserves the right to limit the registration of students requesting distance learning courses to those living outside of the Jacksonville metropolitan areas.

Jones College is approved to offer the complete Bachelor of Science in Interdisciplinary Studies, Bachelor of Science and Associate in Science Business Administration Majors, the Bachelor of Science and Associate in Science Computer Information Systems Majors and, to Florida residents, the Bachelor of Science and Associate in Science Legal Assisting (Paralegal studies) Majors via the Internet through Distance Learning.

Students enrolled in Distance Learning classes will have their identity verified prior to examinations. Personal challenge questions will be used to verify their identity. Students' ability to answer these random questions within a short time indicates to the College that the student is performing their own work online. These questions are generated by Acxiom Corporation after a student enters his/her home address. Acxiom products contain identifying information from public and private sources with interactive connectivity to other information providers. The institution does not release student data, nor does the institution have access to the student data entered or the challenge questions generated. There are no additional fees associated with the verification of the student identity.

**U.S. students** who wish to enroll in the online majors through distance learning must provide the following:

1. A completed and signed application. To avoid delays, a student may apply online at <http://www.jones.edu>.
2. Copies of the student's standard high school diploma or its equivalent. Graduates of public high schools and GED recipients whose diplomas are recognized as "equivalent" diplomas by the Department of Education in the state awarded meet this requirement. Graduates of accredited private high schools and home school programs also meet this requirement if their high school's accreditation is awarded by (1) an accrediting organization recognized by the United States Department of Education, (2) the Commission on International and Trans-Regional Accreditation (CITA), or (3) the National Council for Private School Accreditation (NCPSA).
3. If the student previously attended college, official copies of college transcripts must also be provided.
4. Payment arrangements must be made prior to each term. Financial aid is available if the student qualifies. The Financial Aid Department will mail the necessary applications once an application for enrollment has been received. The application should include the interest of the student in this program. The cost per credit hour is \$315; the cost for each course is \$945. (Military personnel or veterans should inquire about a special tuition rate.) All DL students will be assessed a technical fee of \$45 per online course.
5. The student must have Internet access and computer software and hardware described on the following page.
6. Required textbooks and supplemental material designated for each course must be purchased prior to the first day of classes. Purchasing may be done over the Internet. The titles of required textbooks and supplemental material, names of publishers, author, and ISBN numbers will be posted on the web page prior to the start of each term.

**International students** who are in the United States pursuant to the conditions of Form I-20 (Immigration Certificate of Acceptance) may not participate in the Distance Learning courses of study that are offered by the College. This restriction will not apply to international students who continue their education while not residing in the United States.

International students who wish to enroll in the online majors will need to provide the following.

1. A completed and signed application. The student may apply online at <http://www.jones.edu>. To avoid delays, the student may print out the application and sign it. The mailing address is Jones College, 5353 Arlington Expressway, Jacksonville, FL 32211-5588. The facsimile number is 904-743-4446. Unsigned applications will be returned to the applicant for signature, and must be signed and returned to the college before being considered by the Admissions Committee.
2. Copies of high school transcripts showing graduation and any college transcripts. These transcripts must be in English.
3. Internet access and computer software and hardware as described on the next page.
4. The student must pay in advance for the courses selected. The cost per credit hour is \$315; the cost per course is \$945. All DL students will be assessed a technical fee of \$45 per on-line course.
5. Required textbooks and supplemental material designated for each course must be purchased. Purchasing may be done over the Internet. The titles of required textbooks and supplemental material, names of publisher, author, and ISBN numbers will be posted on the web page prior to the start of each term.

## **SYSTEM REQUIREMENTS**

Students are responsible for having the required Hardware and Software prior to the course start date. If your computer does not have the proper hardware and software, some Blackboard features may be inaccessible or will not function properly. Prior to using Blackboard on your computer, compare your current system configuration with the system requirement below.

### **HARDWARE (minimum requirements)**

- 1 GHz Processor
- 1 GB Ram
- 40 GB Hard Drive (with at least 10GB available)
- Consistent High Speed Internet Connection
- Sound Card/Speakers
- Video Graphics Card
- CD-Rom
- 15" LCD Monitor

### **HARDWARE (Recommended)**

- 2 GHz Processor
- 2 GB Ram
- 60 GB Hard Drive (with a least 20GB available)
- Consistent High Speed Internet Connection
- Sound Card/Speakers
- Video Graphics Card
- CD-Rom
- DVD-Rom
- 17" LCD Monitor
- Printer

### **SOFTWARE (minimum requirements)**

- Windows XP SP2
- Mac OSX 10.5 (Leopard)
- Microsoft Office 2010 Student Edition (Word, PowerPoint, Excel)
- Windows Media Player

### **SOFTWARE (Recommended)**

- Windows 7 (32-bit)
- Mac OSX 10.6 (Snow Leopard)
- Microsoft Office 2013 Student Edition (Word, PowerPoint, Excel)
- Windows Media Player
- QuickTime
- RealPlayer

## 1. BROWSER SUPPORT FOR BB 9.1 SP 14

This information may change at any time. For the most current support information visit [https://help.blackboard.com/en-us/Learn/9.1 SP 12 and SP 13/Student/030 Browser Support](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/030_Browser_Support)

### Traditionally Released Browsers

Internet Explorer 9, 10 and 11

Note: There are some configuration options for Internet Explorer that may make some features of Blackboard Learn difficult to use.

Safari 6 from Apple

Safari 5 from Apple

Note: Safari 5 for Windows is an exception. Apple's continued support for this browser is unclear, and Blackboard does not test it.

### Automatically Updated Channel-based Browsers

Firefox 24 (stable channel) from Mozilla Firefox 24 (ESR channel) from Mozilla

Both newer and older browsers from these vendors may be supported. Please see Blackboard's general browser support policy for Learn at [https://help.blackboard.com/en-us/Learn/9.1 SP 12 and SP 13/Student/030 Browser Support](https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/030_Browser_Support)

If the computer you are using has a compatible browser, you may still be able to use parts of Blackboard 9.1. However, you may also experience problems, especially when completing quizzes and tests or using chat and the Virtual Classroom.

Blackboard 9.1 requires that your Web Browser conforms to certain standards. If you have an out-of-date or unsupported browser, you will need to download either a certified version of your current browser or a different certified browser before attempting to log back into Blackboard 9.1.

## **2. BROWSER CONFIGURATION**

Your browser must be configured properly as follows:

- \*JavaScript must be enabled
- \*Cookies must be enabled
- \*Pop-Up Blocked must be off; or the URL of the Blackboard 9.1 website allowed to present Pop-Ups.

## **3. BROWSER PLUGINS**

You will need at least two browser plug-ins to use Blackboard 9.1 SP6

- \*Adobe Reader \*Adobe Flash Player Version 11
- \*Blackboard 9.1 will not run properly if you are using an incompatible version of Java or if you have multiple versions of Java installed.
- \*Java Runtime Environment plugin version 7\_45 or 8\_25 - (Windows Operating System)
- \*Java Runtime Environment plugin version 8\_25 - (Mac Operating System)

## **4. BELOW ARE KNOWN TECHNOLOGIES THAT ARE NOT SUPPORTED**

- \*Internet Explorer 6, 7
- \*Firefox 1.x, 2.0, 3.0. and 3.5 and 3.6
- \*Safari 2.0, 3.0, 3.1, 3.2 and any versions on Windows
- \*Mac OSX 10.3, 10.4 "Tiger", 10.5
- \*Chrome (all versions)
- \*Java versions other than 7\_45 or 8\_25.

Referenced from [https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_14\\_and\\_SP\\_15/Administrator/030\\_Browser\\_Support/025\\_Browser\\_Support\\_for\\_SP14](https://help.blackboard.com/en-us/Learn/9.1_SP_14_and_SP_15/Administrator/030_Browser_Support/025_Browser_Support_for_SP14)

## **ACCESS CODE FEE**

Students may be required to purchase an Access Code in order to utilize the Blackboard cyper campus presentation platform. Fees vary for each course and are within an approximatereange of \$11.00 to \$45.00 per course and subject to change. The access code may be purchased from the publisher.

A \$45.00 Technical Fee will be charged for each distance learning course in which a student is enrolled.

The Jones College Web Site (<http://www.jones.edu/>) contains information of value to prospective and current Distance Learning students. The information contained in this site has been distilled from several years of experience of students, instructors and staff.

1. For prospective students who are interested in DL, print and read the following to gain a basic understanding of Distance Learning:
  - Frequently Asked Questions (FAQ's) - Jones College Online Learning Requirements:  
(<http://www.jones.edu/online-learning/requirements>)
2. Applicable links for DL students are provided below:
  - Login to Class - <http://www.jones.edu>
  - Login Help - <http://www.jones.edu/current-students/login-help>
  - DL Booklist - <http://www.jones.edu/current-students/book-list>

The College reserves the right to deny any student re-entry into Distance Learning classes if the student has not demonstrated the ability to successfully complete courses delivered through this medium. A failing grade for the term in the course(s) attempted or a withdrawal of the student for excessive absences can be sufficient grounds for denying continued participation in Distance Learning studies.

## **DEGREE PROGRAMS**

### **THE BACHELOR OF SCIENCE DEGREE PROGRAM**

To qualify for the Bachelor of Science Degree, students are required to accomplish the following:

1. Complete a minimum of 120 Credit Hours with an average grade of “C” (Grade Point Average of 2.0) or higher for all work taken at the College. In the event preparatory courses are required, this minimum credit requirement will be increased to include these courses. The student’s last 10 courses, for BS programs, must be completed either through the Jones College distance learning program or on campus. Prerequisite course requirements will be adhered to at all times.
2. Complete a minimum of 42 credit hours at the 3000 and/or 4000 level.
3. Complete a minimum of 36 semester hours of general education. Students will be required to complete two English courses, one Sociology or one Psychology course and two Mathematics courses. The remaining General Education courses must be a mixture of courses from the following two categories: Humanities and the Social Sciences. The suggested courses are listed in each program area.
4. Meet the specified graduation requirements.
5. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.

## BUSINESS ADMINISTRATION MAJOR

The Bachelor of Science Degree Program with a Business Administration Major is designed to provide the student with the skills needed to obtain an entry-level position in business administration and the knowledge required to become promotable into a managerial position in an already established career field. A broadly based sequence of business administration core coursework is supplemented by general education and supplemental business courses, and an elective component which permits the student to effectuate an educational program which is consistent with the student' objectives. Distance Learning students will be able to complete the entire course curriculum via Distance Learning.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
APA	2111	Basic Accounting	3
BUL	2131	Business Law-Agency and Business Organizations	3
BUL	2241	Business Law-Contracts and Commercial Paper	3
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
GEB	1011	Introduction to Business Enterprise	3
FIN	2000	Introduction to Finance	3
MAN	2021	Principles of Management	3
MAN	3065	Business Ethics	3
MAN	3081	E-Commerce Management	3
MAN	3301	Human Resource Management	3
MAN	3602	International Business	3
MAN	4151	Organizational Behavior	3
MAN	4504	Operations Management	3
MAN	4725	Business Policy and Administration	3
MAR	1021	Introduction to Marketing	3
MAR	2321	Advertising	3
MAR	3503	Consumer Behavior	3
MAR	4310	Public Relations Management	3
SBM	2000	Small Business Management	3
TAX	4013	Federal Taxation - Business	<u>3</u>
<b>Area Total</b>			<b>63</b>

<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	<u>3</u>
<b>Area Total</b>			<b>36</b>

<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
CGS	2555C	Introduction to the Internet	3
OST	1100L	Introductory Keyboarding	3
TAX	3001	Federal Taxation - Personal	3
GEB	2210	Presentations and Communications	<u>3</u>
			<b>12</b>

#### **Area IV - Approved Elective Component**

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

<b>Area Total</b>	<b>9</b>
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<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>120</b>
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**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.**

## **Job Skills Relating to the BS/BA Program**

Upon successful completion of this program, graduates should be able to:

- Utilize standard accounting principles in the performance of daily business activities
- Function as an effective member of a workplace team or group
- Demonstrate effective problem solving ability
- Effectively interact and communicate with supervisors, subordinates, and Customers
- Plan, direct, coordinate, and control workplace activities and operations
- Prepare reports and maintain records utilizing Microsoft Office products and other software applications
- Coordinate the distribution of goods and services
- Oversee compliance with regulatory requirements and applicable laws as they relate to normal business activity
- Ensure applicable product and service quality specifications are complied with in the workplace
- Analyze costs and develop budgets
- Determine and formulate policy
- Develop mission statements and objectives
- Ensure organizational cost estimates are not exceeded
- Coordinate and oversee employee training activities
- Conduct organizational research and analysis for the purpose of improving workplace productivity, efficiency, and effectiveness

## **Job Skills Relating to the BS/BA Program (Cont.)**

- Evaluate employee performance
- Conduct employment interviews and participate in other employee selection activities
- Assist in the development and implementation of organizational change initiatives
- Interact with labor representatives
- Monitor the organizational business environment, identifying internal strengths and weaknesses and external opportunities and threats

## COMPUTER INFORMATION SYSTEMS

The Bachelor of Science Degree Program with a Computer Information Systems Major combines a comprehensive series of computer programming courses with essential business and general education courses, and an elective component that permits the student to effectuate an educational program that is consistent with the student's objectives. This program is designed to provide the student with the skills necessary to obtain an entry-level position as a computer programmer, systems analyst, or other position in Computer Information Systems. Distance Learning students will be able to complete the entire course curriculum via Distance Learning.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
CGS	2540L	Introduction to Database Management	3
CGS	2820C	Web Page Development	3
CIS	2321	Business Systems	3
CIS	3325	Business Systems Analysis and Design	3
CIS	4103C	Web Performance	3
CIS	4365	Computer Security Policies and Disaster Preparedness	3
CNT	2000	Networking Essentials	3
CNT	4603C	Computer and Network System Administration	3
COP	1000	Problem Solving	3
COP	2222C	Computer Programming - Introduction to C++	3
COP	2800C	Computer Programming - Intro. to JAVA	3
COP	3718C	Intermediate Database Systems	3
COP	3764C	Structured Query Language (SQL)	3
COP	3832C	Advanced Web Server Communication	3
CTS	1131C	Computer Operating Systems	3
CTS	2106C	Introduction to UNIX	3
CTS	3817C	Web Server	3
CTS	2433L	Database Design Microsoft SQL Server	3
ISM	4314C	Project Management	<u>3</u>
<b>Area Total</b>			<b>63</b>

<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	3
<b>Area Total</b>			<b>36</b>

<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
MAN	2021	Principles of Management	3
MAN	4151	Organizational Behavior	3
<b>Area Total</b>			<b>9</b>

#### **Area IV - Approved Elective Component**

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student. It is highly recommended that elective coursework include additional coursework with the following designations: CGS, CIS, and COP.

<b>Area Total</b>	<b>12</b>
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<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>120</b>
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**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA I OR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.**

## **Job Skills Relating to the BS/CIS Program**

Upon successful completion of this program, graduates should be able to:

- Use and understand the use of the various components of computers
- Operate mainframe computer systems and peripherals
- Initiate and complete scheduled production jobs
- Perform scheduled routine and preventive maintenance on computer equipment and peripherals
- Troubleshoot causes of operating system errors
- Design, create and manage databases
- Create, modify and test code, forms and script
- Work from specifications drawn up by software developers
- Assist software developers by analyzing user needs and designing software solutions
- Develop and write computer programs to store, locate and retrieve specific documents, data and information
- Design develop and test operating systems-level software, compilers and network distribution software
- Design and build computer Local Area Network systems
- Analyze, troubleshoot, test and maintain Local Area Network systems
- Design, create and maintain Web sites
- Use System Analysis and Design tools and technology
- Install equipment, machines, wiring, and programs to meet specifications
- Analyze and design of relational databases
- Develop, run, and modify SQL scripts
- Manipulate database records and run complex queries using SQL
- Analyze user needs to implement and manage Web site content, graphics, performance and capacity

## **Job Skills Relating to the BS/CIS Program (Cont.)**

- Integrate Web sites with other computer applications
- Convert written, graphic, audio and video components to compatible Web formats using multimedia software
- Analyze, test, troubleshoot and maintain computer network systems
- Develop and implement computer security policies and procedures
- Develop and implement disaster recovery plans and procedures
- Analyze risk associated with replacing software systems
- Use Program management software to effectively manage a software project from selection to termination

## LEGAL ASSISTANT (PARALEGAL) MAJOR

The Bachelor of Science Degree Program with a Legal Assistant (Paralegal) Major is designed to prepare students with the skills necessary for entry-level positions as part of a legal team in law firms, banks, savings and loan associations, government agencies, insurance companies, and title companies. The legal assistant (paralegal) usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. This program is designed to give the student the opportunity to select from a range of legal specializations which will more fully prepare the student for employment in an area which is of interest to the student. This program is designed to be an extension of the Associate in Science Degree Program with a Paralegal Major. Distance Learning students (Florida residents only) will be able to complete the entire program via distance learning. This is not a pre-law program.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MAN	4151	Organizational Behavior	3
OST	1100L	Introductory Keyboarding	3
PLA	1003	Introduction to the Law	3
PLA	1104C	Legal Research and Writing I	3
PLA	2114C	Legal Research and Writing II	3
PLA	1201	Civil Litigation	3
PLA	1273	Torts	3
PLA	1423	Contracts	3
PLA	2941	Internship in Legal Assisting	4
PLA	2763	Law Office Management	3
PLA	3263	Evidence Law	3
PLA	3305	Criminal Law & Procedure	3
PLA	3436	Corporate Law	3
PLA	3806	Family Law	3
PLA	3885	Constitutional Law	3
PLA	4485	Administrative Law	3
PLA	4605	Wills, Estates and Trusts	3
PLA	4703	Ethics & Professional Responsibility	<u>3</u>
<b>Area Total</b>			<b>61</b>

AAfPE Approved Program

Jones College is an institutional member of, and its paralegal program is approved by the American Association for Paralegal Education.

<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	3
<b>Area Total</b>			<b>36</b>

<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
CGS	2555C	Introduction to the Internet	3
MAN	2021	Principles of Management	3
<b>Area Total</b>			<b>9</b>

**Area IV - Approved Elective Component**

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

<b>Area Total</b>	<b>15</b>
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<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>121</b>
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**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.**

## Job Skills Relating to the BS/LA Program

- Upon successful graduation from this program, graduates should be able to:
- Assist lawyers by investigating facts
- Prepare legal documents
- Research legal precedent
- Conduct research to support a legal proceeding
- Conducts research to formulate a defense
- Conducts research to initiate legal action
- Interviews clients to determine key facts
- Organize files and index documents
- Engage in alternative dispute resolution through negotiation/mediation/arbitration
- Apply the rules of evidence during litigation
- Distinguish a crime from torts; and distinguish felonies from misdemeanors and violations
- Identify the material elements of cases and apply a client's facts to those elements
- Apply the Bill of Rights to criminal cases
- Distinguish between varying business entities
- Identify the four types of custody and the four types of adoption
- Explain the Battered Wife Syndrome
- Explain how cases reach the Supreme Court

## **Job Skills Relating to the BS/LA Program (Cont.)**

- Explain when a search warrant is required
- Explain why administrative agencies are created and the purpose for their creation
- Describe the rulemaking process for administrative agencies
- Explain the function of wills and trusts as estate planning devices
- Identify the various kinds of property
- Explain the difference between testacy and intestacy
- Identify the requirements for valid wills in Florida

## ALLIED HEALTH MANAGEMENT MAJOR

The Bachelor of Science Degree Program with an Allied Health Management Major is designed to combine technical and medical office training with business coursework which will enable the allied health practitioner to function as a medical assistant with the ability to move into an entry-level managerial position in a medical office or other health care facility. Technical, office, and business training are supplemented with required general education and elective coursework which permit the student to effectuate an educational program which is consistent with the student's educational objectives.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
DIE	3212	Nutrition and Diet Therapy	3
GEY	3200	Geriatric Care	3
MEA	235	Introduction to Insurance Coding	3
HSC	3202	Public Health and Safety	3
MAN	4151	Organizational Behavior	3
MEA	107	Introduction to Medical Assisting	3
MEA	108	Universal Precautions for Health Care Professionals	3
MEA	126L	Laboratory Procedures	3
MEA	135	Anatomy & Physiology I	3
MEA	136	Anatomy & Physiology II	3
MEA	137	Diseases of the Human Body	3
MEA	138	Introduction to Medical Terminology	3
MEA	139C	Medical Front Office Practices	3
MEA	243	Introduction to Pharmacology	3
MEA	283	Job Preparation Orientation and Externship	4
MEA	436	Medical Ethics	3
OST	3404C	Office Administration Integration	3
PLA	4524	Medical Malpractice	<u>3</u>
<b>Area Total</b>			<b>61</b>

<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
EUH	1000	Survey of Western Civilizations I	3
EUH	1001	Survey of Western Civilizations II	3
HUM	2020	Introduction to the Humanities	3
INR	3016	International Relations (Political Science and Geopolitics)	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
PHI	1103	Critical Thinking	3
PSY	2012	General Psychology	3
SYG	2000	Introduction to Sociology	3
WOH	3220	World Encounter	<u>3</u>
<b>Area Total</b>			<b>36</b>

<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
CGS	2555C	Introduction to the Internet	3
MAN	2021	Principles of Management	<u>3</u>
<b>Area Total</b>			<b>9</b>

#### **Area IV - Approved Elective Component**

To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

<b>Area Total</b>	<b>15</b>
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<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>121</b>
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Students are required to bring in verification of negative TB testing by mid-term of Laboratory Procedures class. A current TB test must be on file prior to the start of the Externship.

**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, THE STUDENT WILL HAVE TO TAKE SOME OR ALL OF THE AREA IV ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.**

## Job Skills Relating to the BS/AH Program

Upon successful completion of this program, graduates should be able to perform the listed administrative duties:

- Schedule medical appointments
- Maintain medical records
- Preserve medical records confidentiality
- Perform health record data entry
- Provide health education information to patients
- Enter payments and adjustments to patient accounts
- Code information for insurance purposes
- Maintain disposable medical equipment supplies
- Conduct environmental health investigations
- Document occupational injuries and illnesses
- Develop emergency, contingency, and evacuation plans
- Maintain industrial safety standards
- Uphold laboratory standards
- Supervise medical assistants and other office personnel
- Assess air and water safety issues
- Billing and coding information for insurance purposes
- Demonstrate telemedicine communications by Medical Office Personnel
- Manage cultural change and stress management

## **Job Skills Relating to the BS/AH Program (Cont.)**

In addition, graduates of this program should also be able to perform the listed clinical duties under the direction of a physician:

- Distinguish between the need for disinfection and sterilization
- Identify cause, effect, and treatment of disease process
- Take and record vital signs
- Take and record medical histories
- Perform visual acuity and color vision testing
- Prepare patients for examination
- Prepare treatment areas
- Draw blood
- Administer medications
- Perform electrocardiograms (EKG)
- Perform phlebotomy
- Perform routine laboratory procedures (non-microscopic)
- Provide emergency care including cardiopulmonary resuscitation (CPR)

## INTERDISCIPLINARY STUDIES

The Bachelor of Science in Interdisciplinary Studies provides a degree completion program that accommodates those students whose needs are satisfied by a BS degree. Students may elect to take core coursework in a number of areas including, but not limited to: management, marketing, computer applications, computer programming, various legal specializations, medical/allied health, and education. This program prepares students for employment and promotion in those organizations that do not require a four-year degree with core coursework in a particular discipline. In addition to the 60 credit core course requirement, 45 credits in general education and 15 credits of supplemental business coursework ensure all graduates have a well-rounded education. Distance Learning students will be able to complete the entire course curriculum via Distance Learning. Additional requirements and program related information can be found on pages 12-14 of this catalog.

<b>Area I - Open Concentration</b>	<b>Credit Hours</b>
<b>Area Total</b>	60

<b>Area II - General Education Component</b>	<b>Credit Hours</b>
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
EUH 1000 Survey of Western Civilizations I	3
EUH 1001 Survey of Western Civilizations II	3
HUM 2020 Introduction to the Humanities	3
INR 3016 International Relations (Political Science and Geopolitics)	3
MGF 1106 Fundamentals of College Math I	3
MGF 1107 Fundamentals of College Math II	3
PHI 1103 Critical Thinking	3
PSY 2012 General Psychology	3
SYG 2000 Introduction to Sociology	3
WOH 3220 World Encounter	3
General Education Elective (Select 9 hours from any general education course listed in this catalog.)	<u>9</u>
<b>Area Total</b>	45

<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MAN	2021	Principles of Management	3
MAN	4151	Organizational Behavior	<u>3</u>
<b>Area Total</b>			<b>15</b>

**MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION** 120

**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND/OR 4000 LEVEL. IN ORDER TO MEET THIS REQUIREMENT, YOU WILL HAVE TO TAKE SOME OR ALL OF YOUR AREA I OPEN CONCENTRATION COURSES AND AREA II ELECTIVES AT THE 3000 AND/OR 4000 LEVEL.**

### **JOB SKILLS RELATING TO THE INTERDISCIPLINARY STUDIES PROGRAM**

Those majoring in Interdisciplinary Studies at Jones College concentrate their studies in one or two of the other degree areas based on an academic plan. The appropriate lists of job skills for an Interdisciplinary Studies graduate would be the same for that of the other departments depending on the individual concentration of the graduate. Please consult the appropriate lists of occupations and job skills found on pages 80, 84, 85, 88,89, 92, 93 of this catalog.

## ELEMENTARY EDUCATION

The Bachelor of Science Degree Program with an Elementary Education Major is designed to provide students with the skills needed to obtain an entry-level position within a public school system in the state of Florida as elementary educators. In this program students are provided with the tools and the environment to develop skills necessary to act as teachers, facilitators and coaches. Through the use of interactive discussions and “hands-on” approaches students learn and apply concepts in subjects such as science, mathematics, language arts, and social studies. Students learn to assist children understand abstract concepts, solve problems, and develop critical thought processes. Students are required to complete field experience in specific courses. FS 1012.32(2)(d) states that students participating in field experiences in school districts must be fingerprinted. Fingerprinting must be conducted following the school district’s procedures. A background check will be required as a condition of employment. **See Pages 8-9 for additional requirements.**

### Area I – Major Components

		<b>Credit Hours</b>
CGS 1000	Computer Literacy	3
CGS 2100L	Microcomputer Applications	3
ARE 4313	Teaching Elementary School Arts	3
EDE 3942	Internship I / Student Teaching	10
EDF 4603	Analysis and Application of Ethical, Legal and Safety Issues in Schools	3
EDG 4410	Teaching Strategies and Classroom Management	3
HLP 4722	Teaching Elementary School Health and Physical Education	3
LAE 3414	Foundation of Literature	3
LAE 4314	Teaching Elementary School Language Arts	3
MAE 2801	Teaching Elementary School Math	3
MUE 3212	Teaching Elementary School Music	3
RED 3012	Teaching Elementary School Reading	3
RED 4519	Diagnostic & Corrective Reading Strategies	3
SCE 3310	Teaching Elementary School Science	3
SSE 3313	Teaching Elementary School Social Studies	3
TSL 4080	Theory and Practice of Teaching ESOL	3
TSL 4240	Issues in Second Language Acquisition	3
EDF 4466	Classroom Assessment & Evaluation	3
	<b>Area Total</b>	<b>61</b>

<b>Area II – General Education Component</b>		<b>Credit Hours</b>
DEP 3103	Child Psychology	3
ENC 1101	English Composition I	3
ENC 1102	English Composition II	3
EUH 1000	Survey of Western Civilizations I	3
EUH 1001	Survey of Western Civilizations II	3
HUM 2020	Introduction to Humanities	3
INR 3016	International Relations (Political Science and Geopolitics)	3
MGF 1106	Fundamentals of College Math I	3
MGF 1107	Fundamentals of College Math II	3
MTG 2204	Geometry	3
PHI 1103	Critical Thinking	3
SYG 2000	Introduction to Sociology	<u>3</u>
<b>Area Total</b>		<b>36</b>

<b>Area III – Education Prerequisite/Supplemental Business Course Component</b>		<b>Credit Hours</b>
CGS 2555C	Introduction to the Internet	3
EDF 1005	Introduction to Education	3
EDF 2085	Teaching Diverse Populations	3
EME 1040C	Technology for Educators	3
MAN 2021	Principles of Management	<u>3</u>
<b>Area Total</b>		<b>15</b>

<b>Area IV - General Knowledge Review Component</b>		
ENC 2111	General Knowledge Review: English Language Skills and Essay	1
MGF 2117	Mathematics General Knowledge Skills for Educators	1
REA 2125	General Knowledge Review: Reading Skills	<u>1</u>
		<b>3</b>

**Area V – Approved Elective Component**  
 To be selected in consultation with the Dean so as to effectuate a balanced educational program. The purpose of this consultation will guarantee that the student chooses the appropriate amount of electives in the 3000 and 4000 level range as required, and that the student's choices reflect the personal career objectives of the student.

<b>Area Total</b>	<b>6</b>
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<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>121</b>
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## **Licensure and Certification**

Licensure and certification are required for persons employed in this field in the State of Florida. The curriculum is designed to not only give the students the necessary skills to teach in the Elementary School environment, but to prepare them for licensure requirements and certification examinations.

**PLEASE NOTE: STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 42 CREDIT HOURS AT THE 3000 AND / OR 4000 LEVELS.**

## **Job Skills Relating to the BS/EE Program**

Upon successful completion of this program, graduates should be able to:

- Explain the theoretical basis for human growth and development and its application to constructing and delivering educational experience in an age-appropriate context
- Apply the principles and practices of elementary education to create an appropriate learning environment for young children
- Promote physical, mental, and social development
- Build mutual relationships among family, school, and the community to maximize learning opportunities and utilization of the full range of support services
- Develop and implement a professional growth plan
- Plan and prepare lessons and units
- Provide demonstration lessons, coaching, and in-service training
- Teach elemental and natural science
- Teach social science
- Teach personal hygiene
- Teach music
- Teach art
- Teach literature
- Teach additional subject matter including: language arts, math, reading, and English as a second language
- Apply principles of learning and effective teaching in instructional delivery
- Proctor and grade examinations or lessons and enter results into classroom records
- Conduct oneself ethically and professionally, exhibiting sound reasoning and effective communication

## THE ASSOCIATE IN SCIENCE DEGREE

To qualify for the Associate in Science Degree, students are required to accomplish the following:

1. Complete a minimum of 60 Credit Hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. In the event that preparatory courses are required, this total will be increased by those courses. The student's last 7 courses, for AS programs, must be completed either through the Jones College distance learning program or on campus. Prerequisite course requirements will be adhered to at all times.
2. Complete a minimum of 15 semester hours of general education. Students will be required to complete two English courses, one Sociology or one Psychology course and two Mathematics courses. The remaining general education courses may be selected from the general education courses identified in the course description section of the catalog.
3. Meet the specified graduation requirements. Upper Division courses may be used to satisfy the requirements if approved by the Dean.
4. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; settle all financial obligations to the College prior to graduation.
5. Participate in the first College commencement exercises following completion of all program requirements.

## BUSINESS ADMINISTRATION MAJOR

The Associate in Science Degree Program with a Business Administration Major is designed to provide a student with the basic business knowledge necessary to operate a small business, to assume an entry-level managerial or manager trainee position, to assume an entry-level marketing position, or to provide the student with the knowledge necessary to become promotable into an entry-level managerial position in an already established career field. Distance Learning students will be able to complete the entire course curriculum through Distance Learning.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
APA	2111	Basic Accounting	3
BUL	2131	Business Law-Agency & Business Organizations	3
BUL	2241	Business Law-Contracts and Commercial Paper	3
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
GEB	1011	Introduction to Business Enterprise	3
MAN	2021	Principles of Management	3
MAR	1021	Introduction to Marketing	3
MAR	2321	Advertising	3
OST	1100L	Introductory Keyboarding	3
SBM	2000	Small Business Management	3
FIN	2000	Introduction to Finance	3
<b>Area Total</b>			<b>36</b>
<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
SYG	2000	Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)			3
<b>Area Total</b>			<b>18</b>
<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
CGS	2555C	Introduction to the Internet	3
GEB	2210	Presentations and Communications	3
			<u>6</u>
<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>60</b>

## **Job Skills Relating to the AS/BA Program**

Upon successful graduation from this program, graduates should be able to:

- Utilize standard accounting principles in the performance of daily business activities
- Function as an effective member of a workplace team or group
- Demonstrate effective problem solving ability
- Effectively interact and communicate with supervisors, subordinates, and customers
- Plan, direct, coordinate, and control workplace activities and operations
- Prepare reports and maintain records utilizing Microsoft Office products and other software applications
- Coordinate the distribution of goods and services
- Oversee compliance with regulatory requirements and applicable laws as they relate to normal business activity
- Ensure applicable product and service quality specifications are complied with in the workplace
- Analyze costs and develop budgets

## COMPUTER INFORMATION SYSTEMS MAJOR

The Associate in Science Degree Program with a Computer Information Systems Major is designed to provide a student with basic skills necessary to obtain entry-level employment as a junior programmer, programmer trainee, or other position in the Computer Information Systems industry. The basic sequence of Computer Information Systems courses is supplemented with general education and business offerings which help to ensure the student's productivity and mobility in the business environment. Distance Learning students will be able to complete the entire program via distance learning.

<b>Area I - Major Component</b>	<b>Credit Hours</b>
CGS 1000 Computer Literacy	3
CGS 2100L Microcomputer Applications	3
CGS 2540L Introduction to Database Management	3
CGS 2820C Web Page Development	3
CIS 2321 Business Systems	3
CNT 2000 Networking Essentials	3
COP 1000 Problem Solving	3
COP 2222C Computer Programming - Introduction to C++	3
COP 2800C Computer Programming - Intro. to JAVA	3
CTS 1131C Computer Operating Systems	3
CTS 2106C Introduction to UNIX	<u>3</u>
CTS 2433L Database Design Microsoft SQL Server	3
<b>Area Total</b>	<b>36</b>
<b>Area II - General Education Component</b>	<b>Credit Hours</b>
ENC 1101 English Composition I	3
ENC 1102 English Composition II	3
MGF 1106 Fundamentals of College Math I	3
MGF 1107 Fundamentals of College Math II	3
SYG 2000 Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this Catalog)	<u>3</u>
<b>Area Total</b>	<b>18</b>
<b>Area III - Supplemental Business Course Component</b>	<b>Credit Hours</b>
GEB 2210 Presentations and Communications	3
MAN 2021 Principles of Management	<u>3</u>
<b>Area Total</b>	<b>6</b>
<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>	<b>60</b>

## **Job Skills Relating to the AS/CIS Program**

Upon successful completion of this program, graduates should be able to:

- Use and understand the use of the various components of computers
- Operate mainframe computer systems and peripherals
- Initiate and complete scheduled production jobs
- Perform scheduled routine and preventive maintenance on computer equipment and peripherals
- Troubleshoot causes of operating system errors
- Design, create and manage databases
- Create, modify and test code, forms and script
- Work from specifications drawn up by software developers
- Assist software developers by analyzing user needs and designing software solutions
- Develop and write computer programs to store, locate and retrieve specific documents, data and information
- Design develop and test operating systems-level software, compilers and network distribution software
- Design and build computer Local Area Network systems
- Analyze, troubleshoot, test and maintain Local Area Network systems
- Design, create and maintain Web sites
- Use System Analysis and Design tools and technology
- Install equipment, machines, wiring, and programs to meet specifications

## LEGAL ASSISTANT (PARALEGAL) MAJOR

The Associate in Science Degree Program with a Legal Assistant Major is designed to prepare a student for entry-level positions as part of the legal team in law firms, savings and loan associations, government agencies, insurance companies, and title companies. The paralegal usually works under the supervision of an attorney and assumes part of the attorney's workload, freeing the attorney for tasks that only attorneys are qualified to perform. Legal courses are supplemented with business and general education offerings which prepare a student for the many roles that he/she may be asked to fulfill in the legal environment. Distance Learning students (Florida residents only) will be able to complete the entire program via distance learning. This is not a pre-law program.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
OST	1100L	Introductory Keyboarding	3
PLA	1003	Introduction to the Law	3
PLA	1104C	Legal Research and Writing I	3
PLA	1201	Civil Litigation	3
PLA	1273	Torts	3
PLA	1423	Contracts	3
PLA	2114C	Legal Research and Writing II	3
PLA	2763	Law Office Management	3
PLA	2941	Internship in Legal Assisting	4
Major Electives (Select 3 hours from the PLA courses listed in this catalog.)			<u>3</u>
<b>Area Total</b>			<b>37</b>
<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
SYG	2000	Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)			<u>3</u>
<b>Area Total</b>			<b>18</b>
<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
MAN	2021	Principles of Management	<u>3</u>
<b>Area Total</b>			<b>6</b>
<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>61</b>

AAfPE Approved Program J  
 ones College is an institutional member of, and its paralegal program is approved by the American Association for Paralegal Education.

## **Job Skills Relating to the AS/LA Program**

Upon successful graduation from this program, graduates should be able to:

- Assist lawyers by investigating facts
- Prepare legal documents
- Research legal precedent
- Conduct research to support a legal proceeding
- Conduct research to formulate a defense
- Conduct research to initiate legal action
- Interview clients to determine key facts
- Organize files and index documents

## MEDICAL ASSISTANT MAJOR

The Associate in Science Degree Program with a Medical Assistant Major is designed to provide a student with the basic skills necessary to obtain entry-level employment as a medical assistant, a medical office assistant, or a medical receptionist. The basic sequence of medical courses is supplemented with business and general education offerings designed to provide the student with the skills necessary for a promotion into a managerial role. Students are required to bring in verification of negative TB testing by mid-term of Laboratory Procedures class. A current TB test must be on file prior to the start of the Externship. Upon completion of the program, students can become Certified Medical Assistants by passing the National Center for Competency Testing (NCCT) Certification Exam. Examinations can be administered at Jones College by a proctor, online, or at a local computer test center as coordinated by the Allied Health Management/Medical Assistant Department Chair.

<b>Area I - Major Component</b>			<b>Credit Hours</b>
CGS	1000	Computer Literacy	3
CGS	2100L	Microcomputer Applications	3
MEA	107	Introduction to Medical Assisting	3
MEA	126L	Laboratory Procedures	3
MEA	135	Anatomy & Physiology I	3
MEA	136	Anatomy & Physiology II	3
MEA	137	Diseases of the Human Body	3
MEA	138	Introduction to Medical Terminology	3
MEA	139C	Medical Front Office Practices	3
MEA	235	Introduction to Medical Insurance Coding	3
MEA	243	Introduction to Pharmacology	3
MEA	283	Job Preparation Orientation & Externship	4
MED	260	Medical Assisting Certification Exam Review	<u>3</u>
<b>Area Total</b>			<b>40</b>
<b>Area II - General Education Component</b>			<b>Credit Hours</b>
ENC	1101	English Composition I	3
ENC	1102	English Composition II	3
MGF	1106	Fundamentals of College Math I	3
MGF	1107	Fundamentals of College Math II	3
SYG	2000	Introduction to Sociology	3
General Education Elective (Select 3 hours of courses at the 1000 and 2000 levels from the General Education courses listed in this catalog.)			<u>3</u>
<b>Area Total</b>			<b>18</b>
<b>Area III - Supplemental Business Course Component</b>			<b>Credit Hours</b>
GEB	2210	Presentations and Communications	3
MAN	2021	Principles of Management	<u>3</u>
			<b>6</b>
<b>MINIMUM TOTAL CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>64</b>

## Job Skills Relating to the AS/MA Program

Upon successful completion of this program, graduates should be able to perform the listed administrative duties:

- Schedule medical appointments
- Maintain medical records
- Perform health record data entry
- Provide health education information to patients
- Enter payments and adjustments to patient accounts
- Code information for insurance purposes
- Maintain disposable medical equipment supplies

In addition, graduates of this program should also be able to perform the listed clinical duties under the direction of a physician:

- Take and record vital signs
- Take and record medical histories
- Perform visual acuity and color vision testing
- Prepare patients for examination
- Prepare treatment areas
- Draw blood
- Administer medications
- Perform electrocardiograms (EKG)
- Perform phlebotomy
- Perform routine laboratory procedures (non-microscopic)
- Provide emergency care including cardiopulmonary resuscitation (CPR)

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MTG 2204	Geometry	135
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EDF 1005	Introduction to Education	121
HUM 2020	Introduction to the Humanities	125
FIN 2000	Introduction to Finance	123
MEA 235	Introduction to Medical Insurance Coding	133
CGS 2555C	Introduction to the Internet	116
PLA 1003	Introduction to the Law	136
MAR 1021	Introduction to Marketing	129
MEA 107	Introduction to Medical Assisting	131
MEA 138	Introduction to Medical Terminology	133
MEA 243	Introduction to Pharmacology	133
SYG 2000	Introduction to Sociology	142
CTS 2106C	Introduction to Unix	120
OST 1100L	Introductory Keyboarding	135
FIN 3105	Investments	124
TSL 4240	Issues in Second Language Acquisition	143
MEA 283	Job Preparation Orientation and Externship	134
MAN 4401	Labor Relations and Collective Bargaining	129
MEA 126L	Laboratory Procedures	132
PLA 2763	Law Office Management	137
EDF 3123	Learning Environment and Teaching Strategies	121
CIS 4253	Legal and Ethical Issues in Computing	117
PLA 1104C	Legal Research and Writing I	136
PLA 2114C	Legal Research and Writing II	137
MAR 3613	Marketing Research	130
SYO 3110	Marriage and the Family	142
MGF 2117	Mathematics General Knowledge Skills for Educators	135
MED 260	Medical Assisting Certification Exam Review	134
MEA 436	Medical Ethics	134

MEA	139C	Medical Front Office Practices	133
PLA	4524	Medical Malpractice	139
CGS	2100L	Microcomputer Applications	116
CNT	2000	Networking Essentials	118
DIE	3212	Nutrition and Diet Therapy	120
OST	3404C	Office Administration Integration	136
MAN	4504	Operations Management	129
MAN	4151	Organizational Behavior	128
MEA	257	Phlebotomy	133
HSA	3413	Population and Health Issues	125
GEB	2210	Presentations and Communications	124
MAN	2021	Principles of Management	127
COP	1000	Problem Solving	118
ISM	4314C	Project Management	126
MAR	3836	Promotional Policies and Strategies	130
HSC	3207	Public Health and Safety	125
MAR	4310	Public Relations Management	131
REA	2125	General Knowledge Review: Reading Skills	140
PLA	4615	Real Estate Law	140
MAR	3232	Retailing Management	130
RMI	2001	Risk Management	141
MAR	3403	Sales Management	131
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COP	3764C	Structured Query Language	119
EUH	1000	Survey of Western Civilizations I	123
EUH	1001	Survey of Western Civilizations II	123
EDF	2085	Teaching Diverse Populations	121
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HLP	4722	Teaching Elementary School Health and Physical Education	125
LAE	4314	Teaching Elementary School Language Arts	126
MAE	2801	Teaching Elementary School Math	127
MUE	3212	Teaching Elementary School Music	135
RED	3012	Teaching Elementary School Reading	141
SCE	3310	Teaching Elementary School Science	141

SSE	3313	Teaching Elementary School Social Studies	142
EDG	4410	Teaching Strategies and Classroom Management	122
EME	1040C	Technology for Educators	122
TSL	4080	Theory and Practice of Teaching ESOL	143
TSL	4441	Testing and Evaluation in ESOL	143
PLA	1273	Torts	137
MEA	108	Universal Precautions for Health Care Professionals	132
EDG	4373	Visual Art/Music Methods for Elementary Teaching	122
CGS	2820C	Web Page Development	116
CIS	4103C	Web Performance	117
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## COURSE DESCRIPTIONS

*\* INDICATES DOUBLE PERIOD CLASS - CLASS MEETS FOR 90 CONTACT HOURS*

*# INDICATES COURSE IS NOT IN COMMON COURSE NUMBERING*

*(DL) INDICATES COURSE IS OFFERED THROUGH DISTANCE LEARNING*

### **AMH 3573(DL) 20TH CENTURY AFRICAN-AMERICAN HISTORY**

This course acquaints students with the role African-Americans have played in the history of the United States during the 20th century. Topics include racial segregation and discrimination, the great migration and its consequences, the development of the civil rights movement, and the process of racial integration and its consequences.

**3 Credit Hours**

### **AML 3607(DL) 20TH CENTURY-AFRICAN AMERICAN LITERATURE**

This course is a survey and analysis of African-American literature of the 20th century. Through an eclectic sampling of narratives, song, poetry, short stories, plays, and other forms of expression, students will be exposed to the array of voices that compose the African-American literacy legacy. A major theme of the course includes the numerous and complex ways in which people resist marginalization. Prerequisites: ENC 1101 and ENC 1102

**3 Credit Hours**

### **APA 2111(DL) BASIC ACCOUNTING**

This course defines accounting objectives and their relation to business. The student is taught fundamental principles of accounting, the recording of transactions in elementary journals, and posting ledgers. The trial balance, working papers, financial statements, payroll calculation, and bank reconciliation are included. Prerequisite: MGF 1106

**3 Credit Hours**

**ARE 4313            TEACHING ELEMENTARY SCHOOL ARTS**

Provide students with a professional and personal experience in art and in art education. The students will learn elementary art procedures to be transferred to their perspective students. Students enrolled in this course possess a very basic level of previous art knowledge and experience.

**3 Credit Hours**

**BUL 2131(DL)        BUSINESS LAW - AGENCY AND BUSINESS ORGANIZATIONS**

Law is studied in relation to the proper conduct of business. The course includes a survey of law concerning bailments, personal and real property, insurance, secured transactions, and bankruptcy, agency and employment, and business organization and regulation.

**3 Credit Hours**

**BUL 2241(DL)        BUSINESS LAW - CONTRACTS AND COMMERCIAL PAPER**

Law is studied in relation to the proper conduct of business. The course includes a survey of the nature and source of law, courts and courtroom procedure, and the basic laws of contracts, both common law and UCC sales, and negotiable instruments.

**3 Credit Hours**

**BUL 2261(DL)        INTERNATIONAL BUSINESS LAW**

This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies.

**3 Credit Hours**

**CGS 1000(DL)        COMPUTER LITERACY**

A general study of computers, their basic operations, their impact on society and the individual, and their use in a business environment. This course provides overviews, concepts and terminologies of the major areas within the computing industry. The course prepares students to effectively communicate with industry professionals using computing language. Topics studied include hardware, software, communication, security, systems concepts, systems and applications software, and an introductory discussion about programming languages.

**3 Credit Hours**

**\*CGS 2100L(DL)      MICROCOMPUTER APPLICATIONS**

An introductory course which develops an understanding of commonly used microcomputer software packages. Students are instructed using practicums in Word Processing, Spreadsheet and Database software. Lab assignments require time outside of this course period. Prerequisite: CGS 1000

**3 Credit Hours**

**\*CGS 2540L(DL)      INTRODUCTION TO DATABASE MANAGEMENT**

This course provides the student with a solid foundation in Relational Database Management Systems and RDBMS Technology. It emphasizes an end-to-end solution, beginning with requirements and processing through conceptual design, logical database design, physical database design, and implementation, using a RDBMS and the SQL Language. It involves extensive database manipulation and querying using SQL. It also stresses transactions. Prerequisites: CGS 1000, CGS 2100L

**3 Credit Hours**

**\*CGS 2555C(DL)      INTRODUCTION TO THE INTERNET**

The Internet and how to use it in business, education, and life in general. The course includes the history and future potential of the Internet, some of the ways one can connect to the Internet, personally and for an office, and basic information search techniques. The course focuses on the tools of the Internet and how to use them: E-mail, File Transfer Protocol and Archie, Gopher and Veronica, Public and Private Electronic Discussion Groups, The Web and some of its Search Engines and Directories, and TELNET. Prerequisite: CGS 1000

**3 Credit Hours**

**CGS 2820C (DL)      WEB PAGE DEVELOPMENT**

This course will present an introduction to creating web pages. Topics to be discussed include the hypertext markup language, displaying text, creating links, adding graphics, building web pages with multimedia (sound, video, Java applets), frames, forms and javascript. Dynamic HTML is introduced to make interactive web pages.

**3 Credit Hours**

### **\*CGS 3559L(DL) INTERNET SEARCH TECHNIQUES**

Learning to use the Internet to search for current events for research and speech development. Developing advanced skills in using the Internet. Requires Dean and Instructor approval. Prerequisite: CGS 2555C

**3 Credit Hours**

### **CIS 2321(DL) BUSINESS SYSTEMS**

This course in business systems design and engineering presents an overview of management information systems, the systems development cycle, and project development and management for students interested in computer programming and the modeling of information systems to complement contemporary business enterprises. Prerequisite: COP 1000

**3 Credit Hours**

### **CIS 3325(DL) BUSINESS SYSTEMS ANALYSIS & DESIGN**

An advanced systems analysis and design course using Object Oriented Programming (OOP) methodology and CASE tools. Students will complete a semester long team project which will be related to community business organizations. Prerequisite: CIS 2321

**3 Credit Hours**

### **CIS 4103C(DL) WEB PERFORMANCE**

In this course, students will examine the fundamental ideas, techniques, and tools used to assess web server performance. Students will compare various models, metrics, benchmarks, and performance tests. Through projects and reproducible experiments, students will evaluate web servers and develop solutions to optimize them. Prerequisites: CGS 1000, CNT 2000

**3 Credit Hours**

### **CIS 4253(DL) LEGAL AND ETHICAL ISSUES IN COMPUTING**

This course provides a discussion of Legal and Ethical Issues faced by computing professionals. The course will use the student's prior experiences in software development as a framework by demonstrating lecture concepts through coding examples and technical situations. Students will be required to give and justify opinions about given computing situations. Students will also present an opinion to the class about one specific software development issue. Prerequisite: CGS 1000

**3 Credit Hours**

**CIS 4365(DL)            COMPUTER SECURITY POLICIES AND DISASTER  
PREPAREDNESS**

This course will cover material about computer security policies. Included with these policies will be specific plans about disaster preparedness in computing. These policies and plans will determine how computer professionals should react to security breaches or destructive acts of nature. Students will study existing policies and will use and develop software for creating and tracking these policies and plans. Prerequisite: CGS 1000

**3 Credit Hours**

**CNT 2000(DL)            NETWORKING ESSENTIALS**

This course will provide the student with an opportunity to gain an understanding of the fundamental concepts involved in creating a network and in making any network operate properly. Included are what's involved in network communications and the kind of network models appropriate in various business circumstances. Prerequisite: CGS 1000

**3 Credit Hours**

**CNT 4603C(DL)            COMPUTER AND NETWORK SYSTEM ADMINISTRATION**

An introduction to Unix and Microsoft Windows SYSTEMS and NETWORK ADMINISTRATION. Topics include: installation, maintenance, and extension of a multi-user computer system; development of administrative policies and procedures; user practical troubleshooting and problem solving. Prerequisites: CGS 1000, CTS 2106C

**3 Credit Hours**

**COP 1000(DL)            PROBLEM SOLVING**

This course will provide the student with an opportunity to gain an understanding of fundamental logic and problem-solving techniques, and to develop skills utilizing models containing concise logic structures. Prerequisites: CGS 1000, MGF 1106

**3 Credit Hours**

**\*COP 2222C(DL)            COMPUTER PROGRAMMING-INTRODUCTION  
TO C++**

This course provides a foundation for the use of the C++ Programming language. Prerequisite: COP 1000. Outside lab assignments required.

**3 Credit Hours**

**\*COP 2332L(DL)                    COMPUTER PROGRAMMING - VISUAL BASIC I**

The course introduces the student to Visual Basic 6.0, the most widely used Rapid Applications Development (RAD) language used in the world today. It provides a foundation for the use of the Visual Basic Programming language. Prerequisite: COP 1000

**3 Credit Hours**

**\*COP 2800C(DL) COMPUTER PROGRAMMING INTRODUCTION TO JAVA**

This course provides a foundation for the use of the JAVA programming language. Topics include JAVA basic components, loops, decision structure, I/O operations. Introduction to JAVA's Object-Oriented features include arrays, references, classes, objects inheritance, and data encapsulation. This course introduces GUI Design using JAVA's AWT Package and JAVA's predefined packages. Outside lab assignments required. Prerequisite: COP 1000.

**3 Credit Hours**

**COP 3718C(DL) INTERMEDIATE DATABASE SYSTEMS**

This course provides an in-depth treatment of working with relational database management system (DBMS), with particular reference to MYSQL. It also shows how to interface with MYSQL using both PHP and JAVA languages. Prerequisite: COP 3764C

**3 Credit Hours**

**\*COP 3764C(DL) STRUCTURED QUERY LANGUAGE**

This course introduces the student to the basic operations of the structured query language (SQL). Database creation, single table queries, multi-table queries, database restrictions, and using SQL with high-level programming languages are discussed. Prerequisite: CGS 2540L

**3 Credit Hours**

**COP 3832C(DL) ADVANCED WEB SERVER COMMUNICATION**

Maintain a web server on the Internet. Learn HTML, PERL, and JAVASCRIPT. Configure the Apache Web Server. Write interactive server scripts. Discuss web security and ASP. Use JAVA Applets and Activex controls. Prerequisites: CGS 2820C, COP 2800C, CTS 2106C

**3 Credit Hours**

### **CTS 1131C(DL) COMPUTER OPERATING SYSTEMS**

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems.

**3 Credit Hours**

### **CTS 2106C(DL) INTRODUCTION TO UNIX**

This course introduces the fundamentals of the UNIX operating systems to the PC user. Covered in the course are the basics of UNIX system concepts, UNIX commands, UNIX shell programming, UNIX database management, UNIX test editing, UNIX architecture, and UNIX administration.

**3 Credit Hours**

### **CTS 2433L(DL) DATABASE DESIGN MICROSOFT SQL SERVER**

This course teaches the student how to develop a logical data model, create databases, files, objects space management and growth strategies. The student will use transact SQL and data transformation services to manipulate data and extract data in XML format. Programming business logic using stored procedures, transactions, triggers, user-defined functions and views are also covered. The student will learn to optimize database performance by using SQL profiler and the index tuning Wizard. Security management will be covered from the viewpoint of data access, object-level security and application rolls. Prerequisites: CGS 1000, CGS 2100L, CGS 2540L

**3 Credit Hours**

### **CTS 3817C(DL) WEB SERVER ADMINISTRATION**

An overview of essential skills in web server administration. Topics include installation and configuration of client web servers, user creation and login authentication, configuration of applications, security, management of user permissions. Prerequisites: CGS 2820C, COP 1000,

**3 Credit Hours**

### **DEP 3103 (DL) CHILD PSYCHOLOGY**

This course explores the processes by which children develop into adults. Changes and growth are examined from conception to the end of adolescence.

**3 Credit Hours**

### **DIE 3212(DL) NUTRITION AND DIET THERAPY**

A study of all general medicine as it pertains to nutrition and dietary practice worldwide, with an added emphasis on the role that diet and nutrition play in patient education, care and maintenance in the health care professions.

**3 Credit Hours**

**EDE 3942            INTERNSHIP / STUDENT TEACHING**

Student teaching in either an elementary or a middle school under the direction of a certified classroom teacher. Prerequisite: All Core Courses, Completed formal application. **10 Credit Hours**

**EDF 1005            INTRODUCTION TO EDUCATION**

An introductory course in Education. This course is a comprehensive and realistic look at the nature of students and how they learn. Provides an orientation to education careers, ethics, and the historical, philosophical and sociological foundation of education. Field experience is required. **3 Credit Hours**

**EDF 2085            TEACHING DIVERSE POPULATIONS**

This course is designed to study multicultural education. Emphasis is on such dimensions of diversity as culture, ethnicity, race, language, social class, exceptionality, gender, age, and sexual orientation and their implications for educational policy, curriculum and methodology. Prerequisite: EDF 1005 **3 Credit Hours**

**EDF 3123            LEARNING ENVIRONMENT AND TEACHING STRATEGIES**

Examines developmentally appropriate education materials, strategies, and environments for young children. Explores an integrated approach to curriculum planning and scheduling which emphasizes active learning. Prerequisite: EDF 1005 **3 Credit Hours**

**EDF 4466            CLASSROOM ASSESSMENT & EVALUATION**

Classroom measurement skills in designing traditional and alternative assessments, using results for student evaluation and instructor performance and interpretation of standardized test results. Prerequisite: EDF 1005 **3 Credit Hours**

**EDF 4603            ANALYSIS AND APPLICATION OF ETHICAL, LEGAL, AND SAFETY ISSUES IN SCHOOLS**

Critical analysis of contemporary educational issues, including ethical, safety, legal, cultural, and linguistic considerations which directly impact schooling in a democracy. Prerequisites: EDF 1005, EDF 2085, EME 1040C **3 Credit Hours**

### **EDG 4373 VISUAL ART/MUSIC METHODS FOR ELEMENTARY TEACHING**

Provides students with a professional and personal experience in art and in art education. The students will learn elementary art procedures to be transferred to their prospective students. Students enrolled in this course possess a very basic level of previous art knowledge and experience. Fundamental procedures for teaching elementary school music, stressing appropriate music materials and activities for different age groups; selected experience in music.

**3 Credit Hours**

### **EDG 4410 TEACHING STRATEGIES AND CLASSROOM MANAGEMENT**

Instructional, organizational, and classroom management strategies to create effective learning environments. Forty-five hours in-school experience required. Prerequisites: EDF 1005, EDF 2085, EME 1040C

**3 Credit Hours**

### **EME 1040C TECHNOLOGY FOR EDUCATORS**

Introduction to technology for educators, including classroom management tools, multimedia, communication networks, interactivity, educational software and legal, ethical, and social issues.

**3 Credit Hours**

### **#ENC 0002(DL) BASIC ENGLISH**

This course emphasizes a thorough understanding of the mechanics of standard college English and applies the understanding to the formulation of written material, which would be acceptable in the college classroom and the professional workplace. (Admissions by Placement Examination administered prior to the first semester of study.)

**3 Credit Hours**

### **ENC 1101(DL) ENGLISH COMPOSITION I**

The focus of this course is on the resources of the writer, the choices the writer makes when explaining or persuading, the tools of the researcher, and the strategies for the writing process. Compositions include narrative, comparative, analytical, persuasive essays, and the research paper. Students will be writing a minimum of 6,000 words throughout the course.

**3 Credit Hours**

## **ENC 1102(DL) ENGLISH COMPOSITION II**

The focus of this course is on the resources of the writer, both documented and creative, writing from reading, conversation and imagination and the strategies used in writing effective research, persuasive, comparative, analytical and special documents used for these purposes in the business environment. Compositions will include narrative, descriptive, and creative subjects and will stress the importance of clear, effective communication from writer to reader. The research project, including writing, will also receive attention. Students will be writing a minimum of 9,000 words throughout the course. Prerequisite: ENC 1101

**3 Credit Hours**

## **ENC 2111 GENERAL KNOWLEDGE REVIEW: ENGLISH LANGUAGE SKILLS AND ESSAY**

This course is designed for students who desire a brief, comprehensive review of the essential communication skills including essay writing and grammar. It is required for students who are preparing for the General Knowledge Test. Prerequisites: ENC 1101 and ENC 1102

**1 Credit Hour**

## **EUH 1000(DL) SURVEY OF WESTERN CIVILIZATIONS I**

This course consists of a survey of the cultural beginnings of civilizations and the diffusion and accumulation of culture through the reformation. This course includes reading and writing competencies.

**3 Credit Hours**

## **EUH 1001(DL) SURVEY OF WESTERN CIVILIZATIONS II**

This course in Modern Western institutions includes the development of modern Europe to the present. This course includes reading and writing competencies. Prerequisite EUH 1000

**3 Credit Hours**

## **FIN 2000(DL) INTRODUCTION TO FINANCE**

This course is the standard introduction to the banking profession, financial markets, and financial institutions. It touches on nearly every aspect of financial services, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Prerequisite: APA 2111

**3 Credit Hours**

### **FIN 2104(DL) FINANCIAL STRATEGIES**

An examination of the complexities of money management; consumer credit operations; borrowing money; banking services; nature of investments; the various types of insurance; home ownership; taxation; and retirement plans. Prerequisite: FIN 2000

**3 Credit Hours**

### **FIN 3105(DL) INVESTMENTS**

A study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risk and taxes that affect investment policy, timing, selection, and investment values. Prerequisite: FIN 2000

**3 Credit Hours**

### **GEB 1011(DL) INTRODUCTION TO BUSINESS ENTERPRISE**

A study of the characteristics and functions of business in the free enterprise environment, including opportunities, ownership, management, organization, marketing, physical plant, personnel, finance, ethics and law.

**3 Credit Hours**

### **GEB 2210(DL) PRESENTATIONS AND COMMUNICATIONS**

This course provides a practical working knowledge of current business communications and develops the skills necessary to analyze, evaluate and formulate effective written, oral and multimedia presentations (including resume writing and interviewing skills). Prerequisites: GEB 1011 or MAN 2021, ENC 1101, and CGS 2100L

**3 Credit Hours**

### **GEY 3200(DL) GERIATRIC CARE**

An in-depth look into the physical and psychological changes that occur as individuals move into older adulthood. A review of theories of aging and hands-on applications of those theories. Students will spend time in local nursing homes working with the elderly.

**3 Credit Hours**

**HLP 4722      TEACHING ELEMENTARY SCHOOL HEALTH  
AND PHYSICAL EDUCATION**

Strategies and practice for health, safety, nutrition, social, and Physical Education in the elementary school.

**3 Credit Hours**

**HSA 3413(DL)    POPULATION AND HEALTH ISSUES**

This course allows the students to examine community health issues, wellness and disease, and quality of life of defined consumer populations at the state and federal levels along with lifestyle issues and practices and the impact they have upon health services. In addition, the student will explore populations health issues in relation to the impact they have on the use of available goods and services, illness and disease and overall community health and wellness programs.

**3 Credit Hours**

**HSC 3181(DL)    ALTERNATIVE HEALING**

This course will introduce students to new approaches to health and healing. The student will learn the various medicines practiced around the world, collectively referred to a complementary and alternative medicines (CAM). Students will learn epidemiology, usage, and terminology specific to these practices.

**3 Credit Hours**

**HSC 3207(DL)    PUBLIC HEALTH AND SAFETY**

This course will emphasize the demographics of the new public health workforce as well as the ever-changing performance standards, patient expectations, and health preoccupations of that workforce. Developments in the areas of disease prevention, federal, state and local government contributions to health care, infectious disease control, environmental health issues and globalized health care and medicine will be emphasized.

**3 Credit Hours**

**HUM 2020(DL)    INTRODUCTION TO THE HUMANITIES**

A survey course in the humanities to include: the visual arts, performing arts, environmental arts, and language arts.

**3 Credit Hours**

**INP 3391(DL) HUMAN RELATIONS**

A study of the fundamentals of the processes of motivating, communicating, and cooperating with management, co-workers, and the public.

**3 Credit Hours**

**INR 3016(DL) INTERNATIONAL RELATIONS (POLITICAL SCIENCE  
GEOPOLITICS)**

This course promotes understanding and analysis of significant trends in the emerging new world system and relates those trends and events to domestic political science and society in other nation states.

**3 Credit Hours**

**ISM 4314C(DL) PROJECT MANAGEMENT**

This course covers the fundamental knowledge areas related to successful project management. Topics include project selection and initiation, work breakdown structure and scope management, scheduling, budgeting and cost analysis, quality control, project communications plans, project risk analysis, resource leveling, procurement issues, and using Microsoft Project Software. Prerequisites: CGS 1000, CGS 2100L, CIS 2321

**3 Credit Hours**

**LAE 3414 FOUNDATION OF LITERATURE**

This course is designed to acquaint students with the wealth of literature available to elementary school children and to examine teaching strategies for including literature in the curriculum.

**3 Credit Hours**

**LAE 4314 TEACHING ELEMENTARY SCHOOL  
LANGUAGE ARTS**

Content, principles, materials, and techniques involved in teaching, speaking, listening, writing, and spelling in the elementary school; organizing for instruction.

**3 Credit Hours**

**MAE 2801            TEACHING ELEMENTARY SCHOOL MATH**

This course addresses mathematics appropriate for the elementary school including the six basic sets of numbers, concepts, learning sequences, algorithms, problem-solving techniques, error patterns, number systems, and geometry. Prerequisite: MGF 1106

**3 Credit Hours**

**MAE 4310            HOW CHILDREN LEARN MATHEMATICS**

This course for pre-service elementary school teachers includes instructional strategies, learning activities, the use of manipulative, lesson planning, evaluation of mathematical learning, and diagnostic techniques. Prerequisite: MAE 2801

**3 Credit Hours**

**MAN 2021(DL) PRINCIPLES OF MANAGEMENT**

An analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources and organizational structure are introduced.

**3 Credit Hours**

**MAN 3065(DL) BUSINESS ETHICS**

An examination of current moral issues in business, as well as an analysis of the main theories of moral obligation, right and wrong action, good and bad values. Prerequisite: GEB 1011

**3 Credit Hours**

**MAN 3081(DL)E-COMMERCE MANAGEMENT**

This course will examine the E-Commerce/E-Business from both a managerial and a global perspective. Today's managers must identify the challenges facing their firms; understand the technologies that will help them meet these challenges; design business processes to take advantage of technologies; and create management procedures and policies to implement the required changes. To these ends, the foundation, operations, organizational forms, and challenges of managing in today's E-Business environment will be examined. Prerequisite: GEB 1011

**3 Credit Hours**

### **MAN 3301(DL) HUMAN RESOURCE MANAGEMENT**

An analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisite: MAN 2021.

**3 Credit Hours**

### **MAN 3602(DL) INTERNATIONAL BUSINESS**

This course provides a current view of international business and allows students to fully appreciate how business is conducted today. The emphasis is on how international business decisions have an impact on all business functions. Current topics identify and discuss the entrepreneurial focus and the global manager in world business. Exercises give students an understanding of cultural, political considerations in addition to geographic perspective. Prerequisites: GEB 1011

**3 Credit Hours**

### **MAN 3655(DL)INTERNATIONAL MANAGEMENT**

A study of international management practices. Topics include an introduction to international management and the multinational enterprise; the cultural environment of international management, planning in an international setting, organizing for international operations, directing international operations, international staffing, and the control process in an international context. Prerequisite: MAN 2021

**3 Credit Hours**

### **MAN 4151(DL) ORGANIZATIONAL BEHAVIOR**

This course is learning about how individuals work and why individual/workers behave as they do in the workplace. The course investigates how individuals, groups and whole organizations work together more effectively within the increasing pace of corporate change and global competition. Each organization develops a culture of their own, however, their success is often attributed to how they deal with fundamental employee/management social and cultural issues. What can managers do to motivate employees toward greater productivity? How does management diffuse conflict? The course material was developed from theory, research, and the experiences of many successful managers. The field is one in which many questions and opportunities for improvement remain. The experiences of successful managers coupled with a thorough understanding of theory and applications will provide the framework for enabling students to become more effective managers. Prerequisite: MAN 2021

**3 Credit Hours**

**MAN 4401(DL) LABOR RELATIONS AND COLLECTIVE BARGAINING**

A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security.

**3 Credit Hours**

**MAN 4504(DL) OPERATIONS MANAGEMENT**

This class focuses on operations decision making management techniques to improve the processes and productivity in organizations. Discussions of quality and outcomes, efficiency, forecasting, work flow processes, inventory control, design of goods and services, waiting lines, and critical path. Managing a project from beginning to end, including how to identify needs, and define, assign, and track items, is addressed. Prerequisites GEB 1011, MAN 2021

**3 Credit Hours**

**MAN 4725(DL) BUSINESS POLICY AND ADMINISTRATION**

A study of production and operations management concerned with analysis of the decision-making process and use of managerial and team decision-making techniques by middle and upper management personnel. This is the capstone course for students completing a Bachelors Degree in Business Administration. This course will be scheduled in the student's last semester.

**3 Credit Hours**

**MAR 1021(DL) INTRODUCTION TO MARKETING**

This course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods and industrial goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.

**3 Credit Hours**

**MAR 2321(DL) ADVERTISING**

This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, market functioning, brand promotion, analysis of consumer behavior and budgeting. The course culminates with the student planning an advertising campaign. Prerequisite MAR 1021

**3 Credit Hours**

### **MAR 3232(DL) RETAILING MANAGEMENT**

A study of retailing structures, institutions, environments, and operations, including planning, merchandising and inventory management, product displays and promotions, store layouts and site selection, and the integration of e-tailing. Emphasis on entrepreneurial and small business retail strategy. Prerequisites: MAR 1021, SBM 2000.

**3 Credit Hours**

### **MAR 3403(DL) SALES MANAGEMENT**

Contemporary sales force management. Emphasis on sales force strategies, sales management responsibilities and skills including recruiting, selection and training issues, motivational factors, and determinants of sales force performance. Prerequisite: MAR 1021

**3 Credit Hours**

### **MAR 3503(DL) CONSUMER BEHAVIOR**

This is an extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisite: MAR 1021

**3 Credit Hours**

### **MAR 3613(DL) MARKETING RESEARCH**

User-oriented analysis of the marketing research process, including problem definition, proposal preparation, research design, sampling methods, data collection, data analysis, interpretation and presentation of findings. Prerequisite: MAR 1021

**3 Credit Hours**

### **MAR 3836(DL) PROMOTIONAL POLICIES AND STRATEGIES**

An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer buying decisions. Prerequisite: MAR 1021

**3 Credit Hours**

## **MAR 4156(DL) INTERNATIONAL MARKETING**

This course addresses the economic, political and social changes that have occurred over the last decade that have dramatically altered the way we conduct global business. The book examines recent events including emerging markets in Eastern Europe, Asia, Latin America, and the move away from traditional distribution structures in Europe and Japan. Explanations and discussions are devoted to the restructuring, reorganizing, and refocusing of companies as they respond to changing competitive milieu of the global marketplace. Emphasis is on the strategic implications of competition in different country markets. The text is designed to stimulate curiosity about management practices and opportunities outside the home country and raise consciousness about the importance of viewing international marketing strategies from a global perspective. Prerequisite: MAR 1021.

**3 Credit Hours**

## **MAR 4310(DL) PUBLIC RELATIONS MANAGEMENT**

Managing relationships of firms/organizations with its customers and non-customer public, the media, community, government, investors, intermediaries, and employees. Topics include ethics, public opinion, publicity, event planning, primary/secondary research, communication, writing for the media, and managing medial relations. Prerequisite: MAR 1021

**3 Credit Hours**

## **#MAT 0100(DL) BASIC COLLEGE MATHEMATICS**

This course emphasizes a thorough understanding of the mechanics of college mathematics and applies that understanding to the solution of problems that would be found in the everyday workplace. (Admission by Placement Examination administered prior to the first semester of study.)

**3 Credit Hours**

## **#MEA 107 INTRODUCTION TO MEDICAL ASSISTING**

This course provides a background for understanding and exploring medical office practices and the functions and responsibilities of the medical assistant. The student is introduced to the legal and ethical issues that impact the profession, to patient communication and education, and is given an overview of the administrative and financial operations of a medical office.

**3 Credit Hours**

**#MEA 108            UNIVERSAL PRECAUTIONS FOR HEALTH CARE PROFESSIONALS**

This course will educate the health care professional in the areas of facility safety, air and water safety, occupational hazards, protection, prevention, exposure and documentation of incidents, security and safety maintenance and scheduling of inspections.

**3 Credit Hours**

**#\*MEA 126L        LABORATORY PROCEDURES**

A study of laboratory and clinical procedures to include vitals, surgical sterilization procedures, surgical instruments, patient charting, patient safety, chain of infection, levels of infection control, universal precautions, electrocardiograms, injections, venipuncture, urinalysis, and various blood studies. Students must purchase a lab coat and closed toe shoes for this class. Students must have a negative TB test result by mid-term of this class. Prerequisites: MEA 135 and MEA 138. Corequisite: MEA 107

**3 Credit Hours**

**#MEA 135            ANATOMY AND PHYSIOLOGY I**

This course is a study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite MEA 138 or taken concurrently.

**3 Credit Hours**

**#MEA 136            ANATOMY AND PHYSIOLOGY II**

This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Prerequisite MEA 135

**3 Credit Hours**

**#MEA 137            DISEASES OF THE HUMAN BODY**

This course is a scientific study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis and treatment. Prerequisite" MEA 136

**3 Credit Hours**

**#MEA 138      INTRODUCTION TO MEDICAL TERMINOLOGY**

This course presents a system of medical word analysis with the introduction of 300 prefixes, suffixes, and word elements that will assist the medical assisting student in correctly interpreting, defining, spelling, and utilizing appropriate medical terminology.

**3 Credit Hours**

**#MEA 139C      MEDICAL FRONT OFFICE PRACTICES**

An introductory study of those skills that are required to perform front office functions in a medical office. Includes insurance, CPT coding for Quality and Medical Manager System. Prerequisite: MEA 138

**3 Credit Hours**

**#MEA 235      INTRODUCTION TO MEDICAL INSURANCE CODING**

This course introduces insurance coding theory and application. CPT, HCPCS and ICD9-CM Diagnosis Coding, practical applications, Medicaid rules, and coding issues by specialty are presented. Prerequisites: MEA 135, MEA 138

**3 Credit Hours**

**#MEA 243      INTRODUCTION TO PHARMACOLOGY**

An introductory study of the basic mathematics of pharmacology which includes review of basic math, proportions, systems of measurement, calculation of drug dosages, drug legislation and standards, pharmaceutical preparations, and the effects of medications on selected body systems. Prerequisites: MEA 135, MEA 138, and demonstrate an understanding of basic mathematics by passing the mathematics part of the Pre-Admission Test or successfully completing MGF 1106.

**3 Credit Hours**

**#MEA 257      PHLEBOTOMY**

This is a review course for students who will be preparing for the NCCT examination for phlebotomy techniques. Prerequisite MEA 136

**3 Credit Hours**



**MGF 1107(DL)      FUNDAMENTALS OF COLLEGE MATH II**

A continuation of MGF1106. Topics include algebra, graphs, functions, systems of linear equations, inequalities, statistics, probability, and geometry. Prerequisite: MGF 1106.

**3 Credit Hours**

**MGF 2117              MATHEMATICS GENERAL KNOWLEDGE  
                                 SKILLS FOR EDUCATORS**

This course introduces students to the basic principles of symbolic logic; the theory of probability, some of the statistical methods used in the collection, presentation, description, and interpretation of data; and informal geometry. It is designed to focus attention on the importance of logical thinking, to provide a foundation for the mathematical study of uncertainties to familiarize students with the terminology and concepts of both statistical and informal geometry. This course is required for students who are planning to take the General Knowledge Test. Prerequisites: MGF 1106, MGF1107, and MTG 2204

**1 Credit Hour**

**MTG 2204(DL)      GEOMETRY**

An informal Euclidean Geometry course with content and activities appropriate for those interested in teaching. Prerequisite: MGF 1106

**3 Credit Hours**

**MUE 3212              TEACHING ELEMENTARY SCHOOL MUSIC**

Fundamental procedures for teaching elementary school music, stressing appropriate music materials and activities for different age groups, selected experience in music.

**3 Credit Hours**

**\*OST 1100L(DL)    INTRODUCTORY KEYBOARDING**

This course covers the techniques and basic skills of keyboarding, with emphasis on keyboard mastery, correct techniques, the performance of basic operations, accuracy, and the attainment of speed.

**3 Credit Hours**

### **OST 3404C(DL) OFFICE ADMINISTRATION INTEGRATION**

An emphasis is given to business information systems organization utilizing an integration of Microsoft Office. Using a simulated office environment will integrate all of the skills learned in Microsoft Excel, Access, Word and PowerPoint. This course seeks to develop an integrated use of office resources including skills building leadership, organization, critical-thinking, problem-solving and time management. Prerequisite: CGS 2100L

**3 Credit Hours**

### **PHI 1103(DL) CRITICAL THINKING**

A study of effective thinking based on adequate evidence and following approved procedures. Emphasis is placed on the detection of common fallacies and the method of analyzing arguments to determine their validity.

**3 Credit Hours**

### **PLA 1003(DL) INTRODUCTION TO THE LAW**

This course is designed to introduce beginning students to the study of the law, the organization of the legal system, and the paralegal's role in the legal system. The course explores such topics as sources of law, classification of the law, steps in the litigation process, contracts, torts, real property, constitutional law, and criminal law and procedure.

**3 Credit Hours**

### **PLA 1104C(DL) LEGAL RESEARCH AND WRITING I**

This course provides an introduction to the techniques and methodology of legal research and the basics of legal writing and analysis. The course will familiarize students with the various components of a law library and emphasizes developing research skills using primary and secondary authority and other available research tools and publications. Students will receive instruction in the use of online database research systems to supplement manual research skills. Prerequisite: PLA 1003

**3 Credit Hours**

### **PLA1201(DL) CIVIL LITIGATION**

An introduction to the Federal and State legal system with emphasis on the power, functions, and procedures of both court systems. Prerequisite: PLA 1003 and ENC 1101

**3 Credit Hours**

### **PLA 1273(DL) TORTS**

A study of civil wrongs causing harm to persons or property. The course includes within its coverage intentional torts, negligence, and strict liability in tort. Additionally, the Law of Products liability, Workers Compensation and Business Torts are covered. Prerequisite: PLA 1003

**3 Credit Hours**

### **PLA 1423(DL) CONTRACTS**

A study of the basic principles of contract formation. Emphasis is placed on the offer, consideration and acceptance. Additionally, the classical theories of Contract Law is contrasted with the requirements of the Uniform Commercial Code where a sale of goods is involved. Prerequisite: PLA 1003

**3 Credit Hours**

### **PLA 2114C(DL) LEGAL RESEARCH AND WRITING II**

Continuing the development of research and writing skills learned in Legal Research and Writing I, this course explores the relationship of legal writing to the entire legal process. Students will research and prepare various legal documents for "presentation" including legal briefs, other legal memoranda, pleadings, and legal correspondence. Students will receive further instruction in the use of online databases. Prerequisites: ENC 1101 and PLA 1104C.

**3 Credit Hours**

### **PLA 2763(DL) LAW OFFICE MANAGEMENT**

This course covers the organization, operation, marketing, and management of a typical law office. Students will learn the fundamentals of how a law office functions, and essential office management skills such as timekeeping and billing; calendaring, docket control and case management; and records and file management. Students will become familiar with legal assistant ethics and the avoidance of malpractice. Prerequisite: PLA 1003.

**3 Credit Hours**

### **PLA 2841 IMMIGRATION LAW**

This course provides an in-depth study of immigration law. The topics covered include: A historical overview of immigration law; types of immigration law practices; agencies involved with the immigration laws; the drafting of all documents and forms associated with immigration law, the Immigration and Nationality Act; and the administrative system covering the practice of immigration law. Corequisites: PLA 1104C and PLA 2114C

**3 Credit Hours**

### **PLA 2941(DL) INTERNSHIP IN LEGAL ASSISTING**

As part of the preparation process for a career in Legal Assisting, the student is permitted to serve an internship in a legal environment acceptable to the College. Arrangements for the internship training provide for assignment of duties, hours of employment and working conditions satisfactory to the student, the instructor and the employer. Students are required to complete a 135-hour field experience. The ability to participate in this course will be available only to students who have completed all listed major component requirements in the Paralegal Associate Degree program. Students entering either Jones College Legal Assisting program do so with the express understanding that this course is a mandatory requirement of both programs.

**4 Credit Hours**

### **PLA 3263(DL) EVIDENCE LAW**

This course explores the entire nature of evidence, from its definition to its use and importance in the American Legal System. It is designed to provide the student with practical information about Evidence Law, and the role evidence plays in litigation. Emphasis is placed on the Federal Rules of Evidence, and variations in the Florida Evidence Code. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 3305(DL) CRIMINAL LAW AND PROCEDURE**

This course provides an in depth investigation of the substantive and procedural aspects of Criminal Law. While exploring the basic theories of crime and punishment, this course enables the student to gain a practical understanding of how such theories are applied in real cases. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 3436(DL) CORPORATE LAW**

This course explores the different types of business organizations and the law relating to each. Emphasis is placed on corporations and partnership organized under the laws of the state of Florida as well the MBCA and UPA. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 3806(DL) FAMILY LAW**

This course is an introduction to the Law of Domestic Relations. Students are exposed to essential requirements for establishing valid marriages; securing divorces and obtaining support, custody, and alimony. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 3885(DL) CONSTITUTIONAL LAW**

The Constitution of the United States and the Declaration of Rights provisions of the Constitution of the State of Florida are discussed. The course involves an intense study of landmark decisions of the U.S. Supreme Court and the impact of those decisions on the social and economic fabric of American life. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 4464(DL) BANKRUPTCY LAW**

This course is an introduction to the law of bankruptcy. Differences between Chapters 7, 11, and 13 filings are discussed in detail. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 4485(DL) ADMINISTRATIVE LAW**

This course involves a study of the major areas of Administrative Law. Topics covered range from the creation of administrative agencies to Judicial Review of Agency Action. Additionally, the course is designed to provide the student with the practical knowledge, skills and abilities necessary to be successful in various administrative law environments. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 4524(DL) MEDICAL MALPRACTICE**

An overview of Medical Malpractice as it pertains to malpractice and negligence, with an emphasis placed on both civil and criminal malpractice, as defined by state and federal law. Concepts such as Duty, Breach of Duty, Causation and damages will also be emphasized and discussed.

**3 Credit Hours**

### **PLA 4605(DL) WILLS, ESTATES AND TRUSTS**

This course involves the study of the law of wills, trusts and estates. The Florida Probate Code and cases decided under that Code will be emphasized. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 4615(DL) REAL ESTATE LAW**

This course involves the study of the fundamentals of real estate transactions. Real estate contracts, abstract of titles, closing statements, and landlord-tenant relationships are discussed. The student will be introduced to various deeds, mortgages, and easements. Prerequisite: PLA 1104C

**3 Credit Hours**

### **PLA 4703(DL) ETHICS AND PROFESSIONAL RESPONSIBILITY**

This course involves a comprehensive study of the major areas of legal ethics, placing emphasis on how the rules affect paralegals. Additionally, the course examines ethical rules, regulations and guidelines promulgated by the Florida and American Bar Associations, and the rules, regulations and guidelines of various Paralegal Associations. Prerequisite: PLA1104C

**3 Credit Hours**

### **PSY 2012(DL) GENERAL PSYCHOLOGY**

A comprehensive survey of the diverse and expanding field of human psychological research. Emphasis is placed on understanding the dynamics of human behavior.

**3 Credit Hours**

### **#REA 0008(DL) DEVELOPMENTAL READING**

This course is designed to increase the student's ability to comprehend college level written material. Emphasis is placed on vocabulary, comprehension, learning strategies, and study skills presented through a range of interdisciplinary readings.

**3 Credit Hours**

### **REA 2125 GENERAL KNOWLEDGE REVIEW: READING SKILLS**

This course is designed for students who desire an in-depth study of literal and critical reading skills and strategies. Required when taking the college level academic skills test.

**1 Credit Hour**

**RED 3012      TEACHING ELEMENTARY SCHOOL READING**

Principles, procedures, and current practices for teaching reading. Specific techniques and materials for word identification, content reading and comprehension, leading to the understanding of the reading process and effective reading instruction and recognition and assessment of reading problems.

**3 Credit Hours**

**RED 4519      DIAGNOSTIC & CORRECTIVE READING STRATEGIES**

Acquaints prospective reading educators with nature of diagnostic and corrective procedures to be used in elementary school classroom. Prerequisite: RED 3012

**3 Credit Hours**

**RMI 2001(DL) RISK MANAGEMENT**

This course is a study of the basic principles of sound risk management including risk identification and evaluation. Insurance as a risk management tool, its nature, applicable laws, and analysis of policies are included.

**3 Credit Hours**

**SBM 2000(DL) SMALL BUSINESS MANAGEMENT**

This course examines the various aspects of starting, acquiring and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: GEB 1011

**3 Credit Hours**

**SCE 3310      TEACHING ELEMENTARY SCHOOL SCIENCE**

Identify concepts, methods, techniques, and evaluation procedures for teaching science at an elementary level.

**3 Credit Hours**

**SSE 3313            TEACHING ELEMENTARY SCHOOL SOCIAL STUDIES**

This course focuses on the acquisition of knowledge, skills, and dispositions for designing and teaching effective social studies lessons for diverse elementary students.

**3 Credit Hours**

**SYG 2000(DL)    INTRODUCTION TO SOCIOLOGY**

This course is a survey of sociological concepts essential for an understanding of individual, society and societal structure. Students will gain insight into social interaction and social processes, and focus on understanding how these processes influence society. This course covers a wide range of topics including socialization of children, culture, crime and deviance, family medicine, education and stratification.

**3 Credit Hours**

**SYG 3011(DL)    SOCIAL PROBLEMS**

This course acquaints students with modern social problems in American Society, such as crime, prejudice and discrimination, poverty, pollution and environmental problems, education, and drug abuse. Discussions will include the various problems, causes, consequences, and potential solutions. The class will look at these problems from various perspectives, including social institutions, special interest groups, and racial and ethnic groups. Prerequisite: SYG 2000

**3 Credit Hours**

**SYO 3110(DL)    MARRIAGE AND THE FAMILY**

The family is studied as the primary social institution in historical and contemporary American society. Special emphasis is given to the interrelationships of the family, sex education, and the legal and social factors affecting marital adjustment.

**3 Credit Hours**

**TAX 3001(DL)    FEDERAL TAXATION - PERSONAL**

A study of federal income tax laws and their application to individual income. What constitutes incomes and deductible expenditures is given special emphasis. Sample returns and problems are used in the development of skills in preparation of individual returns.

**3 Credit Hours**

## **TAX 4013(DL) FEDERAL TAXATION - BUSINESS**

A study of federal income tax laws and their application to partnership and corporate income. What constitutes income and deductible expenditures is given special emphasis. Sample returns and problems are used in the development of skills in the preparation of tax returns. Prerequisite APA 2111

**3 Credit Hours**

## **TSL 4080 THEORY AND PRACTICE OF TEACHING ESOL**

The course is designed to provide a survey of information and skills concerning the education of students who are ELL (English Language Learners). It addresses the 25 ESOL standards. The course focuses on cross cultural understanding and methods of teaching English to speakers of other languages. It provides an introduction to linguistics and develops the capability necessary to work with families of students learning English.

**3 Credit Hours**

## **TSL 4240 ISSUES IN SECOND LANGUAGE ACQUISITION**

Examination of English phonology, morphology, syntax, and semantics to assist future teachers to understand and develop ESOL instructional strategies by equipping them with pertinent knowledge about both linguistics and first and second language acquisition research. Prerequisite: TSL 4080.

**3 Credit Hours**

## **TSL 4441 TESTING AND EVALUATION IN ESOL**

This course will prepare teachers to understand and apply knowledge of assessment issues as they affect the learning of ELLS from diverse backgrounds and at varying English proficiency levels. Teachers will also understand issues around accountability, its implications and accommodations. Teachers will appropriately use and interpret a variety of language proficiency assessment instruments to meet District, State and Federal guidelines, and to inform their instruction in the classroom setting. It addresses Domain 5: Assessment; (ESOL testing and evaluation) for the Florida Teacher Standards for ESOL endorsement.

**3 Credit Hours**

## **WOH 3220 (DL) WORLD ENCOUNTER**

This course covers major themes and issues in world history since 1500. These include regional and global, cultural and economic development, exploration, migration, spread of diseases, imperialism, decolonization, and post-colonial change such as economic and cultural globalization.

**3 Credit Hours**

## 2016-2017 COLLEGE CALENDAR

### FALL SEMESTER, 2016

Registration & Orientation	Mon-Fri	Aug 29-Sept 2
Fall Semester Classes Begin	Tuesday	September 6
Last Day to Enter Classes for Fall Semester	Monday	September 12
Registration & Orientation for Mini-Term	Mon-Fri	Oct 17-Oct 21
Fall Semester Mini-Term Begins	Monday	October 24
Last Day to Enter Classes for Mini-Term	Saturday	October 29
Thanksgiving Holiday	Thur-Fri	November 24-25
End of Mini-Term	Saturday	December 17
End of Fall Semester	Saturday	December 17
Christmas & New Year's Holiday	December 19 - January 2, 2017	

### WINTER SEMESTER, 2017

Registration & Orientation	Tues-Fri	Jan 3 - Jan 6
Winter Semester Classes Begin	Monday	January 9
Last Day to Enter Classes for Winter Semester	Saturday	January 14
Martin Luther King, Jr., Holiday	Monday	January 16
Registration & Orientation for Mini-Term	Mon-Fri	Feb 20-Feb24
Winter Semester Mini-Term Begins	Monday	February 27
Last Day to Enter Classes for Mini-Term	Saturday	March 4
End of Mini-Term	Saturday	April 22
End of Winter Semester	Saturday	April 22

## SPRING/SUMMER SEMESTER, 2017

Registration & Orientation Spring/Summer Semester	Mon-Fri	May 1-May 5
Classes Begin	Monday	May 8
Last Day to Enter Classes for Spring/Summer Semester	Saturday	May 13
Memorial Day Holiday	Monday	May 29
Registration & Orientation for Mini-Term	Mon-Fri	June 19-June 23
Spring/Summer Semester Mini-Term Begins	Monday	July 1
Last Day to Enter Classes for Mini-Term	Saturday	June 25
Independence Day	Tuesday	July 4
End of Mini-Term	Saturday	August 19
End of Spring/Summer Semester	Saturday	August 19

## FALL SEMESTER, 2017

Registration & Orientation	Mon-Fri	Aug 28-Sept 1
Fall Semester Classes Begin	Tuesday	September 5
Last Day to Enter Classes for Fall Semester	Monday	September 11
Registration & Orientation for Mini-Term	Mon-Fri	Oct 16-Oct 20
Fall Semester Mini-Term Begins	Monday	October 23
Last Day to Enter Classes for Mini-Term	Saturday	October 28
Thanksgiving Holiday	Thur-Fri	November 23-24
End of Mini-Term	Saturday	December 16
End of Fall Semester	Saturday	December 16
Christmas & New Year's Holiday	December 18 - January 7, 2018	

**Holidays are for faculty and students. Staff members are on a separate holiday schedule.**

## BOARD OF TRUSTEES

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Wanda Lanier .....	Librarian

## PROGRAM LISTINGS

### Programs Offered

### Tuition Charges

#### **Bachelor of Science Degree Program:**

*Allied Health Management Major .....	\$315 per Credit Hour
*Business Administration Major .....	\$315 per Credit Hour
*Computer Information Systems Major .....	\$315 per Credit Hour
*Elementary Education .....	\$315 per Credit Hour
*Interdisciplinary Studies.....	\$315 per Credit Hour
*Legal Assistant (Paralegal) Major .....	\$315 per Credit Hour

#### **Associate in Science Degree Program:**

*Business Administration Major .....	\$315 per Credit Hour
*Computer Information Systems Major .....	\$315 per Credit Hour
*Legal Assistant (Paralegal) Major .....	\$315 per Credit Hour
*Medical Assistant Major .....	\$315 per Credit Hour

\*Programs Approved for the Training of Veterans-Tuition Charges \$270 Per Credit Hour