

Student Handbook

Destination: Success

2008-2009



North Florida
COMMUNITY COLLEGE

Small College. Big Possibilities.



STUDENT HANDBOOK

NORTH FLORIDA COMMUNITY COLLEGE
325 NW Turner Davis Drive • Madison, Florida 32340
Telephone: (850) 973-2288 • Website: www.nfcc.edu

The information, policies and dates in this handbook are subject to change. North Florida Community College reserves the right to make such changes. Suggestions and questions concerning content should be forwarded to the Director of Student Services.

Published NFCC materials are available in alternative formats upon request by contacting the Office of Disability Services at (850) 973-1661 or disability@nfcc.edu.

North Florida Community College is dedicated to the concept of equal opportunity and access. In accordance with federal and state laws, and College policy, NFCC does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex, religion, national origin, race, creed, marital status, or physical or mental disability. Inquiries regarding equity issues of any nature may be directed to Devona Sewell, Equity Coordinator, Administration, Bldg. 3, 325 NW Turner Davis Drive, Madison, FL 32340, telephone 850.973.9409 or email seweld@nfcc.edu.

North Florida Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone 404/679-4501) to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Website address: www.sacs.org.

THIS STUDENT HANDBOOK BELONGS TO:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____ EMAIL _____

MESSAGE FROM THE PRESIDENT

Dear student,

How can we help you?

An institution of higher learning is a place where many questions are asked, but at North Florida Community College the most important question is: How can we help you? At NFCC, you will find exceptionally talented faculty and highly trained staff who are all motivated to help you get from where you are to wherever you want to be.



John Grosskopf

Regardless of what your dreams are, we are your community college and we can help you begin making those dreams a reality. We can help you achieve a GED. We can help you brush up on just a few skills needed at your current job, or we can help you prepare for an entirely new career. If your dreams include a university education, NFCC can help you with that as well by providing fully transferable A.A. or A.S. degrees.

NFCC will also help you feel comfortable as you follow your dreams. We are proud of our low student-teacher ratios. You will never be just a number here. You will learn in small, personal classes where your instructors know who you are and how to help you succeed. You will also work with dedicated staff members who can help you apply for financial aid and scholarships, and advise you on how to develop and follow an academic plan to get you to where you want to be.

So don't hesitate to dream, because we are ready to help you make those dreams a reality. North Florida Community College is a small campus with big possibilities. I personally invite you to drop us a line, send an email, or give us a call. Even better, come visit our beautiful campus and meet your future teachers, colleagues, and friends. And when you're ready, let us know how we can help.

Sincerely,

A handwritten signature in black ink that reads "John Grosskopf". The signature is fluid and cursive.

John Grosskopf
Acting President
North Florida Community College

GENERAL INFORMATION



Accreditation

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Special Facilities

NFCC celebrates its
50th anniversary in 2008.



Accreditation

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College Alma Mater

This is our song to you dear Alma Mater; A song of praise that echoes through the years; A stepping stone to gates of higher knowledge whose hallowed halls have now become so dear. The stately pines, the sunlight ever golden, A seat of learning, beneath God's sky so clear; Where fellowship and fun and laughter lingered, North Florida, to you, all hail!

School Colors

Burgundy and Silver (or grey)

College Motto

Vincit Omnia Veritas
"Truth Triumphs Over All"

History of NFCC

The Florida Legislature of 1957 authorized North Florida Junior College and five other community colleges in the state. The counties of Hamilton, Madison, Lafayette, Suwannee, and Taylor were proposed as an area with need for a community college. In the establishment of the college area, Jefferson County replaced Suwannee County. Suwannee County became a participating county in 1974.

In March, 1958, Dr. Marshall W. Hamilton was appointed President of the new institution, and temporary academic and administrative quarters were secured in Madison. In September, the first North Florida Junior College classes were organized. Ground was broken in January, 1959 for the first permanent buildings, the Library and Science Building. Suwannee River Junior College was established in 1959, with Dr. James J. Gardner, founding President, serving until 1961. Mrs. Jenyethel Merritt served as President until North Florida Junior College and Suwannee River Junior College merged in 1966.

Dr. Stephen T. McMahon served as President from 1970-1978; Dr. Gary P. Sims, 1978-1984; and Dr. Robert W. Ramsay, 1984-1987. Dr. William H. McCoy assumed the presidency on August 1, 1987. Dr. McCoy retired in 1995. On January 2, 1996, Dr. Beverly M. Grissom became President. Dr. Grissom retired in 2001. Morris G. Steen Jr. was named interim President and served nine months in that role before being named as the seventh President of North Florida Community College in February 2002. Mr. Steen retired in 2008. John Grosskopf was named interim President and currently serves in that role.

In July 1995, the District Board of Trustees changed the name of the College from North Florida Junior College to North Florida Community College in order to better define the purpose of the institution.

Mission Statement

North Florida Community College provides quality teaching and learning opportunities for individual and community development in a changing society.

Approved by the NFCC District Board of Trustees, January 15, 2008

Vision Statement

Our vision for North Florida Community College is to be a vibrant educational community serving rural North Florida, including the counties of Hamilton, Jefferson, Lafayette, Madison, Suwannee, and Taylor, and beyond.

We will offer a student-centered faculty and staff who embrace diversity in a friendly and inclusive learning environment.

The College will provide technologically advanced educational opportunities in response to the community's need for quality, affordable, and accessible programs.

The College will partner with business, industry, community, and educational institutions to promote the economic and community development of our region.

SPECIAL FACILITIES

Marshall W. Hamilton Library

The library at North Florida Community College offers a wealth of resources necessary for learning in today's electronic environment. These online resources consist of a catalog, full-text periodical databases, and electronic books. Other online services include chat and email reference, and renewal of library materials. The recently renovated library provides comfortable and attractive surroundings for use of the collections and encourages casual reading and browsing as well as serious research. Tables and small group areas offer a variety of study settings and convenient access to the collections. Thirty-six computers allow student access to the Internet, e-mail and the Microsoft Office suite of programs. The library collections include over 32,000 print books and 30k electronic books. The library features wireless Internet access and is home to the Starbucks Internet Cafe.

The library website <<http://www.nfcc.edu/library>> provides an information portal for on and off-campus access to the library catalog, full-text periodical databases, and electronic books. Normal hours of operation are Monday through Thursday, 8 a.m. to 9 p.m. and Friday, 8 a.m. to 4:30 p.m. Library Sunday hours are 1:30 p.m. to 5:30 p.m. Sunday hours begin

on the first Sunday of October for the Fall semester and the first Sunday in February for the Spring semester.

Art Gallery

The Art Gallery at North Florida Community College was inaugurated in the autumn of 1975 and has been in continuous operation since that date. The Art Gallery is located in the Student Center and regularly features exhibits of art by students and local artists.

Ladell Brothers Outdoor Environmental Center

The Outdoor Environmental Center was conceived in the fall of 1972 and gradually became a reality through state grants, local donations and the hard work and dedication of the North Florida Community College faculty and student body. The Center's main entrance, located on the northwest part of the campus, leads to the picnic area, which is the beginning and end of a series of nature trail loops. Habitats included along the trails are stream, lake, swamp, mixed hardwood forest, agricultural field and campus grasslands. The main purpose of the center is to serve as an outdoor classroom for the pursuit of environmental education. The Center is also available for recreational uses. The Center was named an official site for the Great Florida Birding Trail in 2003. Free binoculars may be borrowed from the Marshall Hamilton Library.

Van H. Priest Auditorium

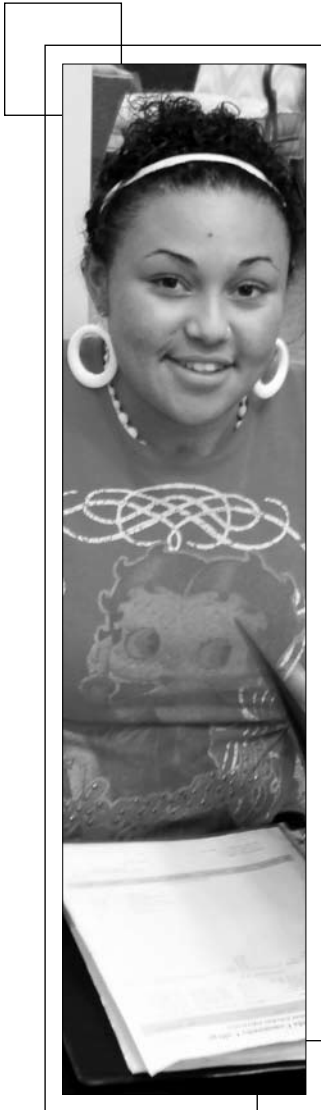
Van H. Priest Auditorium is home to performances of the NFCC Artist Series and Children's Theater, NFCC graduations and is rented for a variety of community events throughout the year. VHP seats 580 and has a performing stage with light and sound technical capabilities under the direction of experienced technical personnel. The Auditorium also has a lobby, ticket area, dressing rooms and loading dock.

Wardlaw-Smith-Goza Conference Center

The North Florida Community College Wardlaw-Smith-Goza Conference Center, listed in the Historic American Building Survey and the National Register of Historic Places, is a stately mansion representative of the classical revival architectural style popular during the nineteenth century. Benjamin Wardlaw, a prominent Madison resident, built the house in 1860. After 1871, succeeding members of the Chandler Holmes Smith family owned the house for over 100 years. In 1978, Mr. and Mrs. William M. Goza acquired the property and restored it to the beautiful historical treasure it is today. North Florida Community College received ownership of the property in 1988 through a

legislative appropriation to use the mansion as a conference and cultural center for the six counties served by the College. Fund-raising through "Friends of the Mansion," and renting the facility for weddings, receptions and meetings help support maintenance and purchases associated with the house.

ENROLLMENT INFORMATION



- Advising
- Early Registration
- Student Load
- Class Standing
- Grading System
- Course Attempt Limits
- Transcripts
- Attendance Policy
- Drop/Add
- Withdrawal from College
- Excessive Absences
- Residence Changes
- Placement Testing
- Financial Aid

NFCC ranked sixth nationally among two-year colleges in 2007.



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Advising

Academic advisors are available to help you plan your class schedules or to give advice and assistance whenever you have an academic problem. Advisors have access to information about university requirements and can help you decide which courses to take at NFCC in order to transfer to a four-year college or university. Even though advisors are available to help advise you about your academic program, it is your responsibility to see that all requirements are met.

Early Registration

Early registration makes it easier for you to schedule the classes you want and also gives the College the opportunity to try to meet student demand for courses. You can find the dates for early registration in the schedule of classes, the College catalog or your student handbook.

Student Load

The typical full-time course load is 12 to 18 credit hours per term. If you wish to register for more than 18 hours, you must have the approval of the Vice President of Academic Affairs. To be considered a full-time student, you must register for at least 12 semester hours in any spring or fall term and 6 semester hours during any summer session.

Class Standing

The number of semester hours you have completed determines your class standing.

- Freshman = 23 or fewer hours
- Sophomore = 24 or more hours

Grading System

NFCC has the following grading system:

- A = Excellent / 4 Quality Points
- B = Good / 3 Quality Points
- C = Average / 2 Quality Points
- D = Below Average / 1 Quality Point
- F = Failure / 0 Quality Points
- WD = Withdrew From College
- I = Incomplete (temp grade)
- WP = Withdrew Passing a Course
- WF = Withdrew Failing a Course
- Z = Audit
- N = Needs Improvement

Course Attempt Limits

Out-of-state fees will be assessed for students who attempt to take college preparatory courses and college credit courses more than twice. Withdrawals after the add/drop period are considered attempts. Appeals may be granted based upon extenuating circumstances. Contact Enrollment Services for specific information about the policy and the appeals process.

Transcripts

All Transcripts are requested from the Registrar's Office and student signature is required. Requests must be in writing, but may be faxed. No transcript of credit will be released if the student is in debt to North Florida Community College.

Attendance Policy

At NFCC, you are allowed two absences in a course per credit hour before your grade is affected or you are withdrawn from the class. For example, if you are enrolled in a 3 credit hour class, you are allowed up to 6 absences. The six absences include excused absences as well as unexcused. If the instructor fails to come to class, you are free to leave after 10 minutes, after you sign the attendance roll.

Drop/Add

Students may add or drop courses with the permission of their advisor **and** the instructor. The College Calendar lists the last day on which courses may be added for credit. Course section changes require the signature of the instructor. If special circumstances require a student to drop a course or courses after the published deadline, the student may appeal to the Dean of Enrollment Services for permission to drop without penalty.

Withdrawal From College

Sometime it may become necessary to leave College before the semester is over. A medical condition, family problems or financial difficulties are examples of situations which might lead to early withdrawal. If you need to withdraw for the remainder of the term, you should check with Enrollment Services, located in the Administration Building. Read the "Withdrawal from College" section in the current catalog for complete details.

Excessive Absences

Students may have their grades affected or be withdrawn from class for non-attendance. Read the "Attendance Policy" section in the current catalog for complete details.

Course Substitution/Waiver

Students may apply to the Dean of Enrollment Services for permission to substitute required general education courses when circumstances warrant.

Residence and Telephone Changes

It is important to inform the Registrar's Office if there is a change in your current address, mailing address or telephone number. This information is needed in case you are involved in an emergency and for official communications from the College.

Placement Testing

Florida State Board of Education Rule 6A-14.30(c) requires standardized testing to assess the basic reading, communication and computation skills of entering students. The testing schedule and registration information for the College Placement Test (CPT) is available in Enrollment Services. The Test of Adult Basic Education (TABE) is required for all occupational programs. For testing information contact the Technical Center at (850) 973-1629.

FINANCIAL AID

Purpose

North Florida Community College provides assistance to students of high academic ability or to students otherwise unable to attend or remain in college. Financial assistance is awarded according to individual financial need or for academic ability. Financial aid awarded on need should be viewed only as a supplement to the efforts of the student and his/her family.

Student Eligibility Standards

To be eligible to apply for financial assistance, a student:

1. Must be U.S. citizen or permanent resident.
2. Must have made application for admission or have been admitted to the College, as a degree or certificate seeking student.
3. Must maintain satisfactory academic progress. For financial aid purposes, a student is considered to be making satisfactory academic progress if he/she meets the following applicable statements:
 - a. The student maintains a cumulative grade point average (GPA) of 2.0 and successfully completes 67% of credit hours attempted.
 - b. Students receiving certain scholarships for academic ability must maintain a cumulative grade point average (GPA) of 3.0.

c. The student may not have graduated.

4. Must not have defaulted on or owe a refund to any previous aid.
5. Must have a high school diploma or GED.
6. Must have a valid Social Security Number.
7. Must register with the Selective Service if required.

Refunds

Refund of tuition and fees is made under the following regulations. A student who has registered must officially drop a course or officially withdraw from College to receive any refund of fees. Students who officially withdraw not later than the date listed in the College calendar are eligible for refunds of fees as follows:

1. Refund of 100 percent of matriculation and tuition fees will be made when classes are cancelled.
2. Refunds of 100 percent of matriculation and tuition fees will be made when a student withdraws from or drops a course before the last date to add classes. After this date no refunds will be made for courses dropped.
3. Before refunds are dispersed any outstanding indebtedness to the College must be paid.
4. In cases of extreme personal or family hardship or in cases involving extenuating circumstances, the Vice President of Academic

and Student Affairs has the authority to waive the above regulations regarding refunds.

5. Title IV Programs: Regulations (P.L. 105-244), enacted October 7, 1998. Reauthorization of the Higher Education Act of 1965, as annotated.

Federal Grant Repayment

A pro-rata repayment will be due for Title IV funds provided to students attending North Florida Community College if withdrawal from classes occurs during the first sixty percent (60%) of the enrollment period. Federal regulations require repayment of a portion of funds received by students, unless certain conditions are met. A student who withdraws from, or stops attending all courses prior to completion of at least 60% of an enrollment period (i.e. a semester/term) WILL BE REQUIRED TO REPAY the "unearned portion" of funds received.

This applies to all federal grant funds received by a student. For example, a student receiving a PELL Grant disbursement check could be required to repay the federal program as much as one-half the amount of the disbursement unless the student attends school for more than 60% of the enrollment period.

IN ADDITION TO REPAYING A PORTION OF A DISBURSEMENT CHECK, a student will be required to repay a portion of the award used to pay the cost of tuition, fees, books

and/or supply costs assessed as institutional charges by the school.

This federal regulation applies to students who withdraw from ALL COURSES. The rule does not apply to students who successfully complete AT LEAST ONE COURSE in an enrollment period. Students are requested to make every effort to complete at least one course within the enrollment period to avoid repayment of Title IV funds awarded within that period.

Students will not be allowed to receive further Title IV funding until full repayment has been made.

Veterans Affairs

North Florida Community College is approved for training of veterans by the Florida Department of Veteran Affairs.

Veterans and veterans' dependents eligible for educational benefits should receive approval from the VA Regional Office in advance of registration for classes. For VA application forms, certification of attendance and assistance with problems, students should report to the Veterans Affairs Office in Enrollment Services in the Administration Building. New applicants should complete the required procedures a minimum of six weeks prior to their first term at North Florida Community College.

Veterans and those eligible for VA benefits must meet with the Veterans Affairs Coordinator in Enrollment Services each term during the academic advisement period to review their status.

STUDENT SERVICES



NFCC offers students a variety of activities and opportunities on its campus.

Student Services

Advocate/Ombudsman

Student I.D. Cards

Student Email

Disability Services

Food Services

Parking

Student Counseling
Services

Student Activities

Clubs & Organizations

Crime Awareness



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Student Services

Student Services is responsible for student life outside the classroom and includes a number of areas: academic advisement, discipline, career development, student activities, organizations, student government, student IDs, student parking decals, student center, snack bar and testing. Services for students at North Florida Community College are based on the philosophy that a student is the most important person on the College campus and that a student's nonacademic experiences are important to both formal education and personal development. The Director of Student Services coordinates the activities within Student Services and stands ready to serve the needs of students, parents, alumni, faculty and staff with student concerns.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows Schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and,
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Advocate/ Ombudsman

The Advocate/Ombudsman Office provides confidential, informal, and neutral assistance and dispute resolution for students. The office assists student in identifying and evaluating options and accessing resources for

resolving and managing conflicts encountered on campus with faculty, staff, fellow students, services, programs and administration. Issues brought to the Ombudsman are held in confidence unless released by the student and do not generate permanent records of any kind within the office. Complaints brought to the Ombudsman do not constitute official notification of the existence of the problem, only the request for assistance to pursue resolution. The Ombudsman can assist students in making official complaints if requested. For more information, email ombud@nfcc.edu. Additional contact information for the Ombudsman will be provided during orientation and is available from Student Services.

Student I.D. Cards

Students are required to obtain and wear an ID card to be on campus. ID cards are made in the Admissions Office throughout the year. An ID card is required to check out books from the Library, in the Bookstore to resell books and to obtain a parking decal.

Student Email Accounts

Students will be provided with an email address through Desire2Learn (D2L), NFCC’s learning management system. All official campus communications will be sent to the student’s NFCC email address and students will be held responsible for regularly checking their email for any updates and information. This will be the only email address used by NFCC faculty and staff to communicate with students.

Students with Disabilities

Students with a disability desiring special accommodations should contact Student Disability Services located in Building 6, top floor. Documentation of the Disability must be provided when requesting services. See the current catalog for further details.

Students with Serious Illnesses

Students with serious illnesses, such as cancer, heart disease, HIV and AIDS, often wish to continue their normal educational pursuits to the extent allowed by their condition. NFCC supports these endeavors as long as students are able to meet acceptable performance standards. As in the case of other disabilities, NFCC shall make reasonable accommodations in accordance with all legal requirements, to allow students with these illnesses to continue their education. For more information, please see the Office of Student Disability Services.

Student Health Services

Medical emergencies are referred to the Madison County Emergency Rescue.

Florida Statute 1006.69 requires provision of detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and contraindications of any required or recommended vaccine. This information is sent to all students applying for admission to NFCC.

Meningococcal Meningitis is a rare but potentially fatal blood and brain infection that can strike at any time and comes on very quickly – often in a matter of hours. Teens and young adults are most at risk.

Symptoms include: severe headache, high fever, stiff neck, nausea and vomiting, numbness/loss of feeling, light sensitivity, confusion, rash and seizures.

The meningococcal vaccine is the most effective way to prevent infection. It is important that you discuss vaccination with your health-care professional.

Hepatitis B is a serious liver infection that is sexually transmitted. Many people do not know they have it, because they do not have symptoms. If you do have symptoms, you may just feel like you have the flu.

Symptoms include: feeling very tired, mild fever, headache, not wanting to eat, feeling sick to your stomach or vomiting, belly pain, diarrhea or constipation, muscle aches and joint pain, skin rash, yellowish eyes and skin (jaundice). Jaundice usually appears only after other symptoms have started to go away.

The hepatitis B vaccine is the most effective way to prevent infection. It is important that you discuss vaccination with your health-care professional.

Food Service

A food service facility in the Student Center serves meals and snacks throughout the day. Breakfast and lunch are available. Food Service facilities are closed during school holidays and weekends. A number of restaurants are conveniently located in Madison.

Student Housing

North Florida Community College does not own or operate any student housing facilities. However, accommodations are available through private persons and agencies in the community.

Parking

North Florida Community College requires students who park on campus to obtain a student parking permit. Parking permits must be renewed each fall.

- Applications for student parking permits are available from the Admissions Office, located in the Administration Building. The parking decals are FREE for your vehicle(s). Place the decal on the interior of the back window, lower corner, driver's side.
- Park in designated areas as outlined on the map you received with your parking decal. Please do not park on the grass. Parking on the grass will break sprinkler heads.
- Visitor signs designate all spaces reserved for visitor parking. College personnel and NFCC students are not allowed to park in spaces reserved for visitor parking

from 7 a.m. until 4:30 p.m. Monday-Friday.

- Faculty/staff parking areas are to be used only by full and part-time personnel of the college. Student employees such as work-study will be required to park in the student parking areas.
- Only vehicles with disabled parking permits and which are occupied by disabled drivers or passengers will be allowed to park in the blue-lined spaces designated for disabled parking. Disabled parking spaces are controlled by the City of Madison and are reserved 24 hours per day.
- Certain parking spaces are designated for NFCC vehicles. Only vehicles owned by the college are allowed to park in these spaces that are reserved 24 hours per day.
- For safety purposes, where angular spaces are provided, parked vehicles shall not be backed into parking spaces.
- Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes traffic flow. Parking across parking lines, on the curb or in a space designated for a specific vehicle is prohibited.
- Campus Security monitors parking and has been given authority by the President to issue traffic citations. The fine for the initial ticket shall be \$5, the second \$10 and any additional offences are \$20. Disabled parking

finer are assessed by the City of Madison and tickets are issued by the City of Madison Police Department.

- Payment of fines can be made at the Business Office located in the Administrative Services Building. The cashier's office is open from 8 a.m. until 4:30 p.m. each weekday that the College is open. Cash, check, money order, debit or credit card payment is accepted.
- Students who fail to pay fines within ten business days will have their registration blocked. Multiple violations will result in cars being "booted" so that they cannot be removed from campus until fines are paid.

Campus Escort

Campus Security, will provide escorts (by foot or vehicle), upon request, to and from campus buildings and parking lots for students and employees. Contact Campus Security at (850) 973-1617 (M-F, 7:15am - 3:30pm) or (850) 973-0280 (after 3:30 pm).

Campus Alert System

NFCC has the ability to send a direct notification to students through text messages and emails in the event of a campus emergency or closing due to inclement weather. The new system is called "e2Campus".

Registering your phone takes only a few minutes and students may register two devices as well as an alternate email address. To

register your cell phone, log onto D2L and follow the link provided.

Student Counseling Services (SCS)

The Student Counseling Service is a confidential FREE service offered to current students at North Florida Community College. SCS provides assessment and short-term counseling, crisis intervention and referrals (up to 5 sessions per semester). The counselor is on campus every other Tuesday.

Confidentiality is essential to the success of the SCS and student SCS records are not included in any college records. The student's confidentiality is protected within confines of applicable state and federal laws.

SCS is provided by the Employee Assistance Program at Tallahassee Memorial Hospital.

To schedule an appointment call (850) 431-5190 or toll free at (877) 501-0956 during normal business hours. Hearing impaired students may reach us by TTY at (850) 431-5157. Please identify yourself as a NFCC student when calling.

24 hour telephone crisis counseling is available by calling (850) 431-5190 or toll free at (877) 501-0956 anytime during or after regular business hours.

For further information call Nancy Lillis, (850) 973-1661 or email lillisin@nfcc.edu.

STUDENT/CAMPUS ACTIVITIES

College life is more than merely attending classes. Opportunities for student participation are many and varied. NFCC's recognized clubs, organizations and committees reflect the interests of students in politics, religion, athletics, service to campus and community, professional fields and a variety of special activities, social and otherwise. Student activities are considered to be an integral part of the educational process. Those students desiring to join an existing club or starting a new club, contact the Office of Student Services located in the Student Center.

Student Clubs/ Organizations

North Florida Community College provides a variety of opportunities for students to participate in College-sponsored student organizations and activities.

Student activities is a part of Student Services and is located in the Student Center. Its function is to organize and oversee student activities on campus, and is the headquarters for all campus clubs. For information call (850) 973-1623.

- **African-American Student Union (AASU):** An organization open to all students interested in African-American culture, heritage and issues, providing ethnic events to promote education and understanding of the African American experience.
- **Baptist Collegiate Ministries (BCM):** An action organization open to all students interested in promoting Christian values and beliefs. BCM hosts regular social events and sports events which are open to NFCC students and the community.
- **NFCC Business Club:** A business club providing opportunities for students to develop business-related career competencies. Its purpose is to create more interest in and understanding of American business enterprise and to strengthen the confidence of students in themselves and their work.
- **Collegiate League Animal Welfare Society (C.L.A.W.S.):** An organization that seeks to raise awareness regarding animal welfare issues through education, advocacy and the promotion of respect and compassion. C.L.A.W.S. offers its members volunteer opportunities that will benefit local animal welfare groups as well as benefit club members through service learning, building leadership skills and nurturing a sense of civic duty.
- **Florida Nurses Student Association (FNSA):** A pre-professional organization for registered nursing students. The purpose is to aid in the preparation for the nursing profession.

- **Future Teachers Association:** An organization open to all students interested in teaching as a career choice. Its purpose is to help prepare future educators for the classroom.
- **Music Club:** An organization that is open to all students interested in music. The Music Club offers its members opportunities to participate in music ensembles as well as supplementary music activities such as field trips to concerts.
- **Phi Theta Kappa (PTK):** A national academic honor society for community college students. Membership is open to students with a cumulative grade point average of 3.2 and who maintain a 3.0 grade point average. The NFCC PTK Chapter began in 1963.
- **Poetry Slammers:** An improvisational club which encourages students to show their creative side. It offers an opportunity for students to participate in “open mike” poetry and verse readings, music and more.
- **Save Our Animal Resources (S.O.A.R.):** An action ecology club seeking to educate members by assisting in public school programs and projects. Activities include Ecology Day, building bluebird houses, sponsorship of anti-pollution campaigns, encouragement of recycling on campus and a field trip to Busch Gardens.

- **Sentinel Rocketeers:** NFCC’s Rocket club builds rockets and executes rocket missile launches in accordance with the National Rocket Club, which provides guidelines and insurance for members. Safety and fun are its primary purpose for the monthly launches and other events.
- **Student Government Association (SGA):** A representative group of students responsible for identifying and promoting interests of students, planning and conducting College social activities and cooperating with College authorities for the well-being of students. Student Government Association officers may also participate in statewide Student Government organizations and activities.

Recreational Sports

North Florida Community College provides a variety of recreational activities designed to meet the needs and interests of students. Recreational facilities include lighted racquetball and tennis courts, and a well-equipped fitness and wellness center scheduled to be completed in 2010. The Ladell Brothers Nature Center is also available for hiking and quiet times.

Brain Bowl Competition

Brain Bowl is an academic competition among community colleges of the Florida panhandle region comprised of NFCC students attending with 6 or more hours.

The Trailblazer

The Trailblazer is NFCC's official student newspaper. This student publication furnishes information concerning college activities and provides experience in journalism for the newspaper staff. It is a production of the course JOU 2400L. The Trailblazer is published during the fall and spring semesters as a student forum.

Sentinel Ambassadors

This one credit course provides students with the opportunity to serve their community and the College while expanding their public relations skills. Students serve as recruiters for North Florida Community College both on and off campus and serve as hosts at various College and community functions.

Musical Activities

Each College musical performance group is both an activity and a course for which credit is granted. The groups include the Sentinel Singers and the Jazz Ensemble. These groups participate in campus concerts, radio and television programs, and perform for clubs and high schools in the community and area. Interested students should inform their academic advisor at the time of academic advisement.

Community Choir

Jointly sponsored by the Departments of English, Languages, Arts, and Humanities and the division of Community Education, community chorus

gives both students and community members of NFCC's six county service area a chance to continue their interest in singing good and challenging music beyond their traditional education. Fall and spring concerts are held at locations in the community. Participants have the choice of taking chorus for academic credit through enrollment services or of enrolling through community education.

Community Theater

Whether one desires the spotlight or enjoys being part of the backstage fellowship, the NFCC Sentinel Upstage Players has opportunities for students and community members alike. At least one major production is held in the Van H. Priest Auditorium each year, and auditions are open to the public. Participants gain experience in acting, set construction, and design, and the technical aspects of the theater, such as lighting and sound. Audition dates are posted on campus and in the local newspapers. For information call (850) 973-1683.

Artist Series

A number of outstanding artists are presented during the school year at Van H. Priest Auditorium. These programs include well-known lecturers, musical groups, theater and dance companies. Students may purchase tickets at discounted rates. For information call (850) 973-1653.

Forming a Student Organization

Parties interested in forming a student organization at the College must obtain an application to become an approved student organization from the Director of Student Services. The requirements to become an approved student organization are as follows:

1. Your Student Organization must have at least ten (10) interested, enrolled NFCC students in order to apply for an RSO charter.
2. A completed RSO application and constitution/by-laws must be approved by the Student Government in order to become a chartered organization.
3. Your organization must maintain a minimum of ten (10) active and enrolled NFCC student members to remain an approved organization. An active membership roster will be requested at the end of the first month of charter, at the end of fall and spring terms, and periodically throughout the year at the discretion of the Director of Student Services or the SGA.
4. Student organizations that fall below ten (10) active and enrolled NFCC student members will be placed on inactive status and sponsors will be notified by letter.
5. Once approved, meetings of your organization shall be no less than once a month during the fall and spring semesters.
6. Minutes and attendance of each meeting must be submitted to the Director of Student Services by the last day of each month.
7. Each organization must submit a report of activities to the Director of Student Services at the end of each semester.

Crime Awareness

The Crime Awareness and Campus Security Act requires institutions of higher education to prepare, publish, and distribute to all students and employees an annual security report which contains the campus policies regarding campus security measures. The following Criminal Action or Emergency Policies and Procedures are provided for your information:

1. Any criminal action or other emergency occurring on campus should be reported immediately to Security.
2. The Security Officer will see that the proper authorities (such as law enforcement or emergency aid) are notified and action is taken to meet this emergency, and criminal acts occurring on campus will be reported to law enforcement for proper handling.
3. Campus Security will see that all buildings on campus are locked following the day's activities. Individual classrooms or activity areas will be opened by security on request by authorized personnel.
4. Campus Security will handle safety and security matters on the campus, but have authority to call state or local police agencies when needed.
5. Students should report all crime to campus security as promptly as possible. Security will immediately investigate any incident reported.
6. Students will be informed about safety and security issues through *The Trailblazer* or public notices posted in the Student Center. Employees will be notified through pre-planned meetings.
7. Students are encouraged to use defensive practices to discourage criminal acts. Programs will be presented as needed to alert students to self-defense behavior and proper resources when threatened.
8. Statistics are available through the Dean of Administrative Affairs to students and college employees concerning the following crime on campus: liquor law violations, drug abuse violations and weapon possession.
9. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws; and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws; and a description of any drug or alcohol abuse is made available to all students and employees through our existing Drug and Alcohol Policy.

STUDENT RIGHTS AND RESPONSIBILITIES



The NFCC campus is comprised of 163 acres.

- Student Rights and Responsibilities
- Student Records
- Standards of Dress
- Hazing Policy
- Drug and Alcohol Policy
- Tobacco Policy
- Student Code of Conduct
- Grievance Procedure
- Suspension
- Disciplinary Penalties
- Student Grievance Procedure
- Harassment Policy and Complaint Procedure
- Academic Dishonesty



North Florida
COMMUNITY COLLEGE

Small College. Big Possibilities.

Student Rights and Responsibilities

North Florida Community College is determined that the campus be a place of learning, safety, shared responsibility and harmony. The faculty, staff and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College. It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

Students have certain rights as members of the College community.

These include:

- Right to a quality education
- Right to freedom of expression
- Right to hold public forums
- Right to peacefully assemble
- Right to a fair and impartial hearing
- Right to participate in Student Government
- Right to be a member in authorized student organizations

- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control
- Right to make the best use of your time and talents and to work toward the goal which brought you to College
- Right to ask about and recommend improvements in policies that affect the welfare of students

Students have certain responsibilities as members of the College community.

These include:

- Expected to assume responsibility for knowing the rules, regulations and policies of the College.
- Expected to meet the course and graduation requirements of his/her program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with College rules and policies.
- Expected to behave in a manner which demonstrates respect for others and self.

Rights of a Charged Student

A charged student has the following rights:

- The right to specific written notification of the charges. (It is the responsibility of the student to have a current mailing address on file with the Registrar.)
- The right to the names of the accusers and a copy of all written statements regarding the charges.
- The right to a prompt hearing.
- The right to an advocate of choice provided the advocate is not an attorney.
- The right to hear accusers and all witnesses.
- The right to present witnesses or evidence.
- The right to refuse to give self-incriminating testimony.
- The right to a full and complete record of the hearing.
- The right to an appeal.

Student Records

Under the Family Education Rights and Privacy Act of 1974, as amended, (The Buckley Act), students have a right to be notified annually regarding the rights of maintenance of and access to students' records which include: academic records, admission records, disciplinary records, placement file and financial aid records.

The College abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures. The confidentiality of a student's records will be protected and information will be released only to legitimately authorized persons and released to other sources upon the request of the student, parent or the guardian of a dependent student. Students and the guardian(s) of dependent students have the right to inspect the student's records upon proper notice to the custodian of the records.

Standards of Dress

Students are expected to dress appropriately for class and other campus activities. You may be asked to correct any visible underwear, clothing with profanity or sexually explicit graphics or asked to return home to choose appropriate attire.

Policy on Hazing

Mental or physical hazing of any kind is prohibited. Hazing is defined as any mental or physical abuse which intentionally humiliates or degrades an individual or threatens his/her health, safety or mental or physical well being. The State of Florida prohibits hazing by law in Statute 1006.63. Those guilty of hazing are subject to disciplinary probation, suspension, dismissal or any combination of such penalties.

Any organization found guilty of hazing will have its charter revoked and the organization

will cease to operate on or off campus under the sanction of the College.

Policy on Drugs and Alcohol

North Florida Community College strongly believes that the unlawful use of drugs and/or alcohol:

1. Is detrimental to the physical and mental well being of students and employees
2. Seriously interferes with the performance of individuals as students and as employees
3. Is extremely dangerous to the user as well as to other students or employees

Students and employees, while on school property or in attendance at a school function, are subject to discipline for the unlawful possession, use or distribution of drugs or alcohol or controlled substances as defined in Chapter 893, Florida Statutes.

In addition to legal sanctions imposed, students or employees who violate this policy are also subject to institution-specific sanctions to include suspension, expulsion or imposition of other disciplinary action.

Substance Abuse Referral

If you need help with an alcohol or drug problem, counselors are available to refer you to professional agencies that can help deal with your problem. A meeting should be scheduled with the Dean of

Enrollment Services. Students and employees are subject to discipline for the unlawful possession, use or distribution of drugs or alcohol or controlled substances as defined in *Florida Statute 893.147*, by any student or employee while on school property or in attendance at a school function. This constitutes grounds for suspension, expulsion or imposition of other disciplinary action.

Policy on Tobacco

There is to be no smoking inside any building on the property of NFCC. Students and staff who wish to smoke may do so only in designated areas. No smoking will be permitted on porches, in hallways and corridors, or just outside exterior doors, within 20' of where others must walk through the smoke. No area inside any building on the property of NFCC will be designated as a smoking area.

The use of tobacco products, including smokeless tobacco (meaning chewing tobacco or snuff), at any FCCAA sponsored event by coaches, players, or game officials is prohibited. Those using smokeless tobacco products on campus are prohibited from spitting in areas where students and staff are walking or are gathered. The improper use of tobacco products on campus property is grounds for disciplinary action. Violation of the policy may result in referral to appropriate campus personnel for disciplinary action.

North Florida Community College has established designated smoking areas on campus

which include:

1. Anywhere in an open -air area at least 20 feet from any side walk or building and away from classroom entrances and shelters where students must assemble to enter classrooms
2. In the small gazebo located just west of the Student Center. The large gazebo will be reserved for smoke-free recreation or relaxation

Any student seen smoking in restricted areas will be asked to move to a designated smoking area.

Students should dispose of cigarette butts and smokeless tobacco products properly by using the ashtrays (genie bottles) conveniently placed around campus. Failure to do so will be considered littering.

Any student who refuses to comply with requests of College personnel regarding this policy will be subject to discipline as explained under Code of Conduct in the Student Handbook.

STUDENT CODE OF CONDUCT

Enrollment at North Florida Community College entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities, to define reasonable standards of behavior, and to assure students of substantive and procedural

due process. It is the student's responsibility to be aware of this published and readily available code.

All members of the College community are expected to contribute to a positive campus environment conducive to the pursuit of educational goals and objectives. To accomplish this, all members of the College community must adhere to the following:

1. Cooperate with College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state and federal laws and regulations and all North Florida Community College policies.
5. Give accurate and complete information for all official records required by the College.
6. Wear student identification at all times while on College property.

A student enrolled at North Florida Community College assumes responsibility for conduct compatible with the functions and processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded to individuals, some actions are considered inappropriate in an institution of higher education. These include:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings or other College activities on or off College properties.
2. Failure to comply with directives of College officials acting in the performance of duties. This includes requests to desist from specified activities or behaviors and requests to leave the campus.
3. Forgery, alteration, misuse of and/or theft of College documents, records, means of identification, e-mail and other electronic information.
4. Use of College records with intent to defraud.
5. Physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions that threatens or endangers the health or safety of any such person.
6. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking and use of telephone or e-mail to intimidate, harass, terrify, annoy or offend.
7. Theft or damage to property of the College or to the property of a member of the College community or visitor of the College while said personal property is on College property.
8. Unauthorized use by any student or student organization of the College name. Included is speaking or acting on behalf of the College without due authorization.
9. Unauthorized use of College supplies and equipment.
10. Violation of copyright laws associated with print, audio/video and computer software materials.
11. Disorderly, lewd, indecent or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College-supervised activity. This includes the sending of offensive, harassing, lewd or defamatory messages. College computers and network systems are not to be used for the viewing, downloading, transmitting or printing of obscene, pornographic, libelous or defamatory materials. "Chat Room" participation associated with obscene, pornographic, libelous and defamatory subject matter is prohibited.
12. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons with intent to inflict bodily harm on any individual or damage to a building or grounds of College property.
13. Use, possession or distribution of illegal drugs, alcohol and other substances on campus or at any

- College-sponsored activity.
14. Unauthorized use of computers for the purpose of compromising computer systems or network security.
 15. Plagiarism or behavior involving academic dishonesty.

All instances of academic dishonesty will be reported to the Vice President of Academic Affairs. Any student suspected of violating the academic honor code will first be contacted by the instructor to set up a meeting to discuss the violation and the associated penalties.

If the student fails to meet with the instructor, a written report of the alleged violation of the Student Code of Conduct will be submitted to the Director of Student Services. The report constitutes a formal charge and the student is subject to additional penalties.

The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code can be found in the College Catalog and the Student Handbook.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds.
17. Participation in hazing. Action or situation that recklessly or intentionally endangers

the mental or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization operating under the sanction of a post secondary institution.

While the above list includes the types of behaviors and activities deemed to be violations of the Code of Conduct, the list is not intended to be all-inclusive.

In addition to the NFCC Student Code of Conduct, students enrolled in limited access programs are also obligated to accept the rules and regulations of that program.

Non-students on Campus

Any and all persons with no legitimate reason for presence on College property are subject to relevant local, state and Federal laws. In particular, said persons are subject to laws associated with loitering.

Complaint Procedures

Informal discussion with the Director of Student Services and persons involved in possible violations of the Student Code of Conduct is encouraged as a beginning step. Every effort to reach an acceptable solution to the problem, including the involvement of appropriate department chairpersons, should be exercised before the persons directly involved in the violation pursue official action.

I. Formal Complaint: Incident Report

A written report of the alleged violation of the Student Code of Conduct is to be submitted to the Director of Student Services. The report constitutes a formal charge and should thoroughly detail the alleged violations. The Director of Student Services may opt to begin an informal investigation of the alleged violation prior to notification of the student.

II. Notice to the Student

The Director of Student Services must notify the accused student with a written notice of allegations. The notice must include the following:

- The date of the alleged violation(s)
- The nature of the alleged violation(s)
- Instructions for a meeting request
- Consequences of failure to meet with the Student Disciplinary Committee

The Director of Student Services will send the student a copy of the North Florida Community College Student Code of Conduct, along with the notice. A copy of the notice is to be filed with the Dean of Enrollment Services, the individual who filed the complaint, and that individual's department chairperson. Upon receipt of the notice the student will have (5) working days to contact the Director of Student Services to set up a meeting with the Student Disciplinary Committee. The Director of Student Services will

notify the Committee members and the charging party of the meeting date.

Failure to contact the Director of Student Services to set up a meeting date, or failure to appear for the agreed meeting, permanently waives the right to procedures described in III through VII and allows the Student Disciplinary Committee to assess a suitable penalty.

The student has the right to select an advocate of choice provided the advocate is not an attorney. The advocate's role is to ensure that he/she understands the alleged violation and his/her due process rights under the Student Code of Conduct.

III. Meet with Student Disciplinary Committee

The Director of Student Services will convene the Student Disciplinary Committee and provide instructions on procedures to the committee. The Disciplinary Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members
- Director of Student Services (facilitator - non voting)

The Student Disciplinary Committee will meet with the student and the individual initiating the formal complaint, separately or together, at the Committee's discretion. The person lodging the complaint will present facts in support of the

alleged Student Code of Conduct violation. The student has the right to review the information presented and to question witnesses. The student may also introduce facts and respond to the allegations. As a result of the meeting, the Student Disciplinary Committee may determine that the student did not violate the Student Code of Conduct, in which case the matter is closed.

Should the Student Disciplinary Committee find the student in violation of the Student Code of Conduct, the findings and penalty will be forwarded to the Dean of Enrollment Services. The student will be advised in writing of the findings and penalty within five (5) working days of the meeting. If the penalty is reprimand, the student may not exercise an appeal. The matter is considered closed.

IV. Appeal to the Student Grievance Committee

If a penalty for violation of the Student Code of Conduct involves expulsion, suspension, probation, restrictions, restitution, or withholding an academic record or degree the student may file an appeal to the Grievance Committee.

The student must provide a written and signed notice stating the basis for the appeal. The notice must be received by the Director of Student Services within five (5) working days of the student's receipt of the decision made by the Student Disciplinary Committee. Failure to submit the notice within the five (5) working day period constitutes acceptance of the decision. Upon

receipt of a properly submitted notice, the Director of Student Services will notify the Grievance Committee and set a time and place for a meeting with the student. A copy of the notice will be sent to the Dean of Enrollment Services. The notification of the meeting will be delivered to the student at least ten (10) working days prior to the hearing. The ten (10) working days notification may be waived by written mutual agreement of parties if the student wishes to expedite the process.

V. Hearing Before the Grievance Committee

The Director of Student Services will convene the Grievance Committee and provide instructions on procedures to the committee. The Grievance Committee consists of:

- Two students
- Two faculty members
- A fifth person acceptable to the other four members

The chairperson of the committee is to be selected by the committee. A recording secretary is to be provided by the Director of Student Services. The recording secretary will take notes and make an audiotape of the proceedings. The proceedings are confidential and the Director of Student Services will emphasize the necessity of confidentiality to all parties. The Director of Student Services and the Dean of Enrollment Services may not be present during the formal grievance proceedings.

The following procedures apply to the grievance meeting:

1. The hearing is closed to protect privacy and confidentiality of the persons involved. A person may maintain silence as a means of protection against self-incrimination and this silence may not be used against the student. The Grievance Committee will base recommendations on presented evidence.
2. The student may present witnesses on his/her behalf. The witnesses will speak directly to the allegations and not to the general character of the student.
3. Only the committee and the student may ask questions.
4. The student may hear all testimony.
5. The student may question each witness.
6. Testimony of witnesses is limited to fifteen minutes each.
7. No witness may listen to the testimony of another witness before or after his/her own testimony.
8. The person initiating the formal complaint testifies first then his/her witnesses.
9. The student presents his/her own response, then his/her witnesses.
10. Witnesses are not to be interrupted during testimony.
11. The chairperson of the Grievance Committee is responsible for ensuring

adherence to policy associated with the meeting.

12. Documents collected by the chairperson of the committee are shredded. Originals are forwarded to the Dean of Enrollment Services.

VI. Grievance Committee Recommendation(s)

The committee will deliberate immediately after the meeting. After voting in secret (using paper ballots), the committee may make one of the following recommendations to the Dean of Enrollment Services.

- The penalty imposed is upheld.
- The penalty imposed should be changed to a harsher penalty.
- No penalty should be imposed.

The recommendation must be based on “a preponderance of facts” and reflect the votes of at least three of the five committee members. The written recommendation is to be signed by each member of the Grievance Committee and forwarded to the Dean of Enrollment Services with a copy to the Director of Student Services.

VII. Final Appeal

The President of the College shall be the final appeal but only after the prescribed grievance process has been exhausted.

The President of the College, within five (5) working days, shall review the recommendation of the Grievance Committee and shall provide to the student written notice of his/her final

decision. In addition, a copy of the notice is to be provided to the Dean of Enrollment Services, the Director of Student Services and the person who initiated the action. The decision of the President is final. The Dean of Enrollment Services' office is the official repository of records associated with Grievance Committee recommendations and actions.

Suspension or Expulsion from College Property

If an instructor, staff member or a student believes that an individual is engaging in disruptive activities, they may initiate one of the following actions.

1. Inform the offending individual that such behavior is in violation of the North Florida Community College Student Code of Conduct and may result in disciplinary action, including possible suspension or expulsion.
2. Notify the Director of Student Services or, in his/her absence, the Dean of Enrollment Services.
3. Notify campus security or the appropriate local police department. This course of action is especially appropriate if the offending behavior is:
 - A threat to the peace, safety, or welfare of any person or group.
 - Is a disruption of or a threat to educational activities.

- Involves the likelihood of damage to the physical property of the College.

The decision to suspend or expel a student rests with the Dean of Enrollment Services or his/her designee.

The Dean of Enrollment Services shall notify the President and the Director of Student Services of the decision to suspend or expel.

The suspension or expulsion remains in effect until the complaint procedures have been completed. These procedures are described under Complaint Procedures: Sections I through III in the Student Handbook and College Catalog.

A student who is suspended or expelled for violation of the Student Code of Conduct may file an appeal to the Grievance Committee. This procedure is described under Complaint Procedures: Section IV in the Student Handbook and College Catalog.

Immediate Suspension or Expulsion

The College recognizes that there may be times when the institution needs to respond immediately to situations which the Dean of Enrollment Services deems a direct and imminent threat to the safety of College personnel and students. The Dean of Enrollment Services has the authority to "immediately suspend or expel" the alleged source of the threat. ***In this case, the "immediate suspension or expulsion" supersedes the standard***

procedure for student code of conduct violations.

In those cases in which the Dean of Enrollment Services believes that an immediate suspension or expulsion from College property is warranted, the student can appeal directly to the Student Grievance Committee. The president of the College or designee shall be the final appeal, but only after the prescribed grievance process through the Student Grievance Committee has been exhausted. The president or designee shall review the matter and decide what action, if any, should be taken.

Disciplinary Penalties

Disciplinary penalties of a progressive nature may be imposed on a student for violations of law and/or the Student Code of Conduct. Any of these penalties may be imposed on a student, a group of students, or a student organization.

The Dean of Enrollment Services shall notify the student, in writing, the specific details of the penalties. A copy is to be maintained in the student's official College record. The student shall be informed that further violations of College rules and regulations may result in more severe disciplinary action.

These penalties include, but are not limited to, the following:

1. **Expulsion:** Permanent termination of a student's privilege to attend the College. This may include

restrictive order that would exclude the person from campus.

2. **Suspension:** Termination of a student's privilege to attend the College for an indefinite or a specified period of time. This may include a restrictive order that would exclude the person from campus.
3. **Probation:** Conduct probation is a formal action for violation of College rules and regulations. As a result of probation, conditions are placed upon the student's continued attendance at North Florida Community College.
4. **Restrictions:** Conditions imposed on a student that would specifically dictate and limit future presence on campus and participation in College related activities. The restrictions involved will be clearly identified. Restrictions may also apply to denial of the privilege to operate a motor vehicle on campus, participation in certain activities/events/organizations, access and use of College services, and presence in certain buildings or location on campus.
5. **Restitution:** Payment for injury to an innocent party in cases involving theft, destruction or loss of property or deception.
6. **Reprimand:** A reprimand is a written statement documenting student misconduct which reflects unfavorably on a student's file.

Student Grievance Procedure

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that any condition at the College affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to mistreatment by any College employee; discrimination; problems with student or academic services; academic probation, suspension, readmission actions or other academic matters. These grievances do not include matters which have been determined through procedures prescribed for the Student Code of Conduct.

EXCLUSIONS

Discrimination: Grievances related to charges of discrimination due to age, color, sex, religion, national origin, race, creed, marital status, physical or mental disability, or equity issues of any nature should be directed to the Equity Coordinator.

Fees: Grievances concerning the assessment or refund of tuition and fees shall be directed to the Dean of Administrative Services.

Financial Aid: Grievances related to financial aid shall be directed to the Dean of Administrative Services.

Parking and Traffic: Grievances related to parking or traffic regulations shall be directed to the Dean of Administrative Services.

Contested Grades for Courses: (see appeal procedure found at the end of this section).

The student is encouraged to seek out the Office of the Ombudsman for guidance on this procedure, exclusions or any other matter of concern.

1. The first step is an oral discussion between the student and the person(s) alleged to have caused the grievance. The student should meet with the person as soon as practical after becoming aware of the condition that is the basis for the grievance. If the student considers the response to this discussion to be unsatisfactory, he/she should initiate the action outlined in step 2.
2. The second step requires the student to submit a written petition within five (5) working days after notification of the Step 1 decision to the immediate supervisor or department head of the person alleged to have caused the grievance. The written petition should include:
 - the student's name, local address and phone number;
 - the name and office of the individual alleged to have caused the grievance;
 - a detailed statement of the event(s) being petitioned;
 - a statement of action previously taken to resolve the issue;
 - the results of these actions;
 - the outcome desired by the student.

The supervisor or department head will render a written decision to the student within five (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

3. Any student who is not satisfied with the response after completing Steps 1 and 2 may present the grievance in written form to the appropriate dean within five (5) working days after receiving notification of the Step 2 decision.

The student shall be informed of the Step 3 decision within five (5) working days of the date the petition was filed or within a time limit mutually agreed upon by both parties.

All petitions filed shall be adjudicated to finality even if the aggrieved is no longer a student at the time of the proceeding.

FINAL APPEAL

The President of the College or designee shall be the final appeal but only after the prescribed grievance process has been exhausted. The President or designee shall review the matter and decide what action, if any, should be taken.

APPEAL OF A FINAL COURSE GRADE POLICY

In very limited circumstances, a student may appeal the final course grade assigned by an instructor. Such appeals must be initiated within the first ten (10) week days of the semester following the semester in which the grade was assigned.

Generally, grounds for appeal include allegations of the following:

- Instructor error in the computation leading to the assigned grade
- Evident inconsistencies in course syllabus descriptions of grade derivation and how the grade was actually derived.

The decision of the chief academic officer is final.

APPEAL PROCEDURE

1. The student must confer with the instructor who assigned the grade within the prescribed time frame.
2. If the conference with the instructor does not result in resolution of the grade concern, the student then confers with the department chair responsible for the oversight of the course in which the grade was received.
3. If the conference with the department chair does not result in resolution of the grade concern, the student may appeal to the chief academic officer of the College. Such an appeal must be presented via a written petition within five (5) week days. The petition must include a statement of the student viewpoint and any information deemed pertinent by the student.

Upon receipt of the appeal petition, the Ombudsman is made available to the student to assist in the appeals process.

4. The instructor who assigned the grade must provide a written report within five (5) week days describing his/her viewpoint and any information deemed pertinent.
5. After careful review of all pertinent documents and discussions with involved parties, the chief academic officer shall render a decision relative to the student appeal.

The appeal decision shall be rendered and communicated to involved parties within ten (10) week days after receipt of all pertinent documents from the student and instructor. The decision of the chief academic officer is final.

Harassment Policy and Complaint Procedure

Statement of Policy

- I. North Florida Community College is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

- II. **Sexual harassment** constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission's Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when, for example:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to the following if they are unwelcome to any student exposed to the behavior: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; innuendoes, advances or propositions; verbal abuse of a sexual nature; graphic commentary

about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts or suggestive insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. This kind of behavior is unacceptable at the College and in any College-related setting outside the campus such as during trips and College-related social events.

III. Individuals Covered by the Policy

This policy applies to all applicants and employees and students, whether related to conduct engaged in by fellow employees, supervisors, managers or someone not directly connected to the College (such as outside vendors or consultants).

IV. Reporting a Harassment Incident

The College encourages reporting all perceived incidents of harassment, regardless of the offender's identity or position. Individuals who believe they have been the victim of harassment should discuss their concerns with either their instructor or an employee in a management position with whom they feel comfortable.

V. Complaint Procedure

The College strongly encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. If, for any reason, an individual does not wish to confront the offender directly, such a confrontation does not successfully end the harassment or if the offender retaliates against the individual, the individual should promptly notify their instructor or any manager or supervisor with whom the individual feels comfortable.

1. *Timeliness in Reporting Harassment*

The College encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment.

2. *Investigation Process*

Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining employee, the offender involved and, when necessary, with individuals

who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity, and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigation process.

3. *Protection Against Retaliation*

The College will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of sexual harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation should be reported immediately in accordance with this Complaint Procedure and will be promptly investigated.

4. *Responsive Action*
Misconduct constituting harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and disciplinary action that the College may believe appropriate under the circumstances.

5. *Appeals Process*
If the party to a complaint does not agree with this resolution, that party may file written comments

with the President of the College.

6. *False and Malicious Accusations*

False and malicious complaints of harassment may subject an individual to appropriate disciplinary action. On the other hand, no individual will be subject to disciplinary action for complaints that are made in good faith, even if it turns out that the complaints are unfounded.

ACADEMIC DISHONESTY

NFCC is committed to the concept of offering a high quality educational experience to every student. The College and its faculty strive to build meaningful and productive relationships with students and the expectation of honesty and effort are the foundation of that relationship. NFCC students are expected to commit themselves to the highest standards of honesty in all of their academic endeavors and any violation of that expectation is considered a serious offense against the principles and objective of learning and growth at NFCC. Academic dishonesty, in all its forms, is a serious breach of the College's Student Code of Conduct. It is damaging to the learning relationships built between the student and his or her teachers, and may also cast doubt on all of the student's academic efforts. It is never worth the risk.

Types of Academic Dishonesty

1. Cheating occurs whenever a student improperly acquires or uses any material which provides that student with an unfair advantage or obscures the professor's ability to assess the student's own skills and knowledge. Some examples of cheating are:
 - Copying another student's test or homework assignment.
 - Allowing another student to copy from a test or homework assignment.
 - Using unauthorized materials during a test.
 - Submitting an assignment which was done by someone else.
2. Plagiarism occurs when a student presents the work, writing or an idea of another as if it were original to the student. Whenever a student presents written or oral work for credit which includes words, data or ideas of others credit must be given by supplying appropriate references and/or citations. The specifics of this may vary depending upon the specific academic discipline, but it is proper academic practice in every field of study to give credit to source materials and persons.

Examples of plagiarism may include:

- Using another person's words, data, ideas or opinions, even if completely paraphrased, without proper citation.
 - Submitting a paper purchased from a term paper service as one's own work.
 - Failing to accurately document any information taken from the Internet.
 - Submitting anyone else's paper as one's own work.
3. Collusion occurs when two or more students work together on any project or assignment in which working together is prohibited, or when two or more students conspire to violate the expectations of academic honesty. Some examples of collusion are:
 - Working together on take-home or online writing assignments or exams when students are instructed to work independently on them.
 - Providing information about a quiz or exam to another student before that student has taken the quiz or exam.
 4. Academic Misconduct occurs whenever the student intentionally violates college, program, course or assignment policies.

Penalties for Academic Dishonesty

All instances of academic dishonesty will be reported to the Vice President of Academic Affairs. The penalties imposed upon a student who violates the academic honor code are as follows:

- 1. First Offense.** The College will work with the student after the first office of the academic honor code violation to ensure that the student completely understands the seriousness of the violation and is equipped with learning strategies and skills to avoid the situations which lead to the violation. Students who violate the academic honor code the first time will:
 - Receive a score of “O” on the assignment
 - Attend an academic honesty workshop lead by the Office of Academic Affairs
 - Sign an acknowledgement form and pledge to abide by the Academic Honor Code henceforth.
- 2. Second Offense is treated much more severely.**
 - Receive a grade of “F” for the course
 - Placed on Academic Probation for 1 full semester

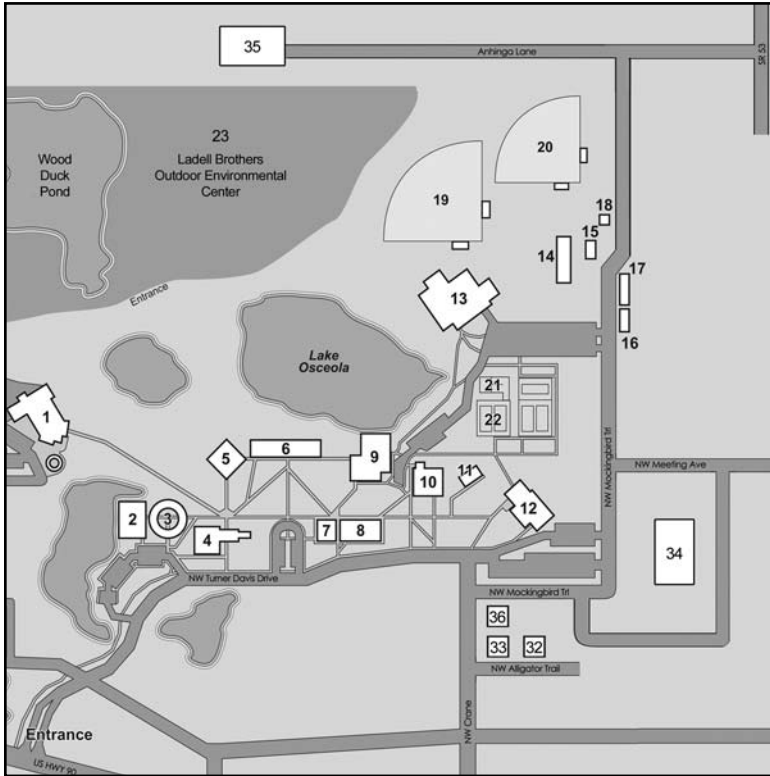
- Lose eligibility to participate in NFCC sponsored extra-curricular activities for 1 semester
- Dual-enrolled students will be permanently removed from all dual enrollment opportunities at NFCC.

3. Third Offense

- Receive a grade of “F” for the course
- Immediately withdrawn from NFCC and placed on academic suspension for 1 full term
- Serve 1 full semester on academic probation upon return to NFCC

There are a number of reasons why a student might feel tempted to violate the academic honor code and cheat on an assignment or plagiarize a paper. The pressure to maintain good grades while juggling school, work and personal responsibilities can be tremendous. However, academic dishonesty is never worth the risk at North Florida Community College. If you need more information about academic dishonesty or have questions or concerns about any of the issues raised here, please seek out assistance from your instructors or the Office of Academic Affairs.

NFCC Campus Map



North Florida Community College Campus Map

- | | |
|---|--|
| 1. Van H. Priest Auditorium | 16. Testing Center |
| 2. Administrative Services Building | 17. Maintenance Building |
| 3. Walter L. Bishop Administration Building | 18. Warehouse |
| 4. Marshall Hamilton Library | 19. Sentinel Baseball Field |
| 5. Technology Center | 20. Frank Cantey Softball Field |
| 6. Developmental Education/
Mathematics Classrooms | 21. Racquetball Courts |
| 7. Business Education Building | 22. Tennis Courts |
| 8. General Classrooms Building | 23. Ladell Brothers Nature Center |
| 9. Student Center | 32. College Advancement/Artist Series |
| 10. Fine Arts Building | 33. University Programs/Saint Leo |
| 11. Hardee Center | 34. Morris G. Steen, Jr.
Science Learning Center |
| 12. Colin P. Kelly Gymnasium | 35. Public Safety Academy |
| 13. Career and Technical Center | 36. Recruitment and Retention/
Educator Preparation Institute (EPI) |
| 14. Warehouse | |
| 15. Greenhouse | |

NFCC 2008-2009 ACADEMIC CALENDAR

FALL TERM 2008 (AUGUST 25-DECEMBER 16)

- Aug. 25 Classes Begin
- Sept. 1 LABOR DAY Holiday
- Sept. 5 CLAST Registration Deadline
- Oct. 4 CLAST Test Date
- Oct. 31 Graduation Application Deadline
- Oct. 31 Withdrawal Deadline
- Nov. 11 VETERANS DAY Holiday
- Nov. 12 Spring Term 2009 Registration Begins
- Nov. 27 & 28 THANKSGIVING Holidays
- Dec. 5 Classes End
- Dec. 8-11 Final Exams
- Dec. 14 All Grades Due
- Dec. 16 Grades Available on Website
- Dec. 16 Term Ends. Commencement, 7 p.m.
- Dec. 17-Jan. 4 HOLIDAY BREAK/Campus Closed

SPRING TERM 2009 (JANUARY 7-MAY 5)

- Jan. 7 Classes Begin
- Jan. 19 MARTIN LUTHER KING Holiday
- Jan. 23 CLAST Registration Deadline
- Feb. 16 PRESIDENTS DAY Holiday
- Feb. 21 CLAST Test Date
- March 20 Graduation Application Deadline
- March 20 Withdrawal Deadline
- March 23-27 SPRING BREAK
- March 30 Summer Registration Begins (A, B & C)
- April 9 Honors Convocation
- April 27 Classes End
- April 28-May 1 Final Exams
- May 3 All Grades Due
- May 5 Grades Available on Website
- May 5 Term Ends. Commencement, 7 p.m.

NFCC 2008-2009 ACADEMIC CALENDAR

SUMMER TERM A (MAY 11-JUNE 24)

- May 8 CLAST Registration Deadline
- May 11 Classes Begin
- May 25 MEMORIAL DAY Holiday
- June 4 Graduation Application Deadline
- June 4 Withdrawal Deadline
- June 6 CLAST Test Date
- June 22 Classes End
- June 22 Final Exams
- June 24 All Grades Due
- June 24 Term Ends
- June 25 Grades Available on Website

SUMMER TERM B (JUNE 29-AUGUST 12)

- June 29 Classes Begin
- July 2 INDEPENDENCE DAY Holiday
- July 23 Graduation Application Deadline
- July 23 Withdrawal Deadline
- Aug. 10 Classes End
- Aug. 10 Final Exams
- Aug. 12 All Grades Due
- Aug. 12 Term Ends
- Aug. 13 Grades Available on Website

SUMMER TERM C (MAY 11-AUGUST 6)

- May 11 Classes Begin
- May 25 MEMORIAL DAY Holiday
- June 30 Graduation Application Deadline
- June 30 Withdrawal Deadline
- July 2 INDEPENDENCE DAY Holiday
- Aug. 4 Classes End
- Aug. 4 Final Exams
- Aug. 6 Grades Due
- Aug. 6 Term Ends
- Aug. 7 Grades Available on Website

JULY 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2 NFCC Observes Independence Day Holiday	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Graduation Application / Withdrawal Deadline for Summer B	24	25
26	27	28	29	30	31	

AUGUST 2009

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 Summer C Classes End Summer C Final Exams	5	6	7	8
9	10 Summer B Classes End Summer B Final Exams	11	12	13	14	15

NFCC Directory (850) 973-2288 • WWW.NFCC.EDU

Academic Advising

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Departments Chairs (Academic)

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Terry Zimmerman:

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Dual Enrollment	973-9450	dualenrollment@nfcc.edu
Duplication (on campus)	973-9420	
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Fine Arts	973-1642	finearts@nfcc.edu

Food Services	973-9465	foodservice@nfcc.edu
Foundation (Scholarships).....	973-9423	foundation@nfcc.edu
GED Testing	973-1629	GED@nfcc.edu
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Security Office (after 3:30/weekends) ..	973-0280	
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Student Center	973-1623	studentcenter@nfcc.edu
Student Clubs/Organizations	973-1623	oharar@nfcc.edu
Student Code of Conduct.....	973-1623	studentcenter@nfcc.edu
Student Disability Services	973-1661	disabilities@nfcc.edu
Student Ombudsman (Grievances).....	973-9455	ombud@nfcc.edu
Student IDs & Parking Decals	973-9405	dickinsonw@nfcc.edu
Student Services	973-1623	studentcenter@nfcc.edu
Student Success Lab	973-9411	gonzalese@nfcc.edu
Student Support Services	973-1661	lillisn@nfcc.edu
TABE Test Sign up	973-9451	tabe@nfcc.edu
TTY Phone Access	973-1611	
Trailblazer, The.....	973-9424	trailblazer@nfcc.edu
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Wardlaw-Smith-Goza Conf Center	973-9432	greenem@nfcc.edu
Webmaster, NFCC website	973-9424	webmaster@nfcc.edu

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