

CHIPOLA JUNIOR COLLEGE  
MARIANNA, FLORIDA 32446

*'Your Friendly Place to Learn'*

# CATALOG 1981-1982



# CHIPOLA JUNIOR COLLEGE

- A public junior college supported by the State of Florida and Calhoun, Holmes, Jackson, Liberty and Washington Counties.
- Accredited by Southern Association of Colleges and Schools.
- Member of American Association of Community and Junior Colleges, American Council on Education, Florida Association of Community Colleges, Southern Association of Junior Colleges, and Florida Association of Colleges and Universities.

MARIANNA, FLORIDA 32446





# TABLE OF CONTENTS

|                           |     |
|---------------------------|-----|
| College Calendar .....    | 4   |
| Administration .....      | 9   |
| General Information ..... | 19  |
| Admission .....           | 25  |
| Student Costs .....       | 31  |
| Student Services .....    | 37  |
| General Regulations ..... | 45  |
| Curriculum .....          | 55  |
| Student Handbook .....    | 121 |

# CALENDAR 1981—82

## FALL SEMESTER 1981

- June 25 — Thursday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.
- July 9 — Thursday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.
- July 16 — Thursday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.
- July 23 — Thursday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.
- August 12 — Wednesday** — Fall semester faculty report for duty; first faculty meeting, 9:00 A.M.
- August 13 — Thursday** — In-service activities for faculty; dormitories open, 6:00 P.M.
- August 14 — Friday** — Pre-registration orientation for late applicants (by appointment), 8:00 A.M. to 4:00 P.M.
- August 17 — Monday** — Individual advising and registration for returning academic students; Food Services opens for breakfast meal; registration for vocational students, 8:00 A.M. to 4:00 P.M.; evening registration hours for vocational students to be announced.
- August 18 — Tuesday** — Classes begin for vocational students on regular schedule; individual advising for returning academic students; registration (by appointment) for returning academic students, 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.
- August 19-20 — Wednesday and Thursday** — Individual advising and registration for new or entering academic students (by appointment), 8:00 A.M. to 4:00 P.M. and 6:00 to 7:00 P.M.
- August 21 — Friday** — Late registration, 8:00 A.M. to 4:00 P.M.
- August 24 — Monday** — Academic classes begin on regular schedule; first Drop-Add date for Fall semester.
- August 24-27 — Monday through Thursday** — Late registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.
- August 28 — Friday** — Late registration, 8:00 A.M. to 4:00 P.M.; last date for Fall semester registration; last Drop-Add date for the Fall semester.
- September 4 — Friday** — Labor day holiday begins, 6:00 P.M.; dormitories close, 6:00 P.M.; Food Services closes after evening meal.

- September 7 — Monday** — Labor Day holiday for students and all college personnel; dormitories re-open, 6:00 P.M.
- September 8 — Tuesday** — Classes resume on regular schedule; Food Services re-opens for breakfast meal.
- October 20 — Tuesday** — Last date on which a student may receive permission to drop or withdraw from any course without awarding failing grade.
- October 28 — Wednesday** — Fall festival for students; classes scheduled from 11:30 A.M. to 3:10 P.M. will not meet
- November 25 — Wednesday** — Thanksgiving holidays for students and all college personnel begin, 4:30 P.M.; dormitories close, 6:00 P.M.; Food Services closes after noon meal
- November 26 — 27 — Thursday — Friday** — Thanksgiving holidays
- November 29 — Sunday** — Dormitories re-open, 6:00 P.M.
- November 30 — Monday** — Classes resume on regular schedule; Food Services re-opens for breakfast meal; last date on which a student may resign without penalty except for reasons of personal health
- December 3 — Thursday** — Early registration for currently enrolled academic students for the Spring semester, 1982, 8:00 A.M. to 12:00 Noon and from 6:00 to 7:00 P.M.
- December 4 — Friday** — Early registration for currently enrolled academic students for the Spring semester, 1982, 8:00 A.M. to 12:00 Noon; early registration for currently enrolled academic students for the Spring semester, 1982 ends.
- December 15 — Tuesday** — Final examinations begin
- December 18 — Friday** — Final examinations end; last Fall semester work day for faculty; final grades due in Registrar's office, 4:00 P.M.; Food Services closes after noon meal; dormitories close, 6:00 P.M.
- December 24 — 25 — Thursday — Friday** — Holidays for administrators and career service personnel
- January 1 — Friday** — Holiday for administrators and career service personnel
- January 4 — Monday** — Faculty reports, 8:00 A.M.; dormitories re-open, 12:00 Noon; Food Services re-opens for noon meal.
- January 5 — Tuesday** — Pre-registration orientation for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M.; registration for returning academic students (by appointment), 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.; registration for vocational students, 8:00 A.M. to 4:00 P.M. and evening registration hours for vocational students to be announced.

## SPRING SEMESTER, 1982



**January 6 — Wednesday** — Individual advising and registration for new or entering students (by appointment), 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.

**January 7 — Thursday** — Late registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.; vocational classes begin on regular schedule.

**January 8 — Friday** — Academic classes begin on regular schedule; first Drop-Add date for Spring semester; late registration for all students, 8:00 A.M. to 4:00 P.M.

**January 11, 12, 13 — Monday, Tuesday, and Wednesday** — Late registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.

**January 14 — Thursday** — Late registration, 8:00 A.M. to 4:00 P.M.; **last date for Spring semester registration; last Drop-Add date for the Spring semester**

**March 1 — Monday** — Holiday for students; work day for faculty.

**March 5 — Friday** — Last date on which a student may receive permission to drop or withdraw from any course without awarding failing grade.

**March 10 — Wednesday** — Spring Frolics for students; classes scheduled from 11:30 A.M. to 3:10 P.M. will not meet

**March 18 — Thursday** — Spring holidays for students and all college personnel begin, 4:30 P.M.; dormitories close, 6:00 P.M.; Food Services closes after noon meal

**March 19, 22 — Friday, Monday** — Spring holidays for students and all college personnel; dormitories re-open, 6:00 P.M.; Monday, March 22

**March 23 — Tuesday** — Classes resume on regular schedule; Food Services re-opens for breakfast meal

**April 16 — Friday** — Last date on which a student may resign without penalty except for reasons of personal health

**April 21 — Wednesday** — Honors Day; classes suspended from 10:35 A.M. to 12:20 P.M.

**April 29 and 30 — Thursday and Friday** — Early registration for currently enrolled academic students for first term summer session, 8:00 A.M. to 12:00 Noon and from 6:00 to 7:00 P.M. on Thursday, April 29 and from 8:00 A.M. to 12:00 Noon on Friday, April 30; early registration ends.

**May 6 — Thursday** — Final examinations begin.

**May 11 — Tuesday** — Final examinations end; Spring semester ends for students; final grades due in the Registrar's office by 3:00 P.M.; Food Services closes after noon meal; dormitories close, 6:00 P.M.; graduation exercises, 8:00 P.M. Spring semester ends for faculty; last work day for nine months contract personnel; pre-registration orientation for new or entering students for first term, summer session, 8:00 A.M. to 4:00 P.M.

**May 12 — Wednesday** — Faculty reports for duty, 8:00 A.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon; registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.; registration for vocational students starts at 8:00 A.M. and classes begin on regular schedule.

**May 13 — Thursday** — Academic classes begin on regular schedule; first Drop-Add date for first term, summer session; late registration from 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.

**May 18 — Tuesday** — Last date for first term, summer session registration, 8:00 A.M. to 4:00 P.M.; last Drop-Add date for first term, summer session.

**June 3 — Thursday** — Last date on which a student may receive permission to drop or withdraw from any course without awarding failing grade.

**June 10 — Thursday** — Last date on which a student may resign without penalty except for reasons of personal health

**June 16 — Wednesday** — Early registration for currently enrolled academic students for second term, summer session, 8:00 A.M. to 12:00 Noon and from 6:00 to 7:00 P.M.

**June 22 — Tuesday** — First term, summer session ends; final grades due in the Registrar's office, 8:00 A.M. on June 24; pre-registration orientation for new or entering students for second term, summer session, 8:00 A.M. to 4:00 P.M.

**June 23 — Wednesday** — Faculty reports for duty, 8:00 A.M.; individual advising for new or entering students, 8:00 A.M. to 12:00 Noon; registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.; registration for vocational students starts at 8:00 A.M. and classes begin on regular schedule.

**June 24 — Thursday** — Academic classes begin meeting on regular schedule; late registration, 8:00 A.M. to 4:00 P.M.; first Drop-Add date for second term, summer session

**June 29 — Tuesday** — Late registration, 8:00 A.M. to 4:00 P.M. and from 6:00 to 7:00 P.M.

**June 30 — Wednesday** — Last date for second term, summer session registration; last Drop-Add date for second term, summer session; late registration from 8:00 A.M. to 4:00 P.M.

**July 5 — Monday** — Independence Day holiday for students and all college personnel

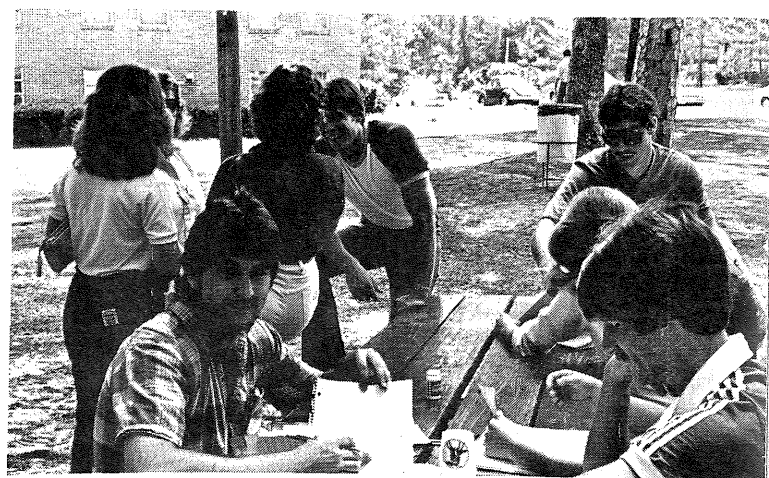
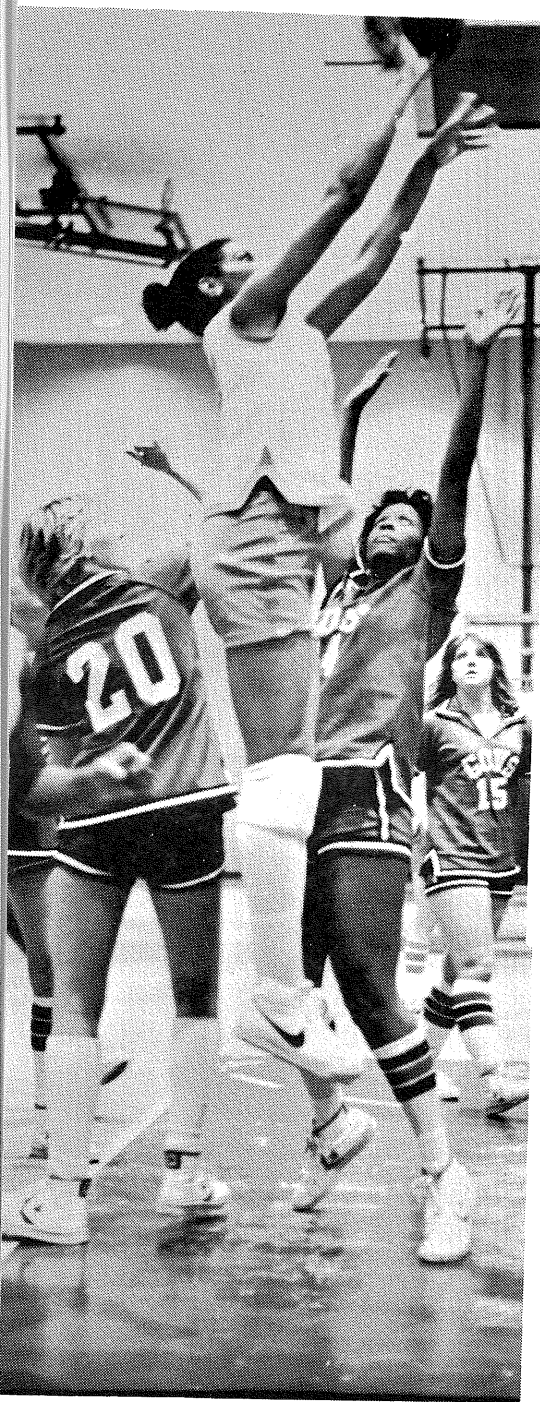
**July 15 — Thursday** — Last date on which a student may receive permission to drop or withdraw from any course without awarding failing grade.

**July 22 — Thursday** — Last date on which a student may resign without penalty except for reasons of personal health

**August 4 — Wednesday** — Second term, summer session ends; final grades due in Registrar's office, 4:30 P.M.; dormitories close, 6:00 P.M.; Food Services closes after noon meal

**SUMMER  
SESSION, 1982  
FIRST TERM**

**SECOND TERM**



## Administration



DISTRICT BOARD OF TRUSTEES

Calhoun County

Mildred L. Parrish, Blountstown, (1985)

Holmes County

C. H. Barton, Bonifay, (1983)

Kenneth R. Yates, Bonifay, (1985)

Jackson County

Harold Donaldson, Marianna, (1982)

Benjamin J. Pete, Greenwood (1983)

Wilmer L. Williams, Graceville, (1985)

Liberty County

Paul Eubanks, Bristol, (1982)

Washington County

Roger Laney, Chipley (1983)

Marjorie P. Sangaree, Chipley, (1983)

COLLEGE ADMINISTRATION

Richard E. Morley, Ed.D. .... Interim President  
Albert B. Caraway, M.S. .... Dean of Vocational  
and Technical Education

R. Earl Carroll, M.S. .... Chairman, Division of Literature  
and Language

Joseph N. Fagan, M.Ed. .... Director of Personnel;  
Coordinator of EA/EO

Marlon W. Godsey, M.Ed. .... Director of Student Personnel Services

Merle Z. Houston, M.L.S. .... Director of Library

Milton H. Johnson, M.S. .... Director of Athletics and Chairman,  
Division of Physical Education and Health

James A. Lewis, D.P.A. .... Academic Dean

James H. McGill, M.S. .... Director of Physical Plant  
and Development

Lawrence R. Nelson, M.M.E. .... Chairman, Division of Fine Arts  
and Humanities

David W. Nicholson, M.S. .... Chairman, Division of Social Science

H. Dale O'Daniel, Ed.D. .... Director of Business Affairs

Frederick B. Peters, M.A. .... Chairman, Division of Business

Joyner Sims, Ph.D. .... Registrar and Admissions Officer

William H. Stabler, Ed.S. .... Director of Library/  
Learning Resources

Josephine Story, M.S. .... Chairman, Division of Natural Science  
and Mathematics

Mary Elizabeth Sweeney, D.P.A. .... Director of Financial Aid

Dates following names indicate initial employment by Chipola.

Donald W. Adams (1967-69, 1976) .... English and Journalism  
B.A., University of Florida  
M.J., University of California at Los Angeles

Augustus M. Adkison (1965) .... Music  
B.M.E., M.M.E., Florida State University

Shirley F. Adkison (1964) .... Director of Counseling  
B.A., Lawrence College  
M.A., Michigan State University

H. Warren Almand (1964) .... English  
B.S., College of Charleston  
M.A., Florida State University

Mary L. Andreu (1973) .... Mental Retardation and Psychology  
B.S., M.A., University of Florida

Harold W. Bailey, Sr. (1972)\* .... Criminology and Corrections  
B.S., Florence State University  
M.A., University of Alabama

FACULTY

# FACULTY

**Miriam S. Bailey** (1972) ..... Coordinator of College Relations  
B.S., M.A., Ph.D., Florida State University

**Walter F. Basford** (1967) ..... Auto Mechanics

**Ernest Paul Braxton** (1968) ..... Electronics  
B.S., M.Ed., University of West Florida

**Albert B. Caraway** (1966) ..... Dean of Voc. and Tech. Ed.  
B.S., M.S., Florida State University

**R. Earl Carroll** (1957-58, 1960) ..... English; Chairman, Division  
B.S., M.S., Florida State University of Literature and Language

**Dorothy T. Clemmons** (1967) ..... Spanish and English  
B.A., Florida State University  
M.A., University of Florida

**Sarah M. Clemmons** (1979) ..... English  
B.A., University of West Florida  
M.A., Troy State University  
M.A., Ph.D., Florida State University

**Gwendolyn B. Conner** (1972) ..... Practical Nursing  
B.S.N., Florida State University  
M.S., Florida State University

**Ruth E. Davis** (1948-49, 1964) ..... English  
A.B., M.A., Florida State University

**Brenda G. Dean** (1976) ..... Practical Nursing  
B.S.N., Florida State University

**Ellis G. Dungan** (1966) ..... Physical Education  
B.S., Huntingdon College  
M.A., Middle Tennessee State University

**Eulles Edenfield** (1969) ..... Auto Mechanics

**Brenda W. Evans** (1972) ..... Vocational Counselor  
B.S., University of West Florida

**T. Eugene Evans** (1975) ..... Radio and Television

**Joseph N. Fagan** (1967) ..... Director of Personnel  
B.S., M.Ed., Tuskegee Institute

**Freddie P. Foran** (1978) ..... Welding

**Marlon W. Godsey** (1965) .... Director of Student Personnel Services **FACULTY**  
B.S., Memphis State University  
M.Ed., University of Mississippi

**Mitchell A. Grabois** (1978) ..... Psychology  
B.A., M.A., Humboldt State University

**Doris B. Herring** (1979) ..... Librarian/Media Specialist  
B.S., Florida A & M University  
M.A., University of Tampa

**Donald G. Holley** (1970) ..... Appliance Repair

✓ **Bonnie Holt** (1956) ..... Physical Education  
B.S., University of Southern Mississippi

**Merle Z. Houston** (1963) ..... Director of Library  
B.S., Troy State College  
M.Ed., Auburn University  
M.L.S., Florida State University

**Chu Shyen Huang** (1966) ..... Biological Science  
B.S., National Taiwan University  
M.S., University of Southern Mississippi

**Milton H. Johnson** (1961) ..... Physical Education, Chairman,  
B.S., Livingston State College Division of Physical Education  
M.S., Florida State University and Health; Athletic Director

**Ada H. Johnston** (1974) ..... Distributive Education  
B.S., M.Ed., University of West Florida

**Charlton D. Keen, Jr.** (1965) ..... History and Social Science  
B.A., Birmingham-Southern College  
M.S., Florida State University

**Lonnie H. Keene** (1970) ..... Humanities  
B.S., M.A., Florida State University

✓ **James A. Lewis** (1957) ..... Academic Dean  
B.S., M.S., Florida State University  
D.P.A., Nova University

**Fauline J. Mathis** (1965) ..... Mathematics  
B.S., Troy State College  
M.S., University of Mississippi

✓ **Patricia B. Mathis** (1961) ..... Mathematics  
B.A., Judson College  
M.A., Louisiana State University

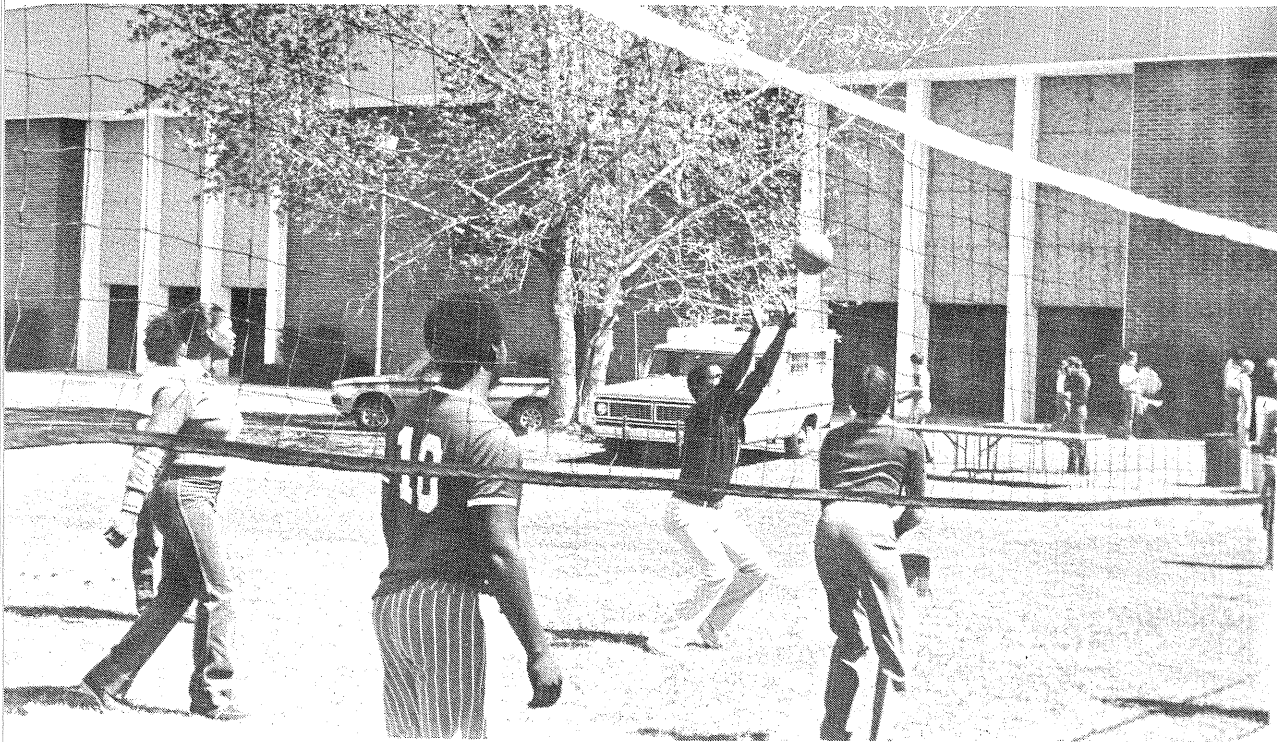


FACULTY

- Mary M. McClendon** (1975) ..... History and Social Science  
B.S., Florida A & M University  
M.A.T., University of Florida
- Carl R. McDonald** (1979) ..... Drafting  
B.S., Jacksonville State University  
M.A., University of Alabama
- ✓ **James H. McGill** (1952) ..... Director of Physical Plant and  
B.S., M.S., Auburn University Campus Development
- William A. McPherson** (1978) ..... Plumbing  
A.A., Valencia Community College
- Jay L. Mitchell** (1962) ..... Physics and Physical Science  
B.S., Troy State College  
M.S., Florida State University
- Faye F. Monahan** (1968) ..... Business  
B.S., Salem State Teachers College  
M.Ed., Fitchburg State Teachers College
- ✓ **Sidney Mordes** (1959) ..... Geography and Social Science  
B.A., University of Miami  
M.S., Florida State University
- Darrell H. Morton** (1965) ..... Biological Science  
B.S., M.A., University of Alabama
- ✓ **Lawrence R. Nelson** (1960) ..... Music; Chairman, Division  
A.B., Asbury College of Fine Arts and Humanities  
M.M.E., Florida State University
- David W. Nicholson** (1962) .. History and Social Science; Chairman,  
B.S., M.S., University of Southern Mississippi Social Science Div.
- Nancy D. Nobles** (1978) ..... Librarian/Head Cataloger  
B.A., M.S., Florida State University
- H. Dale O'Daniel** (1967) ..... Director of Business Affairs  
B.S., M.B.A., Murray State University  
Ed.D., Nova University
- ✓ **James S. Pavy** (1956) ..... Physical Education  
B.S., M.S., Florida State University
- Gloria P. Peacock** (1966) ..... Physical Education  
B.S., M.S., Florida State University

FACULTY

- ✓ **Frederick B. Peters** (1957-65, 1968) ..... Accounting; Chairman,  
B.S., Troy State College Division of Business  
M.A., University of Alabama
- Peggy D. Register** (1967) ..... Cosmetology
- ✓ **Mertice B. Ringer** (1961) ..... English  
B.A., Blue Mountain College  
M.Ed., Mississippi College
- ✓ **Robert E. Ringer** (1960) ..... Chemistry  
B.S., Jacksonville State College  
M.Ed., Mississippi College  
Ed.D., University of Mississippi
- Kathryn A. Roberts** (1979) ..... Accounting and Economics  
B.S., M.S., Florida State University
- Olen T. Robinson** (1974) ..... Electric Wiring
- R. A. Rogers** (1970) ..... Carpentry
- Carolyn Wilson Sapp** (1968) ..... Music and Humanities  
B.M., Shorter College  
M.M., Northwestern University
- Donald L. Silberman** (1980) ..... Assistant Dean of Vocational  
B.S., University of Tennessee and Technical Education  
M.S., Florida State University
- James T. Sims** (1959) ..... Mathematics  
B.S., Troy State College  
M.S., Florida State University
- Joyner Sims** (1967) ..... Registrar & Admissions Officer  
B.S., M.S., Florida State University  
Ph.D., Louisiana State University
- ✓ **William H. Stabler** (1961) ..... Director of Library/Learning  
B.S., Troy State College Resources, Education  
M.A., M.L.S., Ed.S., George Peabody College
- ✓ **Josephine Story** (1955) .. Chairman, Division of Natural Science and  
B.S., M.S., Florida State University Mathematics; Mathematics
- Mary Elizabeth Sweeney** (1969) ..... Director of Financial Aid,  
B.S., Ed.M., St. Louis University Counselor  
D.P.A., Nova University
- Willie P. Taylor** (1970) ..... Brick and Blocklaying



**FACULTY**

- Tommy J. Tharp** (1965) ..... Physical Science  
 B.S., Troy State College  
 M.A.T., University of North Carolina
- Rene C. Tharpe** (1978) ..... Home Economics; Social Sciences  
 B.S., M.S., Florida State University
- Richard H. Vail** (1970) ..... Art  
 B.S., Western Carolina College  
 M.A., George Peabody College
- Posey Elmer Vipperman** (1979) ..... Agriculture  
 B.S., M.S., Virginia Polytechnic Institute  
 Ph.D., University of Missouri
- Jeannette P. Watford** (1969) ..... English  
 B.A., University of Florida  
 M.S., Florida State University
- Horace Williams** (1974) ..... Automotive Mechanics

\*Part-time faculty.





## FACULTY EMERITI

G. W. Allen, Jr. (1948-1978) . . . . . Dean of the College  
Elizabeth M. Barnes (1966-1976) . . . . . Social Science  
Theodore H. Brittain (1963-1974) . . . . . Mathematics  
Raymond M. Deming (1969-1981) . . . . . President  
Eva J. Dixon (1955-1979) . . . . . Director of Library Services  
John E. Flynn (1964-1981) . . . . . Humanities  
Earl E. Hamilton (1952-1965) . . . . . Social Science  
Elek J. Lehoczky (1965-1976) . . . . . Mathematics  
Albert E. Lightfoot (1963-1976) . . . . . English  
Arthur R. Manning (1965-1976) . . . . . Social Science  
Louise J. Miller (1965-1975) . . . . . Business  
Margie G. Mixson (1966-1979) . . . . . English  
Chester H. Pelt (1948-1950, 1954-1973) . Philosophy and Sociology  
Margaret G. Rath (1962-1972) . . . . . Drafting and Art  
Rollin R. Stevens (1955-1973) . . . . . Biological Science  
Wilbur I. Throssell (1954-1971) . . . . . English  
Cleatus C. Toole (1967-1978) . . . . . Welding  
C. D. West, Jr. (1960-1978) . . . . Registrar and Admissions Officer

## General Information

## HISTORY

Chipola Junior College was founded in 1947 and operated for one year as a private educational institution.

Florida's Minimum Foundation Law, passed in 1947, included provisions for public support of junior colleges. Under the provisions of this law, a junior college district consisting of Jackson, Calhoun, and Washington Counties was organized. The junior college district applied for approval of the college to operate as a public institution with financial support from the three counties and the State of Florida. This approval was granted by the State Board of Education, and Chipola Junior College became a public institution effective September 1, 1948.

The original district of Calhoun, Jackson and Washington Counties was later changed to include Holmes County and in 1974 Liberty County was added to the college district.

A milestone in the history of Chipola Junior College was the move, in 1953, from its original location at the former Marianna Army Air Base to a new campus located on the northern city limits of Marianna. The College was opened on its new site in temporary buildings and College officials, planned immediately for new facilities and a new physical plant. The first permanent structure, used as a combination administration, library, and classroom building, was completed and occupied in 1954. Four additional permanent buildings were completed and occupied in 1957; two more were completed and ready for occupancy in 1958. A technical building was completed and occupied during the spring of 1962. Additions to the Administration, Library, and Technical Buildings were completed in 1963. A new Fine Arts Building, and an addition to the Student Center were completed and occupied during the 1965-66 school year. Outdoor physical education facilities, new dressing and shower facilities, and additions to science laboratories were constructed during 1966-67.

New programs in vocational education were instituted during the 1967-68 school year, and a building to house these facilities and additional general classrooms was completed in 1968.

Additional facilities for vocational education programs were completed in 1973. An addition to the Library Building to house the Learning Resources Center was completed in 1974, and construction of a new health and physical education facility was completed during the 1975-76 school year.

Chipola's growth has been matched by a steady growth in student enrollment and faculty. Evidence of growth with regard to official recognition by other institutions of higher learning came in 1957 when Chipola Junior College was accepted into membership and fully accredited by the Southern Association of Colleges and Schools. This accreditation was reaffirmed in 1977.

From its earliest beginnings 33 years ago, Chipola Junior College has developed into a highly respected community junior college and is the source of the famed "Chipola Index" used by the U. S. Office of Education.

The campus is a beautifully wooded and landscaped tract of 105 acres located on the northern limits of the City of Marianna. Administrative, instructional, and recreational facilities consist of 16 permanent buildings of brick and masonry construction.

## PHYSICAL PLANT

The Administration Building houses all administrative offices, a faculty lounge, faculty offices and classrooms.

The Library/Learning Resources Building houses over 45,000 volumes and over 5,000 audio-visuals. The facility contains offices, work and storage rooms, general reading rooms, TV studio, learning lab, and materials production rooms.

The oldest structure on campus, the Social Science Building, is now used solely for classrooms and faculty offices.

Laboratories for Biological Sciences, Chemistry, and Physics are in the Science Building. Here are also located classrooms for all mathematics and natural science classes, a teaching auditorium, and faculty offices.



**GOALS OF  
CHIPOLA JUNIOR  
COLLEGE**

Construction of a new Health Center was completed during the 1975-76 school year. This building replaced the "old" Field House as a facility for physical and health education classes and both intramural and intercollegiate sports.

Included in the Student Center Building are the Cafeteria, Snack Bar, Student Lounge and the Bookstore.

Adjoining the Student Center is the Auditorium. This modern building is used for all convocations and other student-faculty assemblies, and dramatic and musical presentations.

The Technical Building houses Electronics and Drafting laboratories, Business Education classrooms, and faculty offices.

A dormitory for 190 women students was constructed adjacent to the campus by the Chipola Dormitory Authority in 1964. A small dormitory for male students was completed in 1970.

The Fine Arts Building houses art studios, music rooms, general classrooms for the humanities, and offices.

A physical education shower and locker building with storage rooms for outdoor physical education facilities is located on the northern part of the campus.

The Vocational Building houses all vocational classrooms and laboratories plus general classrooms used by the Literature and Language Division. A major addition to this building was completed in 1973 and an Agriculture Building was completed in 1978.

The Forestry Building, previously occupied by the U. S. Forestry Service, and a storage and service building complete the physical plant.

The over-all goal of Chipola Junior College is to meet the educational needs of the people it serves.

Specifically, the College has the following goals:

1. To provide basic preparation for further college study for students planning to transfer to a senior college.
2. To provide students whose formal education will end with the junior college with programs that prepare them for employment.
3. To provide for individuals to continue their education when opportunities and interests present themselves.
4. To provide for the extension of education needed to meet the changing requirements of life and work.

5. To provide a student personnel services program as an integral part of the total educational program.

It is the function of Chipola Junior College to encourage the graduates of the high schools of Calhoun, Holmes, Jackson, Liberty and Washington Counties and other communities of their geographical area to continue their education beyond the high school course. Many students are not ready upon graduation from high school to enter a large university or college and successfully carry the work demanded of them at such institutions. The transition from high school to post high school educational institutions is a difficult one to make, and much personal adjustment is necessary. To many students and their parents, Chipola provides the answer to this problem of transition. Proximity to home or home town environment, small classes, the friendly spirit of small campus life, emphasis upon good teaching, and the feeling that the student is an integral part of the school are all factors that make Chipola especially inviting.

Not any less important is the fact that Chipola offers low cost college education and high scholastic standards. Serving the needs and interests of all of the citizens in its district, Chipola strives to provide the opportunity longed for by many ambitious students and has opened the way for them through transfer, technical and vocational programs to become more valuable workers and citizens than they might have had the opportunity otherwise to become.

The College has as its aim and purpose to serve its district and other areas from which students enroll through planned programs leading to the professions and in the fields of industry and business. In addition to the personal benefits accrued to individual students, the College seeks to foster opportunities for employment in and the economic development of its five county district.

Chipola Junior College is a member of and is fully accredited by the Southern Association of Colleges and Schools, the regional accrediting agency for institutions of higher learning in this geographical area. This means that credits earned at Chipola are recognized and accepted by other colleges and universities throughout the United States. Students planning to earn advanced degrees at four-year colleges and universities may transfer work completed at Chipola with no loss of credit.

The College is an active member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges, the Florida Association of Colleges and Universities, the Florida Association of Community Colleges, the American Council on Education, and other professional organizations open to institutions of higher learning.

**FUNCTION**

**AIM AND  
PURPOSE**

**CREDITS AND  
OFFICIAL  
STANDING**

## **CIVIL RIGHTS COMPLIANCE**

Chipola is fully approved by the State approval agency for the training of veterans and eligible dependents under the provisions of the "Cold War G.I. Bill" and other applicable legislation administered by the U. S. Veterans Administration. Full information will be furnished any veteran or eligible dependent upon request.

Chipola Junior College subscribes fully to a policy of non-discrimination with regard to all employees, students, and services to the community. Specifically, the College has given assurance of compliance with the provisions of the Civil Rights Act of 1964 and of Executive Order 11246 as amended. All members of the College's faculty, staff and student body are expected to subscribe to this assurance of compliance and to assist in making such assurance valid in fact.

Chipola Junior College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin or handicap in its employment practices or in the admission and treatment of students.

## **Admission**

## ADMISSION PROCEDURE

The procedure for entering freshmen or transfer students seeking admission as college level students to Chipola Junior College is as follows:

(1) Apply to the Office of the Registrar for Application for Admission and Secondary School Record form. A form (Request for Admission Papers) found in this catalog may be used.

(2) Fill out the Application for Admission and sign it. The required affidavit must be completed and properly signed. The completed form should be mailed by the student to the Office of the Registrar.

(3) Entering freshmen should take the Secondary School Record form to the high school or preparatory school principal and request that it be completed, signed, and mailed DIRECTLY to the Office of the Registrar.

Transfer students should request the Registrar of all colleges or universities attended to forward an official transcript of their record directly to the Office of the Registrar.

Applicants for admission will be furnished complete instructions along with admission papers. These instructions should be followed explicitly.

When all admission papers have been received in the office of the Registrar, the applicant will be advised by letter that he has been accepted for admission, or that further action is necessary in order to establish eligibility for admission. All applicants not clearly eligible for admission according to the requirements listed below, will be referred to the Chipola Junior College Admissions Committee.

Prospective students interested in enrolling for college level courses as auditors or on a non-credit basis should contact the Registrar for procedure.

Students interested in enrolling for vocational courses will, in general, follow the procedures outlined above for college-level students. However, a personal interview is required for admission to certain programs, and testing may be necessary to determine eligibility for some courses. Applications received by the Registrar's office will be referred to the Dean of Vocational and Technical Education who will give each applicant any needed additional instructions.

Those students desiring to enroll for non-college level academic work should contact the Registrar.

## College Credit Students

1. For entering freshmen (applicants who have never attended college).

a. Graduation from an accredited high school, or the equivalent evidenced by the issuance of a certificate or diploma of high school equivalency by a recognized agency.

b. A health certificate from a practicing physician may be required if the student does not certify he or she is in good health.

c. An affidavit concerning residency must be signed by the student's parents or the student (if 18 years of age) and notarized.

d. To be admitted, all evidence and forms referred to above must have been received and approved on or before the last date for registration as set forth in the official college calendar shown in the College Catalog.

e. All applications involving any question concerning eligibility for admission will be referred to the Admissions Committee. After reviewing all evidence, the Admissions Committee may recommend acceptance or denial of admission.

2. For transfer students:

a. An applicant who has previously attended or enrolled in any other college or university is classified as a transfer student. The transfer student must meet the requirements outlined above for entering freshmen, and is required to furnish evidence of an honorable dismissal by the last college or university in which he or she was enrolled.

b. The transfer student whose terminal status at the last institution attended was scholastic probation is eligible only for probationary admission to Chipola Junior College.

c. The transfer student who has been suspended for poor scholarship by the last institution attended is not eligible for admission to Chipola until the expiration of one or more semesters after suspension. The application of all transfer students in this category is subject to careful review, and probationary admissions may be granted or admission denied.

3. For early admission:

a. Selected students may be accepted for admission as college credit students prior to actual graduation from high school provided they comply with all of the admission requirements listed above for entering freshmen except graduation and meet the criteria listed below.



- b. Criteria for selection as early admission students are:
  - (1) Completion of 11th grade and twelve (12) or more credits or units toward graduation.
  - (2) A cumulative grade point average of B(3.00) or higher for the 9th, 10th, 11th grades; rank in the upper 10% of his/her 11th grade class.
  - (3) Attainment of the age of 16 years at time of admission.
  - (4) Written approval of the high school principal including certification of rank in class and grade point average.
- c. Students who qualify for and are admitted as early admission students will have all the rights and privileges of other entering freshmen. However, those who desire to substitute college credit work for their senior year in high school and graduate with their senior class should contact their high school principal concerning applicable state and local regulations.
- d. State regulations relative to early admission are:
  - (1) Approval of the school board.
  - (2) Acceptance of the student by a post-secondary institution authorized by Florida law or accredited by the southern association of colleges and schools, after satisfactory completion of the equivalent of two (2) school years of instruction, above grade (9).
  - (3) When the above stated conditions have been met, the student may be awarded a diploma of graduation with his or her regular class or at a time convenient to the principal, provided that:
    - (a) The student has completed two (2) college semesters or equivalent with a normal class load and maintained at least a C average or equivalent, or
    - (b) The student has earned sufficient college credits to fulfill graduation requirements as specified by the district school board.
    - (c) The student's high school record contains adequate notations covering the work accomplished while in college.
    - (d) A course in Americanism vs. Communism has been completed as prescribed by Florida Statutes.
4. For dual enrollment:
  - a. To be eligible for admission to a program whereby outstanding high school seniors may enroll for college-level courses during the summer session preceding their senior year and during the fall and spring semesters of their senior year, a student must have completed the 11th grade, rank in the upper 25% of his class, and have a cumulative grade point average of not less than B or 3.00 for the 9th, 10th, and 11th grades.

b. Seniors enrolled in this program will be allowed to pursue up to seven semester hours of college work during the fall and spring semesters while concurrently enrolled as a high school senior.

c. Provisional college credit will be granted for work satisfactorily completed. Final or unprovisional credit applicable toward a degree will be granted after the senior completes high school graduation.

#### 5. For foreign students:

a. Foreign students must meet the same admission requirements as entering freshmen or transfer students. In addition, foreign students must have scores on the Test on English as a Foreign Language (TOEFL) forwarded directly from the Educational Testing Service reporting office to the Registrar's Office at Chipola Junior College.

b. Foreign student applicants must score 450 or higher on the TOEFL examination for admission or provide the Registrar's Office with other acceptable evidence of proficiency in use of the English language.

1. High School graduation or its equivalency or evidence by the issuance of a certificate or diploma of high school equivalency by a recognized agency is required for regular admission to Vocational programs. However, a student who does not meet the high school graduation requirements may be admitted if it can be shown that he or she could profit by enrollment and attendance. Determination of possible success in a given vocational program will be determined by scores on standardized tests and/or a personal interview by an admissions committee for the chosen program.

2. Students who are currently attending high school are eligible for admission to vocational programs as part-time students if their attendance is approved by the high school principal, they are identified by the high school for a particular vocational program, and if they are approved by the admissions committee for the chosen vocational program.

All persons 15 years of age or older are eligible to enroll for non-credit courses. This includes short, special interest, and community service courses that do not carry credit applicable toward a degree. Also included is enrollment on an audit or non-credit basis for college-level courses. The only requirement for such enrollment is the completion of an enrollment certification and application for admission form.

Persons 17 or more years old who do not have a high school diploma or the equivalent may be accepted for admission and pursue

#### Vocational Students

#### Adult Students



sue college credit courses with the following provisions:

1. Applicants are classified as TRANSIENT students, i.e., they are not pursuing a course of study that leads to an Associate in Arts or Associate in Applied Science degree.
2. Applicants must also meet admission requirements 1(b-e) FOR COLLEGE CREDIT STUDENTS listed above.
3. Applicants accepted for admission under this policy may pursue college credit courses as a full-time student for one semester or as a part time student for two semesters without a high school diploma or equivalent. Full-time students pursue 12 or more semester hours credit; all other registrants are classified as part-time students. Two summer terms are equivalent to one semester for this provision.
4. Credits awarded to TRANSIENT students under this policy will be validated and applicable toward an Associate in Arts and/or Associate in Applied Science degree after the student is awarded a high school diploma or the equivalent.

The College reserves the right to deny admission to any applicant except for reason of race, creed, color, national origin, sex, or age. A procedure for changing the college admissions requirements is clearly specified in the Rule Manual of the District Board of Trustees. A copy of the manual is available for review in the Office of the President.

**Change of  
Rules**

## Student Costs

## FINANCIAL REGULATIONS

1. No registration will be complete until all fees and tuition have been paid in full. Students who are scholarship holders will be considered as having paid all fees and tuition, provided the amount of the scholarship covers all charges due. No faculty or staff member of the college, other than the President, has the authority to set aside this regulation.

2. For purposes of assessing fees, a Florida resident is defined as a person who shall have resided and has his or her habitation, domicile, home and permanent abode in the State of Florida for at least twelve (12) months immediately preceding his current registration. In applying this regulation the following shall be observed:

(1) "Applicant" shall mean a student applying for admission to Chipola Junior College.

(2) In all applications for admission by students as citizens of the state, the applicant, if married or eighteen (18) years of age, or if a minor, his parents, or legal guardian, shall make and file with such application a written statement under oath that such applicant is a bona fide citizen and resident of the state and entitled as such to admission upon the terms and conditions prescribed for citizens and residents of the state.

(3) The burden of proof is on the applicant and an applicant can change his or her place of residence from another state to the State of Florida only by physically coming into the state and establishing his or her residence with the intention of permanently residing within the state. The domicile or legal residence of the wife is that of the husband or the domicile or legal residence of the husband is that of the wife as determined by the couple and duly expressed in writing and the legal residence of a minor is that of the parents, parent, or legal guardian of his or her person.

(4) A non-Florida resident may apply in writing for re-classification prior to any subsequent registration under the provisions set forth below. To qualify for re-classification as a Florida resident, a person (or, if a minor, his parents or legal guardian) shall have resided in Florida for twelve (12) months, shall have filed a declaration of intent to become a resident of the state and shall be registered to vote in the state. An alien shall have resided in Florida for twelve (12) months and must present United States immigration and naturalization certification that he is a resident alien. If the application is supported by evidence satisfactory to the community college that the student then qualifies as a Florida resident, his classification will be changed for future registrations.

(5) The following categories shall be treated as Florida residents for tuition purposes:

(a) Military personnel of the United States of America on active duty and stationed in Florida, including dependent members of their immediate families.

(b) Veterans of the United States of America retired with twenty (20) years or more of active military service, including dependent members of their immediate families who are in Florida at the time of retirement or move to Florida within one (1) year following retirement and intend to make Florida their permanent home.

(c) Public elementary, secondary, university, and community college faculty members currently employed in the state system of public education.

(d) Full-time faculty and career employees of Chipola Junior College and members of their immediate families.

In addition to any other penalties which may be imposed, the Board may deny college credits for work done by the student at the college if it finds that the applicant has made false or fraudulent statements regarding residency in his application or accompanying documents or statements.

1. Matriculation Fee: \$15.00 per semester hour (for semester or summer term).

2. Tuition (applicable to Non-Florida residents only): \$15.00 per semester hour (for semester or summer term).

3. Retroactive Matriculation Fee (assessed when college credits in semester hours are awarded after a student completes a non-credit program of study designated in the college catalog as an optional credit or non-credit program): Fee shall be assessed in the amount specified in 1 above under the policy in effect at the time college credits are awarded to the student provided the student is eligible for admission to Chipola Junior College as a COLLEGE CREDIT STUDENT as specified in College Policy 6Hx4-2.01 ADMISSION REQUIREMENTS.

4. Course Drop Fee (assessed only during the prescribed Drop-Add period at the beginning of each semester or summer term): \$5.00 per authorized schedule change that results in no change or a net decrease in the number of semester hours pursued by the student. The fee is not applicable to a schedule change that results in a net increase in the number of semester hours pursued by the student nor any schedule change made for the convenience of the College.

5. Applied Music Fee (applicable only to students registered for applied music courses):

One lesson per week for semester or equivalent: \$22.50  
Two lessons per week for semester or equivalent: \$45.00

6. Graduation Fee (applicable only to graduating sophomores):  
If cap and gown rental is included: \$12.00  
If cap and gown rental is not included: \$6.00  
If tassel is to be kept by graduate: \$1.00

**FEES CHARGED  
For College-  
Credit Students**



**For Vocational Students**

1. Matriculation Fee:  
For the Fall and Spring Semesters:  
For full-time\* students: \$45.00 per semester  
For half-time\* students: \$22.50 per semester  
For the Summer Session:  
For full-time\* students: \$22.50 per term  
For half-time\* students: \$11.25 per term
2. Tuition:  
For the Fall and Spring Semesters:  
For full-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$75.00 per semester  
For half-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$37.50 per semester  
For the Summer Session:  
For full-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$37.50 per term  
For half-time\* students:  
Florida residents: NONE  
Non-Florida residents: \$18.75 per term
3. Laboratory Fee:  
When a laboratory fee is required the amount is included in the course description.

(Due to possible legislative action vocational fees are subject to change).

\*To be classified as full-time the vocational student is enrolled for six(6) hours or class periods per day, five days per week; half-time students are those who attend three (3) hours or class periods per day, five days per week.

**For Short Course Students**

Fees for vocational courses or programs of study involving attendance for less than 15 hours per week and for short courses for a duration or less than a semester or a six-week term of the summer session will be prescribed by the District Board of Trustees.

**For All Students**

1. Identification Cards:  
Replacement of ID cards: \$3.00
2. Dormitory Room Rent: \*  
Women's dormitory: \*  
\$225.00 per semester per student and \$90.00 per summer session term for double occupancy for first floor rooms;  
\$350.00 per semester per student and \$150.00 per summer session term for single occupancy (subject to availability) for first floor rooms.

**Men's dormitory: \***

\$150.00 per semester per student for double occupancy for basement rooms;  
\$200.00 per semester per student for single occupancy (subject to availability) for basement rooms;  
\$225.00 per semester per student and \$90.00 per summer session term for double occupancy for the Athletic Dorm;  
\$350.00 per semester per student and \$150.00 per summer session term for single occupancy (subject to availability) for the Athletic Dorm.

3. Transcript Fee: \$1.00 per transcript.
4. Identification Card Fee: (Applicable in accordance with Board Rule 6Hx4-2.29) Per Semester: \$2.00 per student; Per Summer Session term; \$1.00 per student.

\*Students who live in college dormitories are also required to pay a reservation deposit of \$25.00. This fee is retained as a property breakage deposit as long as the student resides in the dormitory.

5. Textbooks and Supplies:  
The estimated cost per school year for college-level students depends upon the program of study. For most students the total will not exceed \$150.00. For Vocational students the costs vary with the program depending upon whether or not specialized clothing is required. Except for those programs requiring specialized clothing or uniforms, the total costs for textbooks and supplies should not exceed \$150.00 per school year.

6. Cafeteria Charges:  
Students who live in college dorms are required to pay board and take their meals in the college dining hall. The dining hall will serve its last meal at lunch on the day classes are dismissed for holidays or end of term vacations. The first meal served at the end of holidays (or vacations) will be breakfast on the day classes resume. Board charges per term are:

1. 19 meal plan (3 meals per day Monday through Friday, 2 meals per day Saturday and Sunday.)  
Fall Term — \$540.00 plus tax  
Spring Term — \$565.00 plus tax
2. 14 meal plan (3 meals per day Monday through Thursday, Breakfast and Lunch on Friday.)  
Fall Term — \$405.00 plus tax  
Spring Term — \$415.00 plus tax

Either meal plan listed above may be purchased by non-dorm residents.

Non-dorm residents may also pay for their meals each time they eat in the Dining Hall. Meal prices (other than meal plans) are subject to change with the fluctuation in the cost of food.

- REFUND POLICY**
1. The Course Drop Fee, Graduation Fee, and Identification Card Fee is non-refundable.
  2. Dormitory rent, paid on a semester or term basis is non-refundable.
  3. The Dormitory Room Deposit fee is refundable if the student has not damaged, destroyed or lost any dormitory property at the time he or she vacates the dormitory room. Partial refunds may be made provided property losses do not exceed \$25.00. It is non-refundable if the student does not enroll and actually occupy a room.
  4. Meal Plan Charges.  
Charges for Meal Plans will be refunded on a percentage basis to a student withdrawing from college if the meal ticket is returned to the Business Office.
  5. Matriculation Fee, Tuition, and Applied Music Fee charges the refund schedule for students who officially resign or withdraw from college prior to the end of a semester or summer session term is as follows:  
Resignation prior to the last date for registration for any semester or term: 100 percent Refund.  
Resignation after the last date for registration for any semester or term: No Refund.
  6. No refund of Matriculation Fee, Tuition, and Applied Music Fee charges will be made to students who reduce student loads due to officially dropping courses after completion of registration.
  7. Full refund of fees paid will be made to a student when the college administration cancels a class or program.
  8. Short course fees are not refundable except at the request of the student prior to the first class meeting.

**SUMMARY OF  
STUDENT COSTS**

Student costs shown in this catalog, including those estimated, are the minimum amounts necessary and are not to be construed as the total expenditure of a student attending Chipola Junior College.

For the day student who commutes each day from home and resides in the college district, the minimum estimated expenses exclusive of meals and transportation ranges from \$550.00 to \$650.00 per school year of two semesters. This does not include any allowance for clothing or incidental expenses.

The boarding students who live in the dormitory or rent a room in Marianna should add \$1,500.00 to \$1,700.00 to the amounts estimated above for a total estimated expense of \$2,050.00 to \$2,350.00 per school year or two semesters for fees, room and board, and textbooks and supplies. This does not include any allowance for clothing, transportation or incidental expenses.

Non-Florida residents should add \$448.00 for tuition to the estimates shown above.

## Student Services

## FINANCIAL AID

The financial aid program at Chipola Junior College is designed to provide scholarships, grants, loans and part-time employment to students who would be unable to attend college without such aid and to provide scholarships to outstanding students as a reward for achievement.

Assistance based on financial need takes into consideration the financial resources of the student and his family as well as any special problems. Such need is determined by analyzing the Family Financial Statement of the American College Testing Program. The A.C.T. does not itself award financial aid; it simply provides a uniform method of analyzing a family's ability to pay. This form may be obtained from a high school guidance counselor, the American College Testing Program, or the Chipola Junior College Office of Financial Aid. Assistance may consist of scholarships, grants, loans, and part-time employment, singly or in various combinations.

Scholarships based upon achievement are not limited to those students who prove financial need. However, all applicants for any type of financial aid must submit an ACT Family Financial Statement.

All financial aid administered by the College is dependent upon the availability of resources. All applicants are expected to be at least half-time students. Final action cannot be taken until the applicant has a completed application for admission on file in the Office of the Registrar.

To receive full consideration for any type of financial aid, applications should be received by the Office of Financial Aid not later than June 1 for the following academic year. Requests received after June 1 will be considered subject to the availability of funds. The applications of those students with the greatest financial need will be processed first. In general, applications will be considered for a full academic year of two semesters. However, continuation of aid is dependent upon meeting the College's Measurable Progress standards as described in this section of this catalog.

Students who are delinquent on the repayment of a previous loan or who owe the college for an over-payment of a grant are ineligible for additional financial aid.

For further information interested students should contact the Office of Financial Aid.

The following types of aid are administered by Chipola Junior College:

1. **Basic Educational Opportunity Grants.** BEOG is a federally sponsored aid program designed to provide assistance to those who need it to attend post-high school educational institutions. These grants are non-repayable.

2. **Supplemental Educational Opportunity Grants.** The SEOG program is designed to provide assistance for qualified students

who are of exceptional financial need. The amount of the grant will depend upon the degree of need and can be of no more than one-half of the total assistance given the student or \$1500.00. SEOG grants are non-repayable.

3. **College Work-Study Program.** This program provides part-time employment for qualified needy students. Work is limited to 20 hours per week while classes are in session. Depending upon the availability of funds, students may work up to 40 hours per week during the summer and other vacation periods.

4. **National Direct Student Loan Program** Low interest loans are provided for full-time students who are U.S. citizens or permanent residents. Loans are repayable within 10 years after the student leaves school, repayment beginning no later than 9 months after termination of studies. Interest accrues at 4% beginning 9 months after termination of studies.

5. **The Benjamin H. & Sally L. Hatton Scholarship,** in the amount of \$150 per year, is awarded by the college to a Jackson County farm girl or boy. They must indicate a financial need, be of good moral character, and if a boy, be interested in some phase of agricultural education, or a girl, be interested in home economics education. They should apply for financial aid through the college, and should mail to the Office of Financial Aid recommendations from their principal, counselor and teacher.

6. **The Violet H. McLendon Music Scholarship Fund** A generous trust, established in 1977 by Mrs. Violet H. McLendon of Marianna, generates funds annually to support exceptionally talented students majoring in music at Chipola Junior College. All awards are based upon the results of competitive auditions held on the college campus during the Spring semester of every year before the Music Scholarship Committee. For further information contact the Chairman of the Division of Fine Arts and Humanities.

7. **Achievement Scholarships.** The College offers scholarships covering tuition or fee waivers as follows:

a. Valedictorians of the graduating class of each high school in the junior college district (Calhoun, Holmes, Jackson, Liberty, and Washington Counties).

b. Seven students per year are awarded District Board of Trustee Scholarships. Recipients must be residents of the junior college district.

c. Music Scholarships. Persons interested should contact the Chairman, Division of Fine Arts and Humanities in addition to making applications for aid.

d. Athletic Scholarships in baseball, men's and women's basketball, and in women's softball. Interested persons should contact the Director of Athletics.



e. Two students per year are awarded Science Fair Scholarships. Awards are made by the Natural Science and Mathematics Division.

f. One scholarship per year is awarded to an outstanding member of the Chijuco staff. Award is made by the Publications Division.

g. One scholarship per year is awarded to an outstanding member of the Papoose staff. Award is made by the Publications Board.

h. One scholarship is awarded each year to the President of the Student Government Association.

i. Three students per year are awarded Theatre Scholarships. The Theatre Department makes these awards.

In addition to the above listed programs administered by the College other financial aid as follows is available.

1. **Guaranteed Student Loan Program.** This is designed for middle income families for whom the costs of education may be a burden. The student borrows money directly from a bank, credit union, savings and loan association or other eligible lenders. Students may borrow up to \$5,000 during the two years at a junior college. Repayment begins nine months after studies are completed at the rate of 9 percent interest. Applications or information may be secured from any lending institution in the student's home town, or the College Office of Financial Aid.

2. **Vocational Rehabilitation Scholarships.** This financial assistance administered by the Florida Vocational Rehabilitation Service is for students who are disabled and in financial need as determined by state law. Interested students should contact the nearest office of the Vocational Rehabilitation Service.

3. **Veterans Administration Benefits.** The College is fully approved by the State approval agency for the training of veterans, war orphans, widows, and dependents under the Cold War G.I. Bill of Rights, War Orphans Act, and other applicable laws. Eligible students should contact the Veterans Administration for application for benefits. The college will assist any eligible person in making application.

Eligible students should contact the Coordinator of Veterans Affairs at the College.

4. **Florida Student Assistance Grants.** The Florida Student Assistance Grant Program was established by the 1971 Session of the Florida Legislature. Grants are awarded to qualified students who have exceptional financial need for attendance at accredited colleges, universities, and junior colleges.

Student Assistance Grants are awarded for one academic year. The awarding and amount of a grant is based on financial need. The maximum amount of a grant is \$480.00 per academic year.

Application may be made by using the ACT Family Financial Statement.

4. **Other Scholarships.** Scholarships are available to Chipola Junior College students but are usually awarded by the granting organization or individual. The monetary value of the award is generally the cost of tuition and fees. Eligibility is limited to residents of certain counties or cities or graduates of certain high schools in some instances. Included are scholarships awarded by the Anchor Club of Marianna High School, Harshbarger Scholarship Fund, Holmes County High School, Jackson County Cattlemen Association, Grand Ridge High School, Bonifay Kiwanis Club, Marianna Kiwanis Club, Malone Lions Club, Marianna Lions Club, Marianna Pilot Club, Marianna Rotary Club, Senior Woman's Club of Marianna, Washington-Holmes County Cattlemen Association and many other civic organizations and individuals. New scholarships are awarded each year.

**Information concerning these scholarships is available from the Office of Financial Aid in Room 136 of the Administration Building.**

Students receiving Title IV financial aid funds are expected to make measurable progress toward the completion of their academic objective and are subject to the College Policies on scholastic probation and scholastic suspension. In addition, eligibility to be continued on aid from Title IV Funds is limited to eight (08) semesters of full time enrollment for a two year program and four (04) semesters of full time enrollment for a one (01) year program. Twelve semester hours attempted during the summer sessions will equal one semester.

Enrollment status for financial aid students will be determined by the final fee assessment at the end of the registration and drop-add period.

The number of eligible semesters for part time students will be prorated. Eg: halftime students will be allowed sixteen (16) or eight (08) semesters respectively for a two year or one year program.

Financial aid students who are suspended for academic reasons or who have been enrolled for the maximum number of semesters will be suspended from Federal financial aid funds.

Students suspended from financial aid must earn a 2.0 grade point average on twelve (12) semester hours if in the academic division or 510 clock hours if in the vocational division before they will be eligible to be reinstated on the student aid program and receive Title IV funds.

Dormitories for student housing are owned by the Chipola Dormitory Authority and leased to and operated by Chipola Junior College. Application for housing should be made at the time an application for admission is submitted.

Each student who expects to live in the college dormitory will be required to send a \$25.00 deposit with his application for college housing. This deposit will be retained as long as the student is residing in the dormitories.

MEASURABLE  
PROGRESS  
STUDENT  
FINANCIAL AID  
REQUIREMENTS

STUDENT  
HOUSING

The room deposit will be forfeited (non-refundable) if a student does not enroll and occupy the room reserved. In the event any dormitory property is damaged, destroyed, or lost the room deposit will be used to cover or partially cover the cost of repair or replacement. Partial refunds may be made if costs do not amount to \$25.00.

The housing agreement will be made for one semester or summer term. The agreement becomes effective when the room rent is paid. Room rent is due and payable on a semester or summer term basis at the time a student completes registration. This payment is non-refundable.

Student rooms are equipped with the necessary articles of furniture. Personal items or furnishings such as linens, rugs, curtains and pillows are not supplied. Students are expected to furnish sheets (single), pillow cases, blankets or quilts, and towels. Other articles of personal furnishings may be supplied by the student according to his individual taste. Utility rooms are provided for such activities as ironing and hair drying. Washers and dryers and soft drink machines are located in the utility rooms.

All students living in the dormitory are expected to abide by rules and regulations for dormitory students as published in the student handbook or other publication. Copies of these rules and regulations will be supplied to each student and to their parents prior to actual occupancy. The students and parents will be required to acknowledge receipt of these rules and regulations before the rental agreement becomes effective.

Students should refer to the college calendar for the opening and closing dates for dormitories. Those students for whom dormitory space is reserved should check in to the dormitory and be sure that they have a room assignment prior to registration.

## FOOD SERVICES

The Dining Hall, located in the Student Center, houses both a cafeteria and a snack bar. Students living both on and off campus may use these facilities.

During the Summer session the Dining Hall will operate as a snack bar only. Throughout the Summer session the snack bar will be open from 7:00 A.M. to 5:00 P.M. Monday through Thursday, and from 7:00 A.M. to 2:30 P.M. on Friday.

For the Fall and Spring Semester the Dining Hall will operate both a cafeteria and a snack bar, serving a short order breakfast and evening meal and a cafeteria style lunch Monday through Friday. On Saturday and Sunday a short order brunch and a short order afternoon meal will be served.

The College Calendar should be consulted for the opening and closing dates for the Dining Hall for each semester or session and holiday period.

## MEDICAL SERVICE

Although first aid treatment is available on the campus for minor injuries, student fees do not include any medical service. The college has no medical clinic or hospital. In case of serious illness or accident on the campus the parents and/or the family physician are notified immediately.

Emergency treatment by private physicians or hospitalization are

at the students or parents' expense. However, the Student Personnel Service Office should be notified.

The student has the responsibility to inform Student Personnel counselors or instructors of personal physical problems which may affect their performance in class.

Student accident and/or hospitalization insurance coverage may be purchased by the student at the time of registration.

The Student Center is located in the center of the campus. In this building, open for all students, is located the student lounge, and snack bar. Also, in this building, dances, parties and receptions are held.

Chipola Junior College participates in interscholastic baseball, men's and women's basketball, and women's softball. Its teams in former years have had successful seasons in the sports, and a good schedule of games with colleges in Florida and nearby states has been arranged. Students are urged to participate in these varsity sports and it is the insistent wish of the administration that a high level of sportsmanship be maintained at all times.

The college offers a program of intramural sports in which all students may participate. Both women and men are urged to participate in one or more intramural sports activities.

Physical education is required of all students as a part of the academic curriculum. Students with physical disabilities may be relieved of this requirement upon the recommendation of a practicing physician.

**Publications:** Students, under the direction of the Board of Student Publications and faculty advisors are responsible for producing three publications: the **Papoose**, the monthly student newspaper; **Inklings**, an annual literary magazine; and the **Chijuco**, the college annual. The major portion of the content of these publications is composed in two classes, College Publications and Advanced Composition; both are credit offerings of the Literature and Language Division.

**Drama Activities:** Students are encouraged to participate in the college dramatics program. The Theatre Department presents a season of three or four major productions each year. Interested students are invited to join the Community Association for Support of Theatre (CAST) and enroll in Theatre Workshop for credit.

**Music Activities:** The College Chorus and the Chamber Chorus are coeducational groups and are also credit courses. The College Chorus and the Chamber Chorus present many programs to the public as well as to the student body. Other vocal groups for exceptional men and women singers are open by invitation only. All music organization personnel cooperate in the production of musical programs. Students intersted in any phase of music activities are urged to contact the faculty sponsor concerned.

## SPORTS AND RECREATION

## STUDENT ACTIVITIES

**Service and Honorary Organizations:** The Student Government Association represents, through its elected officers and representatives, the entire student body.

A chapter of Phi Theta Kappa, national junior college scholastic fraternity, was activated in 1965. Membership is restricted to those students demonstrating scholastic excellence.

Circle K is a service club sponsored by the Kiwanis Club of Marianna. Membership is open to all students.

Mu Alpha Theta is a scholastic honorary fraternity open to qualified mathematics students.

Phi Beta Lambda is an academic and service fraternity open to students interested in a career in business.

The Compass Club is a women's service club sponsored by Pilot International.

The Black Student Union is an organization for students interested in Afro-American heritage.

The Phi Delta Alpha fraternity is a service fraternity for men students.

The Agriculture Club is an academic and service organization open to students interested in the field of agriculture.

**Religious Organizations:** Marianna churches sponsor religious organizations for college students. Although these are not college organizations they are open to Chipola students who desire to participate.

Under the direction of the Director of Student Personnel Services, professional counselors and every member of the faculty participate in the counseling and advisement program in order that each student may have the benefit of adult advisers in the solution of his or her problems. Assistance is provided concerning the wise selection of objectives and courses in the best methods of study and use of the library, and in such personal and social problems as an individual student may have.

At the beginning of each semester or term all entering or first year students are required to attend orientation programs, participate in small group meetings, and take certain tests for advisement purposes. The student is assigned to a faculty member for individual academic advisement. Professional counselors and all administrative officers are available for personal conferences, and students are urged to feel free to contact any of the administrative staff at any time.

The results of tests administered prior to registration are used to help students in the selection of objectives and courses and to determine the necessity for remedial work. Results are also used with regard to the placement of entering students in advanced courses.

The Director of Financial Aid should be contacted for part-time jobs and for full-time employment after graduation or during the summer.

## General Regulations



## **RESPONSIBILITY FOR REGULATIONS**

Students will be held responsible for the observance of all policies and regulations contained in this catalog and in the student handbook, beginning on page 117. In addition, students will be responsible for all official announcements circulated on campus in the official weekly College Bulletin and posted on campus bulletin boards.

This catalog and the student handbook contain a convenient summary of college policies for distribution to students and other interested persons. A complete collection of college policies is contained in the Policy Manual of the District Board of Trustees of Chipola Junior College. A copy of the manual is available for review in the Office of the President.

## **REGISTRATION**

Students are required to register at the beginning of each semester or session for assignment to classes. No registration will be accepted after the last day prescribed for each semester or session as shown in the college calendar.

New or entering students are required to report for pre-registration orientation on the date announced in the calendar.

After a student has been duly registered, he may change his schedule, drop or add a course, only with the permission of the Dean. The student should consult the college calendar for the last date for making such changes.

After the date prescribed in the calendar for changing class schedules, a student will be authorized to drop a course without penalty only in case of extenuating circumstances. Each case will be handled individually by the Dean. In general, authorization to drop a course will be given only if, in the judgment of the Dean, the student's college program and over-all progress will be benefitted by such action. Personal illness, financial hardships, and an overloading of student capacity may be considered as extenuating circumstances. No student will be allowed to drop a course without penalty after the date shown in the calendar for such action.

## **CREDIT BY EXAMINATION AND ADVANCED PLACEMENT**

Chipola Junior College recognizes superior achievement in high school on the part of applicants, and has provided ways and means by which students may receive credit for such achievement validated by test scores. Also, entering students may be placed in advanced courses appropriate to their level of achievement regardless of whether or not credit is awarded.

Credit is awarded in corresponding course areas for appropriate scores on the College Entrance Examination Board's Advanced Placement and College Level Examination Program (CLEP) tests. Students who are administered any of these tests should have the results forwarded to the Registrar.

For the Advanced Placement Tests Chipola will award credit in the appropriate subject or discipline as per CEEM's recommendation if the student earns scores of 3, 4, or 5.

For the CLEP tests, Chipola awards credit for General Examination scores at or above the 50th percentile, except that no credit will be awarded in the area of Freshman English or Communication Skills. Credit will be awarded for satisfactory General Examination scores in the areas of Mathematics, Natural Science, Humanities, and Social Science/History. The maximum credit awarded for General Examination scores is 21 semester hours or 6 semester hours (for each area except mathematics in which 3 semester hours) will be awarded. Credit will be awarded for any CLEP Subject Examination for which the student scores at or above the 50th percentile. The maximum credit for the subject examination scores is 15 semester hours; for both the subject and general examination scores the maximum is 36 semester hours.

Although Chipola awards credit for both Advanced Placement and CLEP scores, the College does not guarantee that all other colleges and universities will do so. According to an articulation agreement between Florida's public community colleges and universities, all Florida public institutions will accept credit as noted above. This does not apply to all out-of-state institutions.

Students who score unusually high on college aptitude tests, or on the pre-registration achievement tests administered by Chipola, may be placed in the more advanced courses of required sequences of the discipline(s). This applies especially to mathematics for which an entering student may qualify for placement in any of five courses more advanced than the most elementary college-level course. Such advanced placement does not involve the granting of credit for lower level courses exempted. It does, however, enable the student to greatly enrich his program of study and allows him to pursue more advanced courses throughout his college career.

Special or honors courses in Advanced Freshman English are provided for the superior student.

Programs whereby outstanding high school students may qualify for early admission or dual enrollment enable superior students to greatly accelerate their college programs.

High school seniors who qualify for the dual enrollment program may enroll as full-time college credit students during the summer term and as part-time students during the fall and spring semesters while concurrently enrolled in high school. Provisional college credit will be granted for work satisfactorily completed. Final or provisional credit will be awarded after the senior completes high school graduation and subsequently enrolls at Chipola.

The early admission program provides for the admission of highly selective students who have completed the 11th grade as college freshmen. Those accepted for early admission have all the rights and privileges of other freshmen.

Admission criteria for both the dual enrollment and early admission programs are shown elsewhere in the catalog (Admission).

## **DUAL ENROLLMENT AND EARLY ADMISSION**

## ATTENDANCE

Regular attendance is expected of all students. Each student is accountable to the instructor concerned for all class absences except those due to official college activities. Evaluation of absences is the responsibility of the instructor. Any questionable excuse shall be verified by the office of the Director of Student Personnel Services when requested by the instructor.

Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence(s) was due to illness or other clearly unavoidable reason(s). Otherwise, the student may suffer grade loss at the discretion of the instructor.

Student appeals concerning absences are referred to the appropriate Dean.

Any student who flagrantly violates attendance regulations is subject to suspension or dismissal.

A student who has been absent from class 10 or more class periods during the period prior to the last day a student may withdraw from a course without penalty and who is making unsatisfactory progress in the course may be administratively withdrawn from the course upon the recommendation of the instructor. The student will receive a "W" for the course. When this method of withdrawing a student from a class is used, "Administrative Withdrawal" will be written on the "Authorization to Drop a Course..." form. The "Request for Student Withdrawal" must be completed by the instructor and sent to the appropriate dean for administrative action. The student shall be notified of the withdrawal action. When a veteran is withdrawn by this method, the Office of Veterans Affairs will be notified so that appropriate action can be taken. The student shall have the right to appeal this administrative withdrawal through established administrative channels: Division Chairman, Dean, President, and Board of Trustees. This appeal must be made in writing within 10 days after notification of withdrawal.

## DISCIPLINE

The administration expects all students to comply with the rules and regulations governing student conduct as set forth in the student handbook. Violation of these rules will subject the student to dismissal from the college.

Disciplinary probation refers to certain individually prescribed conditions concerning personal behavior which must be maintained if the student who has violated disciplinary rules is to remain in college. Disciplinary suspension refers to action whereby a student is suspended or "dropped" from college for an infraction of disciplinary rules or violation of disciplinary probation.

The decision of the President in all cases involving an infraction of disciplinary rules will be final except that disciplinary action may be appealed to the Board of Trustees.

Final grades are assigned each student by the instructor in each class or course at the end of each semester or session. Final grades assigned are, with the exception noted below permanent and are recorded on the student's permanent record.

A grade of A denotes Excellent work; 4 quality points per semester hour are assigned.

A grade of B denotes Good work; 3 quality points per semester hour are assigned.

A grade of C denotes Average work; 2 quality points per semester hour are assigned.

A grade of D denotes Poor, but passing work; 1 quality point per semester hour is assigned.

A grade of F denotes failure; no quality points are assigned and no credit is granted.

A grade of I denotes incomplete work; no quality points are assigned and no credit is granted. This grade becomes an F if not removed by completion of work within six weeks of the succeeding semester or summer session.

A grade of W denotes official withdrawal from the course without penalty; no credit or quality points are assigned, but the course does not count toward the student's scholastic average.

A student who unofficially discontinues class attendance will be assigned a grade of F for the course. The grade of W will be assigned only in a class where the student officially resigns as a student or receives permission to drop a course without penalty.

Although some colleges will not accept a transfer grade of D, work for which that grade is assigned applies toward the hours needed for graduation. D grades are transferrable to Florida's public colleges and universities.

Scholastic or grade point averages are based upon the number of semester hours attempted and the number of quality points earned. To be eligible for graduation, a student must earn at least twice as many quality points as he has semester hours of work officially attempted. A student may determine his scholastic or grade point average by dividing semester hours attempted into quality points earned. An average of 2.00 means that the student has earned twice as many quality points as he has attempted semester hours of work.

Although grades for vocational courses are assigned in the same manner as for college credit courses, the information above concerning quality points and grade point average does not apply to courses measured in clock hours only.

The rule outlined below applies to all courses pursued at Chipola Junior College and subsequently repeated.

1. Students who repeat courses will have the semester hours pursued counted toward computation of the cumulative grade point

## GRADING SYSTEM

## FORGIVENESS POLICY

average only once. However, the final grade received will in all instances be the grade computed.

2. The policy applies only to courses for which grades other than "W" (official withdrawal) are recorded.

3. The forgiveness policy has no effect on the student's grade point average for the semester or session during which he repeats a course. Suspension and probation policies based on the semester or session grade point average are not affected by this policy.

4. Whenever a course is repeated and a final grade other than "W" is recorded, the student's permanent record for the semester or session when he originally (or last) pursued the course will be amended to change the hours pursued and quality points for the course to "0"; the credit entry will also be changed to "0" if the original grade for the repeated course was other than "F" or "I". The cumulative totals for the semester or session when the course was last pursued will be changed to reflect these changes. The cumulative totals for each subsequent enrollment period will also be changed.

## GRADE REPORTS

Final grade reports are mailed at the end of each semester or session.

## STUDENT LOAD

The minimum load for full-time college-level students is twelve semester hours per semester or six semester hours per term of the summer session. All other college level students are classified as part-time students.

The following regulations apply concerning the maximum student load:

1. The maximum student load for an entering or first-time student is eighteen semester hours per semester.

2. A student who has a scholastic average of 2.50 or above for the preceding semester or session may carry a maximum load of nineteen semester hours per semester.

3. A student who has a scholastic average of 3.00 or above for the preceding semester or session may carry a maximum load of twenty-one semester hours per semester.

4. Students on scholastic probation are limited to loads of sixteen semester hours per semester.

5. The maximum load during the summer session is eight semester hours per six weeks term.

All requests for exceptions to the above regulations will be referred to the Dean. Only in unusual or extenuating circumstances will a waiver to allow loads in excess of those shown be approved.

Vocational students will, in general, be classified as either full-time (30 clock hours or class periods per week) or half-time (15 hours per week). Any student who attends less than 30 hours per week will be considered part-time.

The regulations shown below concerning scholastic probation and suspension determine the retention policy for college credit

## STUDENT RETENTION

students. Although the college suspends students who do not meet its scholastic retention standards, available statistics indicate that approximately fifty percent of Chipola's students attain their educational or personal goals so far as program completion is concerned.

Scholastic probation refers to conditions or terms that must be met by a student in order to remain a college student.

"Admitted on probation" denotes that the student must maintain a certain grade point average for the first semester or session enrolled in order to remain a student or re-enroll for the next semester or session. A student admitted on probation is notified by letter of the terms of the probation. If, and when, he registers, he accepts the terms of probation.

A student who fails to maintain a 1.50 (D plus) scholastic average for any semester or session (but is not subject to scholastic suspension) will be placed on probation for the next semester or session enrolled. Should the student then re-enroll and fail to maintain a 1.50 scholastic average, he will be subject to scholastic suspension.

Students who re-enroll after scholastic suspension are on scholastic probation for their first semester or session.

Students on their first period of probation who earn scholastic averages of 1.50 to 1.99 will be continued on probation for the next period of enrollment. However, no student may be on a "Continued on Probation" status for more than two consecutive semesters or summer sessions. After being continued on probation for a second semester or session the student must earn a grade point average of 2.00 or be subject to suspension. The only exception concerns students who enroll for less than six semester hours per semester or session.

Probation will be removed if the student maintains a 2.00 scholastic average with a load of six or more semester hours.

Should a student enroll for both terms of a summer session, his record for the entire session will be used to determine his status as far as probation and suspension are concerned.

Neither probation nor suspension, regulations apply to a student enrolled for less than six semester hours for a semester or summer session. In such cases the student's status will be continued for the next period of enrollment regardless of his record.

Scholastic suspension refers to action whereby a student is suspended or "dropped" from the college because of poor scholarship or violation of probation.

A student who is placed on scholastic probation and fails to meet the terms or conditions of probation is subject to scholastic suspension. This means that a student must first be on probation for one semester or session before being subject to suspension.

Suspension for violation of probation is normally for one semester excluding a summer session. However, if the student has

## SCHOLASTIC PROBATION

## SCHOLASTIC SUSPENSION

## TRANSFER STUDENTS

previously been suspended, the suspension will be for one year or until the beginning of the semester or session following suspension for the next school year. This means that a student suspended for the second time at the end of the fall semester will not be eligible for re-admission until the spring semester of the next school year.

Scholastic suspension is handled by the Dean. Appeals may be made through the Admissions Committee whose decision is final, except that action may be appealed through the President to the Board of Trustees. If a student placed on scholastic suspension successfully appeals his suspension, he may be allowed to remain in college on a probationary basis.

Should a student on scholastic suspension attend college elsewhere prior to the end of the suspension period, credit earned elsewhere will not be accepted by Chipola Junior College.

A student who has previously attended or been enrolled at any other college or university is classified as a transfer student on admission to Chipola Junior College. Such students must meet regular admission requirements, plus present proof of an honorable dismissal and eligibility to return to the last institution attended. Official transcripts from all colleges or universities previously attended are required.

An evaluation of credit earned elsewhere is made for each transfer student. In cases where work completed elsewhere is similar or comparable to Chipola courses the evaluation form will denote the Chipola course applicable.

All work completed at regionally accredited colleges and universities will be accepted toward graduation by Chipola Junior College. However, in such cases, the entire academic record will be accepted including a deficiency in grades or quality points if the student did not earn a 2.00 or better grade point average which takes into consideration all courses officially attempted or pursued.

College work completed at unaccredited institutions will be evaluated as per the recommendations of the major state university of the college or university's state of location. Such work may be wholly or partially accepted on a provisional basis, or it may not be accepted. The same provision as noted above applies to a grade or quality point deficiency.

Physical education courses described elsewhere in this catalog are considered an important part of the student's curriculum. With the exceptions noted below, all college-level students will be required to take four semester hours of physical education activity courses (those listed under Required Physical Education) as a requirement for the Associate in Arts degree. Exceptions are noted below. However, semester hours in other subjects in the Personal Development Area must be substituted for the hours of Required Physical Education waived.

## PHYSICAL EDUCATION

1. Students who are twenty-five or more years of age at the time of original enrollment are exempt of this requirement if they request an exemption by means of a written application to the Academic Dean.
2. Students who are physically unable to participate in regular activity courses as evidenced by a certificate or letter from a practicing physician are exempt the physical education requirement.
3. The Physical Education requirements for students unable to schedule same due to attendance at night will be partially or fully waived in proportion to the percentage of semester hours earned during such periods of enrollment.

The Registrar and Admissions Officer is the official custodian of student records. College policy concerning the confidentiality of student records and student rights fully complies with the Buckley Amendment and all other applicable Federal and State laws. Full information concerning this policy is made available to all students at or prior to the time of registration. Any student desiring complete information as it relates to student access and student protection of records may contact the Registrar and Admissions Officer at any time.

The official transcript of the record of a Chipola Junior College student will be furnished only upon the written request of the student. The College reserves the right to deny a transcript to students whose financial record is not clear.

Chipola Junior College awards two degrees, the Associate in Arts and the Associate in Applied Science.

To be awarded the Associate in Arts degree, a student must be entitled to an honorable dismissal; must be eligible to re-enroll; must have earned a cumulative grade point average of 2.00 or better on all work attempted; and must have completed a total of not less than sixth-four semester hours of acceptable college work. Fifteen of the last thirty semester hours toward graduation excluding Physical Education activity courses must be earned in residence at Chipola Junior College. Requirements are shown in the catalog for the academic year during which the student originally entered Chipola Junior College or the year during which the student applies for graduation except that the catalog for the year during which the student originally entered the college may not be used if more than three years have elapsed between the date of original admission and graduation. In the latter case, the catalog for the year of graduation or the catalog for the preceding year must be used with regard to the General Education requirements.

The Associate in Applied Science degree is designed for those students who pursue specialized technical and business courses of study as described in the college catalog. The requirements for this degree are the same as for the Associate in Arts except with regard to the General Education requirements. Instead of the General

## STUDENT RECORDS

## REQUIREMENTS FOR GRADUATION



Education requirements, the student must follow one of the curricula listed under Specialized Technical and Business Courses of Study in the college catalog. The same requirements as for the Associate in Arts degree apply with regard to the catalog to be used in determining graduation requirements.

Students who meet all of the requirements for either the Associate in Arts or the Associate in Applied Science degrees except a cumulative grade point average of 2.00 or better may be issued a certificate signifying the completion of a specified number of semester hours.

The graduation requirements for vocational or certificate programs of study vary with each program. In general, completion of a specified minimum number of hours of instruction and satisfactory performance are required. To be awarded a vocational diploma or certificate of completion, a student must be entitled to an honorable dismissal; must be eligible to re-enroll; and must have satisfactorily completed the clock hours of instruction, 1200 or more, as specified in the college catalog. The same requirement as for a degree applies with regard to the catalog to be used for graduation requirements.

#### **CAREER LABORATORY**

Chipola has a Career Laboratory in which persons can receive career counseling. Help in career exploration, including employability skills and job placement, is available to Chipola students, high school students, instructors, counselors, administrators, and the general public.

The Career Laboratory is located in Room 439A in the Vocational Building. It is open from 8:00 A.M. until 3:30 P.M., Monday through Friday.

#### **FEE WAIVERS FOR SENIOR CITIZENS**

Matriculation and tuition fees shall be waived for persons 60 years old or older who are residents of Florida and who attend classes which are funded under the community college program fund. This privilege may be granted only on a space available basis if such classes or programs are not filled as of the close of registration. This privilege may be limited or denied for courses or programs for which the Board of Trustees has established selective admissions criteria.

Enrollment of senior citizens under this policy must be approved by the President or his/her designee.

# General Education

Chipola Junior College conceives general education to be the non-specialized and non-vocational parts of a student's education that should be held in common by all well educated persons who are to become good citizens, parents and workers.

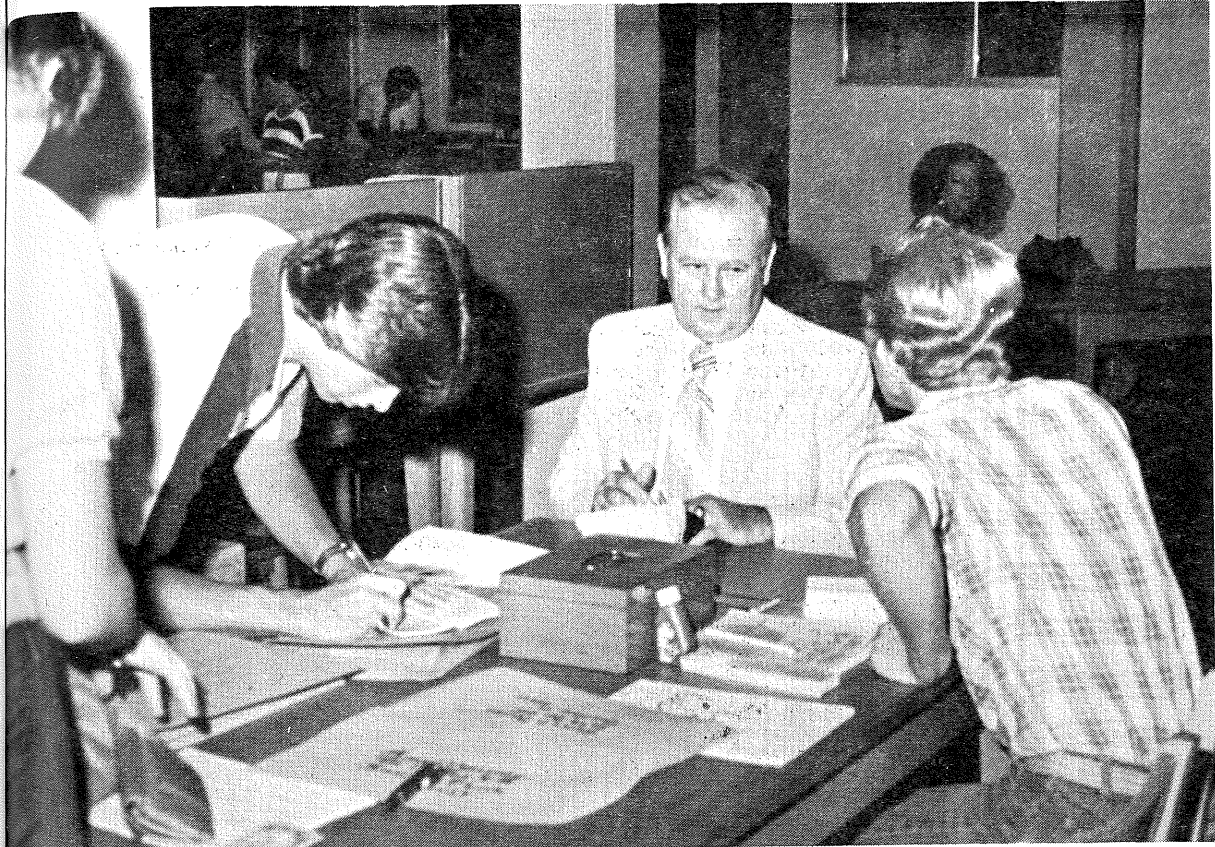
The general education program at Chipola Junior College is designed to improve intellectual skills and develop understandings in the broad areas of liberal education which will equip its students for effective personal living and responsible citizenship. This program is also designed to provide students an opportunity to become acquainted with broad areas of subject matter and thus aid them in discovering their own interests and abilities.

The program outlined below is designed to serve both the students whose formal education ends at the junior college level and those whose training will later become highly specialized. Both types of students need broad educational backgrounds; one type because they lack a high degree of specialization, and the other in order to understand and appreciate the relationship of their specialties to the society in which they will live.

In order to meet the general education requirements for the Associate in Arts degree, the student must complete 40 or more semester hours in six or seven areas. The student must complete not less than 33 semester hours from the various areas as listed under minimum requirements in Areas 1-6 inclusive. From among those courses listed as **Required**, the student must complete at least 6 semester hours from Area 2, at least 3 semester hours from Area 3\*, at least 8 semester hours (or ENC 1121 and 1122) from Area 4, at least 6 semester hours from Area 5, and 4 semester hours from Area 6. **An additional 7 or more semester hours must be selected from any two or more areas 1-6 inclusive or from Area 7.**

**Semester hours shown in the table below as maximum are the maximum number in that particular area that may be counted toward satisfying the general education requirement of 40 semester hours.** Additional semester hours from any area may be counted toward graduation, but not toward meeting the general education requirement.

Although the student may specialize in one or more areas or departments, the degree to which he can do so and meet the general education requirement is limited. For example, a student may elect to take all of the other courses listed below under Area 1 under (both **Required** and **Other** Columns). This would total 39 semester hours. Since only 12 hours from this area would count toward meeting the required total of 40 from 6 or 7 areas, the student would have to take not less than 28 additional semester hours from areas 2-7 inclusive. This would involve earning a total of 67 semesters hours, 3 more than is required for graduation. Therefore, should a student earn credit for more than 34 semester hours from any one area shown below it would necessitate earning more than 64 semester hours for graduation.



Should a student earn credit in courses totaling 18 semester hours in Area 2 (The Natural Sciences), only 12 semester hours would apply toward satisfying the general education requirement. The student would need 28 semester hours from among the other areas. The same principle applies to all other areas.

The intent of the arrangement of the general education program is to insure a minimum of work in at least six areas, and at the same time allow considerable choice of subjects within the area. It limits but does not prohibit departmental specialization. Students may specialize in any department to the extent normally required of a major during the first two years. However, they must earn not less than 28 of the 64 semester hours from other areas.

| The seven areas are:          | Minimum        | Maximum       |
|-------------------------------|----------------|---------------|
| Area 1: The Social Sciences   | 6 sem. hrs.    | 12 sem. hrs.  |
| Area 2: The Natural Sciences  | 6 sem. hrs.    | 12 sem. hrs.  |
| Area 3: Mathematics           | 3 sem. hrs.    | 12 sem. hrs.  |
| Area 4: Communication Skills* | 8 sem. hrs.*   | 14 sem. hrs.* |
| Area 5: The Humanities        | 6 sem. hrs.    | 12 sem. hrs.  |
| Area 6: Personal Development  | 4 sem. hrs.    | 11 sem. hrs.  |
| Area 7: Foreign Language      | 0 (no minimum) | 9 sem. hrs.   |

The required or minimum courses plus other courses allowable toward the maximum in each area are as follows:

# Required

# Others

## Area 1:

6 semester hours from among the following:  
SSI 1011;1012 Survey of the Social Sciences (3,3)  
EUH 1000-1001 Western Civilization (3,3)  
AMH 2010-2020, American History (3,3)  
POS 2041, American Federal Govt. (3)  
POS 2112, State and Local Govt. (3)  
GEA 2001-2002, World Geography (3,3)

ECO 2013-2023, Principles of Economics (3,3)  
SOC 1000, Introductory Sociology (3)

## Area 2:

6 semester hours from among the following:  
BSC 1010-1011, General Biology (3,3)  
BOT 2010C, General Botany (4)  
ZOO 2010C, General Zoology (4)  
CHM 1015, Introductory Chemistry (3)  
CHM 1045C - 1046C, General Chemistry and Gen. Chem. & Qual. Analysis (4,4)  
PHY 1053C-1054C, General Physics (4,4)  
GLY 1000, Introd. to Earth Science (3)  
PSC 1121, Introd. Physical Science (3)  
CHM 1030, General Chemistry for Health and Related Sciences (2)  
CHM 2200C, General Organic and Bio-Chemistry (2)  
CHM 2201C, General Organic and Bio-Chemistry (4)

ZOO 2733C, Human Anatomy (3)  
PCB 2703C Human Physiology (3)  
PHY 2048C-2049C, General Physics (5,5)

## Area 3:

3 semester hours from among the following:  
MGF 1113, Fundamentals of Mathematics (3)  
MAT 1033, Intermediate Algebra (3)  
MAC 1104, College Algebra (3)  
MAC 1114, Plane Trigonometry (3)  
MAC 1132, College Algebra and Plane Trigonometry (5)  
MAC 1311, Plane Analytic Geometry and an Introduction to Calculus (4)  
MAC 2313-2314, Calculus (5,5)

## Area 4:

8 or (6) semester hours from among the following:  
ENC 1101-1102; Communication Skills (4,4) or Modification (3,3)  
ENC 1121-1122, Advanced Freshman English (3,3)

ENC 2301, Advanced Composition I (3)  
ENC 2302, Advanced Composition II (1)  
CRW 2000, Creative and Critical Writing (3)  
SPC 1050, Fundamentals of Speech (3)  
SPC 2030, Effective Speaking (3)  
ORI 2000, Oral Interpretation (3)  
ENG 2012, Reading the Novel (3)  
LIT 2000, Literature Appreciation (3)

## Area 5:

6 semester hours from among the following:

HUM 2211-2220, The Humanities (3,3)  
or  
HUM 2211 or HUM 2220 and any 3 semester hours from among Art, Literature, and Music (except organization) courses

or  
Three courses (9 semester hours) from three departments from courses listed in **Others** column\*\*

\*\*Any Art courses listed in the catalog.  
\*\*Any American or English Literature courses listed in the catalog.  
Any Music courses listed in the catalog except music organizations.

## Area 6:

4 semester hours from among the following:  
Required Physical Education (4)

HUN 1001, Elements of Nutrition (3)  
HES 1000, Personal and Community Health Problems (3)  
PHI 1100, Practical Logic (3)  
PSY 2012, General Psychology (3)  
MAF 1001, Preparation for Marriage (3)  
MAF 2200, Marriage and the Family (3)  
STD 1100, Personal Adjustment (3)  
STD 1150, Career and Life Planning (2)  
COA 1100, Problems of Family Finance (3)

## Area 7:

(No minimum required)

SPN 1100-1101, Elementary Spanish (3,3)  
SPN 2200-2201, Intermediate Spanish (3,3)

\*Only six semester hours will fulfill the requirements in Area 4 if ENC 1121 and 1122 or modifications of ENC 1101 and 1102 are completed.

\*\*At least three courses from three of the departments listed (Art, English, and Music).

# Courses of Study

## UNIVERSITY PARALLEL

### COURSES OF STUDY LEADING TO ADVANCED DEGREES AT

#### FOUR-YEAR COLLEGES AND UNIVERSITIES

#### GENERAL INFORMATION

Any student who plans to transfer to a four-year college or university after graduation from Chipola should consult the Director of Student Personnel Services, a counselor, or a faculty advisor concerning a suggested course of study that will fulfill the requirements of the school to which he expects to transfer. Also, the student may write to the Dean of the College he expects to attend after graduation from Chipola for instructions concerning his course of study while attending Chipola.

COLLEGE ADMINISTRATORS, COUNSELORS, AND FACULTY ADVISORS ARE AVAILABLE AND ANXIOUS TO ASSIST STUDENTS IN PLANNING A PROGRAM OF STUDY AND IN COMPLETING REGISTRATION EACH SEMESTER. HOWEVER, EACH STUDENT IS RESPONSIBLE FOR SEEKING INFORMATION AND ADVICE ON A PROGRAM OF STUDY AND EACH STUDENT IS RESPONSIBLE FOR FULLY IMPLEMENTING THEIR OWN PROGRAM OF STUDY. THE STUDENT MUST ACCEPT THE RESPONSIBILITY FOR THE CONSEQUENCES OF CHANGING FROM ONE PROGRAM OF STUDY TO ANOTHER PROGRAM OF STUDY WHILE THEY ARE ENROLLED AT CHIPOLA OR AFTER THEY TRANSFER TO ANOTHER COLLEGE OR UNIVERSITY.

The courses of study listed below are the suggested courses of study to follow. It is felt that they will fulfill the requirements for the first two years of work at most four-year colleges. These suggested curricula are subject to revision after the catalog is printed each year based on requirements at transfer institutions. See a counselor for the latest information.

#### General College

This curriculum should be followed by students who expect to transfer to a four-year college, but have not yet decided upon a definite objective. Also, this curriculum is designed to fulfill the general college or general education requirements of most four-year colleges.

| FRESHMAN YEAR                        | Sem. Hr. | SOPHOMORE YEAR                        | Sem. Hr. |
|--------------------------------------|----------|---------------------------------------|----------|
| GLY 1000-PSC 1121** or BSC 1010-1011 | 6        | HUM 2211-2220                         | 6        |
| Mathematics***                       | 3-4      | BSC 1010-1011* or GLY 1000-PSC 1121** | 6        |
| Social Science****                   | 6        | SPC 2030                              | 3        |
| PE (Required)                        | 2        | Social Science****                    | 6        |
| ENC 1101-1102                        | 8        | PE (Required)                         | 2        |
| Electives*****                       | 6-9      | Electives*****                        | 9        |
|                                      | 31-35    |                                       | 32       |

\*BOT 2010 or ZOO 2010 may be substituted.  
\*\*CHM 1045-1046 may be substituted.  
\*\*\*Any one course; student may select MGF 1113, MAC 1104 or MAC 1132.  
\*\*\*\*Any six semester hours in History, Political Science or Social Science (Survey); SSI 1011-1012 is recommended for the freshman year.  
\*\*\*\*\*The Director of Student Personnel Services or a faculty counselor should be consulted concerning elective subjects.  
In general, they should be in the area of the student's major interest.

Spanish should be included if the student expects to earn the B.A. or A.B. degree.

This curriculum includes the first two years of work for students who plan to earn a degree in Agriculture or Agriculture Education. It is designed primarily for students who expect to transfer to the University of Florida. Students who plan to transfer to Auburn University or other schools should consult the Director of Student Personnel Services for a planned program.

#### Pre-Agriculture

| FRESHMAN YEAR  | Sem. Hrs. | SOPHOMORE YEAR        | Sem. Hrs. |
|----------------|-----------|-----------------------|-----------|
| ENC 1101-1102  | 8         | HUM 2211-2220         | 6         |
| BSC 1010*      | 3         | CHM 1045-1046***      | 8         |
| Math**         | 5         | BOT 2010 and ZOO 2010 | 8         |
| SSI 1011-1012  | 6         | PE (Required)         | 2         |
| PE (Required)  | 2         | ECO 2013              | 3         |
| Electives***** | 8         | ASG 2003              | 3         |
|                | 32        | PHY 1053              | 4         |
|                |           |                       | 34        |

\*Student may elect to take only BOT 2010 and ZOO 2010 if eligible to do so. However, General Biology, General Botany and General Zoology are recommended.  
\*\*MAC 1132 meets the minimum requirement. However, MAC 1104 and 1114 may be substituted. Calculus will be required of some agriculture majors.  
\*\*\*CHM 1015 should be pursued during the Freshman year as student's record and scores indicate a weakness in Chemistry or Mathematics.  
\*\*\*\*Recommended electives include ACC 2021, EGN 2120, PHY 1053-1054, SPC 2030, courses from the Humanities area, and MCB 2013.

The program of study outlined is recommended for those students planning to work toward a degree in Business Administration, Business Administration-Law combination, or Public Administration.

#### Pre-Business Administration

| FRESHMAN YEAR                      | Sem. Hrs. | SOPHOMORE YEAR   | Sem. Hrs. |
|------------------------------------|-----------|------------------|-----------|
| ENC 1101-1102                      | 8         | ACC 2021-2022    | 6         |
| PSY 2012 and SPC 2030              | 6         | ECO 2013-2023    | 6         |
| MAC 1104-1114 or 1132-1311**       | 6-9       | HUM 2211-2220    | 6         |
| BSC 1010-1011 or GLY 1000-PSC 1121 | 6         | STA 2013         | 3         |
| PE (Required)                      | 2         | PE (Required)    | 2         |
| Social Science*                    | 6         | SES 2335         | 3         |
|                                    |           | DP or CSC***     | 3         |
|                                    |           | MAC 2233 or 2312 | 3-5       |
|                                    |           | PHI 1100****     | 3         |
|                                    | 34-37     |                  | 32-37     |

\*Students planning to transfer to Florida State University should schedule EUH 1000-1001, other courses including SSI 1011-1012 or POS 2041-2112 may be pursued.  
\*\*Students transferring to U. of Florida should take MAC 1132, 1311, and 2312.  
\*\*\*COC 1300, COP 2110 or other Data Processing courses.  
\*\*\*\*Students transferring to U. of Fla. should take PHI 1100.

This is the recommended curriculum for students planning to work toward a degree in Elementary or Secondary Education. Curricula for Agricultural Education and Home Economics Education are listed elsewhere in this section. This curriculum does not apply to Art or Music Education.

#### Pre-Education



| FRESHMAN YEAR                       | Sem. Hrs. | SOPHOMORE YEAR                      | Sem. Hrs. |
|-------------------------------------|-----------|-------------------------------------|-----------|
| ENC 1101-1102                       | 8         | HUM 2211-2220                       | 6         |
| GLY 1000-PSC 1121 or BSC 1010-1011* | 6         | BSC 1010-1011 or GLY 1000-PSC 1121* | 6         |
| PSY 2012**                          | 3         | Social Science***                   | 6         |
| MFG 1113 or MAC 1104 or MAT 1033*   | 3         | PE (Required)                       | 2         |
| Social Science***                   | 6         | SPC 2030 or 1050*****               | 3         |
| PE (Required)                       | 2         | Electives****                       | 9         |
| Electives****                       | 3-6       |                                     |           |
|                                     | 31-34     |                                     | 32        |

\*Chemistry should be pursued instead of GLY 1000-PSC 1121 if student plans to teach Science in the secondary school. BOT 2010 and ZOO 2010 should be pursued instead of BSC 1010-1011 if the student expects to have Science as a major field. Student should take MAC 1132-1311 instead of MGF 1113 or MAC 1104 if he expects to teach Mathematics; this necessitates taking MAC 2312-2313 during the Sophomore year instead of other work shown above.

\*\*PSY 2012 is required for all students who intend to teach. It should be scheduled for either the second semester of the Freshman year or the first semester of the Sophomore year.

\*\*\*Students planning to transfer to Florida State University need EUH 1000-1001, plus two or more courses in Sociology, Political Science, Economics or Geography. Students planning to transfer to Troy State University need AMH 2010-2020, SOC 1000, and GEA 2001. If the student plans to teach in the Social Science area, SSI 1011-1012 should be omitted, and he should take as much work as possible in History, Geography, Sociology, Political Science and Economics; at least one course in each subject should be scheduled, preferably two.

\*\*\*\*EDF 1005 during the Freshman year is recommended for all students except those planning to transfer to Troy State University. Any student who plans to teach in secondary school should schedule electives in his subject area. For example, English majors should schedule ENL 2010-2021-2023 and AML 2010-2020. All elementary teachers should schedule MUE 2402 unless they have had extensive musical training.

\*\*\*\*\*SPC 1050 is recommended for all students planning to transfer to Troy State and for all special and elementary education majors.

Note: All students planning to become teachers should consult specific course schedule plans for the college or university to which they expect to transfer. Programs vary considerably depending upon the transfer institution for elementary major's and upon both the transfer institution and the subject major for secondary teachers.

The program outlined below is designed primarily for students who plan to transfer to the University of Florida and earn a degree in some field of Engineering. Footnotes give necessary variations for students who plan to transfer to Auburn University. Students planning to transfer to any other college should consult the Director of Student Personnel Services for a planned program.

| FRESHMAN YEAR     | Sem. Hrs. | SOPHOMORE YEAR | Sem. Hrs. |
|-------------------|-----------|----------------|-----------|
| ENC 1101-1102     | 8         | HUM 2211-2220  | 6         |
| MAC 1132-1311*    | 9         | MAC 2312-2313  | 10        |
| Social Science*** | 6         | PHY 2048-2049  | 10        |
| CHM 1045-1046**   | 8         | PE (Required)  | 2         |
| PE (Required)     | 2         | EGN 2120****   | 2         |
|                   |           | COP 2110       | 3         |
|                   | 33        |                | 33        |

\*Students qualified to take a course more advanced than MAC 1132 should do so. Therefore students who complete MAC 2313 prior to the third semester should take MAP 2302, if offered. Students' first math course may be MAC 2312, if qualified.

\*\*Students not qualified to take CHM 1045 on entrance will be required to take CHM 1015 as a prerequisite.

\*\*\*SSI 1011-1012 is recommended for students planning to transfer to University of Florida; other subjects such as Political Science are acceptable.

Students planning to transfer to Auburn University should schedule EUH 1000-1001 or AMH 2010-2020.

\*\*\*\*EGN 2120 may be pursued during the Freshman year but the Sophomore year is recommended. If it is taken during the Freshman year, Social Science should be pursued during the Sophomore year.

The curriculum outlined below is primarily for those students who plan to transfer to the University of Florida and earn a degree in Forestry\*. Students who plan to earn a degree in Forestry at Auburn University or other schools should consult the Director of Student Personnel Services for a planned program of study.

| FRESHMAN YEAR        | Sem. Hrs. | SOPHOMORE YEAR        | Sem. Hrs. |
|----------------------|-----------|-----------------------|-----------|
| ENC 1101-1102        | 8         | HUM 2211-2220         | 6         |
| MAC 1132-1311**      | 9         | CHM 1045-1046***      | 8         |
| SSI 1011-1012        | 6         | ECO 2013-2023         | 6         |
| ZOO 2010 or BOT 2010 | 4         | MAC 2312-2313**       | 10        |
| PE (Required)        | 2         | BOT 2010 or ZOO 2010* | 4         |
| PHY 1053-1054***     | 8         | PE (Required)         | 2         |
|                      |           | STA 2013              | 3         |
|                      | 37        |                       | 39        |

\*For Forest Resource Management and Conservation of Forest Products. Since this is an unusually heavy schedule, a summer session is recommended.

\*\*If the student is eligible to take Calculus on admission to college, he should begin with MAC 2312.

\*\*\*Student may elect to take either PHY 1053-1054 or CHM 1045-1046 during the Freshman year.

The course of study listed below is recommended for all students who plan to earn a degree in Home Economics or Home Economics Education.\*

| FRESHMAN YEAR  | Sem. Hrs. | SOPHOMORE YEAR       | Sem. Hrs. |
|----------------|-----------|----------------------|-----------|
| ENC 1101-1102  | 8         | HUM 2211-2220        | 6         |
| BSC 1010-1011  | 6         | ECO 2013-2023        | 6         |
| CHM 1045-1046* | 8         | EUH 1100-1101        | 6         |
| MAC 1104       | 3         | SOC 1000             | 3         |
| PSY 2012       | 3         | ART 1202             | 3         |
| HUN 1001       | 3         | MCB 2013             | 4         |
| PE (Required)  | 2         | CHM 2210 or Elective | 4         |
|                |           | PE (Required)        | 2         |
|                | 33        |                      | 34        |

\*If the student is not eligible to take CHM 1045 on entering college, CHM 1015 should be scheduled as a prerequisite. This might necessitate the postponement of Chemistry to Sophomore year. Some Home Economics

## Pre-Forestry

## Pre-Home Economics

## Pre-Engineering

curricula require only 3 or 4 semester hours in Chemistry; some require 6 to 8 semester hours; and some require one or more courses in Organic Chemistry. CHM 1045-1046 is recommended for all students; CHM 2210 and/or CHM 2210-2211 is recommended for home economics education and foods and nutrition majors.

## Pre-Law

This is the recommended course of study for students who expect to earn the bachelors' degree and subsequently enter a school of law. However, those planning to combine business administration and law should follow the business administration curricula.

| FRESHMAN YEAR                      | Sem. Hrs. | SOPHOMORE YEAR              | Sem. Hrs. |
|------------------------------------|-----------|-----------------------------|-----------|
| ENC 1101-1102                      | 8         | HUM 2211-2220               | 6         |
| GLY 1000-PSC 1121 or BSC 1010-1011 | 6         | Electives                   | 6         |
| MGF 1113 or MAC 1104               | 3         | SPC 2030 and PSY 2012       | 6         |
| AMH 2010-2020 or POS 2041-2112     | 6         | POS 2041-2112               | 6         |
| SPN 1100-1101 or Electives*        | 8-9       | SPN 2200-2201 or Electives* | 8-9       |
| PE (Required)                      | 2         | PE (Required)               | 2         |
|                                    | 33-34     |                             | 34-35     |

\*Foreign language is required if the student elects to earn the B.A. or A.B. degree prior to entering law school; also, some law schools require foreign language for entrance. If the student elects to take other subjects instead of Spanish, the 16 or more semester hours should be selected from ACC 2021-2022, ECO 2013-2023, and and EUH 1000-1001.

\*\*Electives recommended include those listed above plus ENL 2010, 2021, 2023; AML 2010, 2020, CRW 2300, and SOC 1000.

## Art or Art Education

The curriculum outlined below is recommended for all students who plan to earn a degree in Art or Art Education.

| FRESHMAN YEAR                      | Sem. Hrs. | SOPHOMORE YEAR          | Sem. Hrs. |
|------------------------------------|-----------|-------------------------|-----------|
| ENC 1101-1102                      | 8         | ART 2205-2206           | 6         |
| BSC 1010-1011 or GLY 1000-PSC 1121 | 6         | EUH 1000-1001           | 6         |
| ARH 1003                           | 3         | HUM 2211-2220***        | 6         |
| MFG 1113 or PSY 2012               | 3         | PE (Required)           | 2         |
| PE (Required)                      | 2         | PSY 2012 or MGF 1113    | 3         |
| ART 1300-1301                      | 6         | ART 1202-1203**         | 6         |
| Electives*                         | 6         | ART 2701 or Electives** | 3         |
|                                    | 34        |                         | 32        |

\*Foreign language is sometimes required for the A.B. or B.A. Degree in Art.

\*\*ART 1202-1203 may be scheduled either Freshman or Sophomore year; it is not always required for Art Education. If the student expects to transfer to a college requiring a foreign language, SPN 1100-1101 and SPN 2200-2201 should be scheduled instead of some of the courses listed above. ART 1110-1111 and SPC 2030 are also recommended.

\*\*\*Six semester hours from two departments including one or more music courses (other than organizations) and one or more courses in either English or American Literature.

The curriculum outlined below is recommended for students who plan to major in Music or Music Education.\*

## Music or Music Education

| FRESHMAN YEAR                          | Sem. Hrs. | SOPHOMORE YEAR                         | Sem. Hrs. |
|--|-----------|--|-----------|
| ENC 1101-1102                          | 8         | MUT 2116, 2117, 2226, 2227, 2236, 2237 | 10        |
| PE (Required)                          | 2         | Applied Music**                        | 4-6       |
| MUT 1111, 1112, 1221, 1222, 1231, 1232 | 10        | Music Organization***                  | 2         |
| Applied Music**                        | 6-4       | MUL 2213-2214                          | 2         |
| Music Organization***                  | 2         | EUH 1000-1001                          | 6         |
| Restricted Electives****               | 3         | Restricted Electives****               | 6         |
| MUL 1211-1212                          | 2         | PE (Required)                          | 2         |
|  | 33-31     |  | 32-34     |

\*Students following this curriculum should be aware of the fact that they will probably find it necessary to attend a Summer session in order to complete Chipola's general education requirements for graduation.

\*\*See Applied Music courses in catalog.

\*\*\*See MUN 1310, 1340, 2310, 2340.

\*\*\*\*Courses to be pursued depend on whether student plans to earn a degree in Music or Music Education, and on whether major emphasis will be vocal or instrumental. All majors should include PSY 2012 and either MGF 1113 or SPC 1050. Additional work in General Education is recommended for all majors.

The first two years work for students who plan to enter schools of medicine or dentistry. Pre-medical students planning to enter schools requiring a foreign language must schedule French or German during the third and fourth years.

## Pre-Medical and Pre-Dental

| FRESHMAN YEAR        | Sem. Hrs. | SOPHOMORE YEAR       | Sem. Hrs. |
|----------------------|-----------|----------------------|-----------|
| ENC 1101-1102        | 8         | HUM 2211-2220        | 6         |
| MAC 1132-1311        | 9         | CHM 2210-2211        | 9         |
| CHM 1045-1046        | 8         | PHY 1053-1054        | 8         |
| Biological Science** | 7-8       | Social Science***    | 6         |
| PE (Required)        | 2         | Biological Science** | 3-6       |
|                      | 34-35     | PE (Required)        | 2         |
|                      |           |                      | 34-37     |

\*Six or more hours during a summer session is often necessary in order to complete this curriculum. PSY 2012 should be added if a summer session is included.

\*\*Some students may be required to take BSC 1010 as preparation for BOT 2010 and ZOO 2010. If so, a total of 14 or 17 hours in this area would be scheduled. The minimum recommended is BOT 2010 and ZOO 2010 plus BSC 1010 if needed as a prerequisite.

\*\*\*EUH 1000-1001, AMH 2010-2020, POS 2041-2112, or SSI 1011-1012.

The first two years of work for students who plan to enter a school of pharmacy.

## Pre-Pharmacy

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR       | Sem. Hrs. |
|---------------|-----------|----------------------|-----------|
| ENC 1101-1102 | 8         | HUM 2211-2220        | 6         |
| BSC*          | 7         | CHM 2210-2211        | 9         |
| CHM 1045-1046 | 8         | PHY 1053-1054        | 8         |
| MAC 1132-1311 | 9         | Social Science**     | 6         |
| PE (Required) | 2         | PE (Required)        | 2         |
|               | 34        | PSY 2012 or ACC 2021 | 3         |
|               |           |                      | 34        |

\*BSC 1010 and ZOO 2010 are recommended; BSC 1010-1011 may be needed as a prerequisite for ZOO 2010; if so ZOO 2010 could be pursued during the sophomore year.  
\*\*SSI 1011-1012, AMH 2010-2020, or POS 2041-2112 are recommended.

Pre-Optometry

The first two years of work for students who plan to enter a school of optometry.

| FRESHMAN YEAR         | Sem. Hrs. | SOPHOMORE YEAR                 | Sem. Hrs. |
|-----------------------|-----------|--------------------------------|-----------|
| ENC 1101-1102         | 8         | HUM 2211-2220                  | 6         |
| MAC 1104-1114         | 6         | CHM 2210-2211                  | 9         |
| BSC 1010 and ZOO 2010 | 7         | PHY 1053-1054                  | 8         |
| CHM 1045-1046         | 8         | ZOO 2733 and MCB 2013          | 7         |
| PSY 2012              | 8         | EUH 1000-1001 or AMH 2010-2020 | 6         |
| PE (Required)         | 2         | PE (Required)                  | 2         |
|                       | 34        |                                | 38        |

Medical Technology

The curriculum outlined below is recommended for all students who plan to become medical or laboratory technicians. It is designed for those students who plan to earn the bachelor's degree and for those who expect to enter a hospital or technical school for further training.

| FRESHMAN YEAR         | Sem. Hrs. | SOPHOMORE YEAR                 | Sem. Hrs. |
|-----------------------|-----------|--------------------------------|-----------|
| ENC 1101-1102         | 8         | HUM 2211-2220                  | 6         |
| MAC 1132-1311         | 9         | MCB 2013                       | 4         |
| CHM 1045-1046         | 8         | CHM 2210-2211*                 | 9         |
| BSC 1010 and ZOO 2010 | 7         | PHY 1053                       | 4         |
| PE (Required)         | 2         | PE (Required)                  | 2         |
|                       |           | SSI 1011-1012 or EUH 1000-1001 | 6         |
|                       |           | Elective*                      | 3         |
|                       | 34        |                                | 34        |

\*Some schools require two semesters of organic chemistry, some require only one semester; and some require none. Recommended electives include ZOO 2733, PCB 2703, and SPC 2030.

Pre-Journalism and Communications

The first two years of work for students who expect to enter schools of journalism or journalism and communications.

| FRESHMAN YEAR                  | Sem. Hrs. | SOPHOMORE YEAR             | Sem. Hrs. |
|--------------------------------|-----------|----------------------------|-----------|
| ENC 1101-1102                  | 8         | HUM 2211-2220              | 6         |
| PSY 2012                       | 3         | BSC or PSC*                | 3         |
| MGF 1113                       | 3         | POS 2041-2112              | 6         |
| JOU 1420, 1421, 1430, 1431     | 4         | AMH 2010-2020              | 6         |
| PE (Required)                  | 2         | JOU 2422, 2423, 2432, 2433 | 4         |
| SSI 1011-1012 or EUH 1000-1001 | 6         | PE (Required)              | 2         |
| BSC or PSC*                    | 6         | ECO 2013 and SPC 2030      | 6         |
|                                |           | MMC 1000                   | 3         |
|                                | 32        |                            | 36        |

\*Take GLY 1000-PSC 1121 and BSC 1010 or take BSC 1010-1011 and GLY 1000 or PSC 1121 (9 semester hours).

Chipola Junior College now offers most of the courses required during the first two years for those students who desire to earn a bachelor's degree in Nursing. Also, the college offers work recommended for those students who desire some college training prior to entering a hospital school for the Registered Nurses' course. We recommend that the student spend from two to four semesters at Chipola, depending upon her specific objectives in the field and plans for future training. All students interested in Nursing should contact the Director of Student Personnel Services for a course of study to follow while at Chipola.

The Practical Nurses course is offered as a vocational or non-college level offering.

Students interested in working toward a degree in Occupational or Physical Therapy should consult the Director of Student Personnel Services for a planned program. Chipola offers most of the required courses for the first two years of both curricula. Students may complete two years at Chipola and transfer to professional schools as juniors with only minor scheduling difficulties.

Students planning to become ministers should consult the Director of Student Personnel Services concerning a course of study to follow. In general, these students should follow the General College Course, and take elective subjects in History, Sociology, English, Philosophy, or Psychology. However, a program will vary considerably for individual students and their plans for the future.

Students interested in working toward a degree in Social Welfare should consult the Director of Student Personnel Services for a planned program. Courses to be scheduled depend upon the four-year college to which the student expects to transfer. In general, students may schedule two full years at Chipola and transfer as juniors.

Students interested in becoming librarians should consult the Director of Student Personnel Services for a planned program. In most instances the student who takes work at Chipola will transfer to a four-year college offering the professional courses required for certification as a school librarian. They will be enrolled in a school of arts and science or a school of education. The degree in library science is now, in most instances, a graduate degree. Chipola offers the first two years of work applicable toward the baccalaureate degree in either arts and science or education with librarian certifications.

Students interested in Veterinary Medicine should consult the Director of Student Personnel Services. Chipola offers most all of the required first two years work except courses in Agriculture. One additional year at a senior institution will be required.

Since the first two years of most Architecture curricula require professional courses not offered at Chipola, it is recommended that students working toward this degree spend only two semesters at Chipola. However, in some instances the student may profitably spend four semesters at Chipola. The Director of Student Personnel Services should be consulted for a planned program.

Students interested in earning the bachelor's degree in computer science, information science or systems science should consult the Director of Student Personnel Services. Chipola offers the first two years of work suitable for these majors who intend to transfer to Florida State University or the University of West Florida.

Students interested in earning the bachelor's degree with a major in theatre or drama should consult their faculty advisor or the Director of Student Personnel Services for a planned program of study. Chipola offers all of the work necessary to transfer as a junior.

The College offers all or part of many other pre-professional curricula suitable for transfer to the upper division of many colleges or universities. Students who plan to major in any area not outlined above should contact the Director of Student Personnel Services, a counselor, or a faculty advisor concerning suggested courses to schedule for specific colleges and/or majors.

Nursing

Occupational or Physical Therapy

Pre-Ministerial

Pre-Social Welfare

Library Science

Pre-Veterinary Medicine

Pre-Architecture

Pre-Computer Science

Theatre or Drama

Other Curricula

GENERAL INFORMATION

SPECIALIZED TECHNICAL AND BUSINESS COURSES OF STUDY

The courses of study listed below are primarily for students who desire to earn the Associate in Applied Science degree.

Attention is called to the fact that these courses of study list many of the same courses required for university parallel programs leading to the Associate in Arts degree. There are no separate classes for Associate in Applied Science or Associate in Arts students. However, certain courses are designed primarily for the A.A.S. students and may not apply toward a baccalaureate degree at a senior college or university. Any student pursuing any of the curricula listed below who plans to transfer to a senior college should contact the college concerning the transferability of specific courses.

General Business

This curriculum is designed for students who plan to enter general business occupations after two years of college.

| FRESHMAN YEAR        | Sem. Hrs. | SOPHOMORE YEAR       | Sem. Hrs. |
|----------------------|-----------|----------------------|-----------|
| ENC 1101-1102        | 8         | HUM 2211-2220        | 6         |
| GEB 1011             | 3         | ACC 2021-2022        | 6         |
| Mathematics**        | 3         | BUL 2111-2112        | 6         |
| ECO 2013-2023        | 6         | Electives            | 6         |
| SES 1100 or 1120***  | 2         | SES 2335             | 3         |
| COC 1300             | 3         | SPC 2030 or PSY 2012 | 3         |
| PE (Required)        | 2         | PE (Required)        | 2         |
| PSY 2012 or SPC 2030 | 3         |                      |           |
| Elective             | 3         |                      |           |
|                      | 33        |                      | 32        |

\*Student should include GEB 1011 during first semester.

\*\*MGF 1113 will meet the minimum requirements; MAC 1104 or 1132 is recommended if student is eligible.

\*\*\*SES 1100 for those who have had no typewriting in high school; SES 1120 for those who have had one or more years.

Program for the Deaf in General Business

This program may require three years to complete an Associate in Applied Science degree since remedial work is often needed in reading, mathematics, and English during the first year.

This program is selective and any student seeking admission may be required to take a battery of tests. The student and his/her parents must have an interview with the coordinator of the program. For further information write to the Registrar and Admissions Officer, Chipola Junior College, Marianna, Florida 32446.

| COURSE        | SEMESTER HOURS |
|---------------|----------------|
| ACC. 1009     | 3              |
| BAN1110       | 3              |
| BUL 2111-2112 | 6              |
| COC 1300      | 3              |
| ENC 1001-1004 | 5              |
| GEB 1011      | 3              |
| MGF 1113      | 3              |
| P.E.          | 2              |
| POS 2112-2041 | 6              |
| PSY 2012      | 3              |
| REA 1105      | 3              |
| SES 1100      | 2              |
| SES 1120**    | 2              |
| SES 2335      | 3              |
| SES 2321      | 3              |
| SES 2402      | 3              |
| Electives***  | 11             |
| Total:        | 64             |

\*Six semester hours of required credits may be waived by the Dean and replaced with elective credits.

\*\*SES 1100 is not required if the student is eligible to enroll directly in SES 1120.

\*\*\*Recommended electives include MAC 1104, MAF 2501, HUN 1001, HUM 2211, HUM 2220, and BSC 1010.

This course of study is designed to prepare the student for employment as a Rehabilitation Technician at Florida Sunland Centers or for equivalent positions in other public or private agencies dealing with mentally retarded individuals. In the Sunland system, the two years of college may be substituted for one year of on-the-job experience. In addition to the Rehabilitation Technician position, the graduate of this program may work as a resident training instructor, a behavioral program associate, a behaviorial program supervisor, and other positions as assistant to professionals in the education and training programs that deal with the mentally retarded. The graduate of this program will receive an Associate of Applied Science Degree.

| FRESHMAN YEAR         | Sem. Hrs. | SOPHOMORE YEAR       | Sem. Hrs. |
|-----------------------|-----------|----------------------|-----------|
| ENC 1001-1101         |           | DEP 2102             | 3         |
| or 1101-1102          | 7-8       | EME 2001             | 3         |
| BSC 1010-1011         | 6         | SPC 2030             | 3         |
| MGF 1113              | 3         | MER 2200-2200L       | 4         |
| HES 1000              | 3         | MER 2800             | 15        |
| MER 1000, 1101, 1101L | 6         | PE (Required)        |           |
| PE (Required)         |           | or electives*        | 2-6       |
| or elective*          | 2-6       | SOC 1000 or SSI 1011 | 3         |
| PSY 2012              | 3         |                      |           |
|                       | 30-35     |                      | 33-37     |

\*Courses which are recommended as electives for this program include SPC 1050, HES 2400, MUE 2402, EDF 1005, and SES 1100.

This curriculum is designed for those students who desire to enter employment as an administrative secretary after two years of college work.

| FRESHMAN YEAR               | Sem. Hrs. | SOPHOMORE YEAR   | Sem. Hrs. |
|-----------------------------|-----------|------------------|-----------|
| ENC 1101-1102               | 8         | POS 2041-2112    | 6         |
| SES 1100-1120 or Electives* | 4-6       | ACC 1009 or 2021 | 3         |
| SES 1210-1211 or Electives* | 6         | BUL 2111-2112    | 6         |
| SSI 1011-1012               | 6         | SES 2212-2321    | 6         |
| MGF 1113 or MAC 1104        | 3         | SES 2335-2402    | 6         |
| PE (Required)               | 2         | PE (Required)    | 2         |
| COC 1300                    | 3         | SPC 2030         | 3         |
|                             | 32-34     |                  | 32        |

\*Exemption examinations are provided in typewriting and shorthand so that elementary subjects will not be repeated and more advanced subjects may be scheduled. Students with two years of both typewriting and shorthand in high school may be eligible to begin with SES 2212 and SES 2321; if so, electives should be scheduled instead of beginning and intermediate courses. Recommended electives include ECO 2013, STA 2013 or PSY 2012.

This curriculum is designed for the student who plans to enter employment in the data processing field as a programmer after two years of college.

| FRESHMAN YEAR                           | Sem. Hrs. | SOPHOMORE YEAR                 | Sem. Hrs. |
|---|-----------|--------------------------------|-----------|
| COC 1300 and COP 2110                   | 6         | COP 2120                       | 3         |
| MAT 1033 and MAC 1104 or MAC 1104-1114* | 6         | CAP 2030                       | 2         |
| ENC 1101-1102                           | 8         | CAP 2925, CAP 2201 or COC 2308 | 1         |
| PE (Required)                           | 2         | STA 2013                       | 3         |
| ACC 1009 or 2021-2022                   | 3-6       | PSY 2012 and SPC 2030          | 6         |
| Electives**                             | 6         | ECO 2013-2023                  | 6         |
|   |           | PE (Required)                  | 2         |
|   |           | Electives**                    | 9-12      |
|   | 31-34     |                                | 32-35     |

\*Mathematics courses to be pursued depend upon the student's secondary school background. If eligible to begin with MAC 1104, student should take MAC 1104 and 1114; otherwise, MAT 1033 and MAC 1104 should be pursued. A minimum of six semester hours is required.

\*\*Additional courses in mathematics are recommended; typewriting (SES 1100 or 1120) is recommended unless student already has skills.

Mental Retardation Professional Associate

Administrative Secretarial

Data Processing Technology



# Criminology and Corrections

This curriculum leading to the Associate in Applied Science degree is designed for persons seeking employment in Florida's correctional institutions and for the in-service training of employed personnel.

| FRESHMAN YEAR              | Sem. Hrs. | SOPHOMORE YEAR             | Sem. Hrs. |
|----------------------------|-----------|----------------------------|-----------|
| ENC 1101-1102              | 8         | CCJ 2310, 2350, 2440       | 8         |
| CCJ 1000-1300              | 5         | CCJ 2200, 2320, 2340       | 8         |
| CCJ 1020-1220              | 6         | CCJ 2330 and CJT 2350      | 5         |
| POS 2041-2112              | 6         | SPC 2030                   | 3         |
| SOC 1000                   | 3         | MAF 2501                   | 3         |
| PSY 2012                   | 3         | PE (Required) or Elective* | 2         |
| PE (Required) or Elective* | 2-3       | Elective*                  | 3         |
|                            | 33-34     |                            | 32        |

\*Recommended electives include ACC 2021, COC 1300 and MFG 1113.

This program is designed for students who expect to enter employment on farms or related agricultural businesses after two years of college.

# Farm Management Technology

| FRESHMAN YEAR         | Sem. Hrs. | SOPHOMORE YEAR   | Sem. Hrs. |
|-----------------------|-----------|------------------|-----------|
| BSC 1010-1011         | 6         | ECO 2013         | 3         |
| CHM 1015 or 1045      | 3-4       | ACC 1009 or 2021 | 3         |
| ENC 1005 or 1101      | 3-4       | PSY 2012         | 3         |
| MAT 1024 or MGF 1113* | 3         | SSI 1011         | 3         |
| ASG 1410              | 3         | ASG 2003-2200    | 6         |
| AGE 1001              | 3         | PLS 2030         | 3         |
| AGR 1230              | 3         | PMA 2400         | 3         |
| MAG 1315              | 4         | MAG 2316         | 4         |
| HOS 1010              | 3         | Electives**      | 3         |
| SOS 1020              | 3         |                  |           |
|                       | 34-36     |                  | 31        |

\*A more advanced mathematics course is recommended if the student is qualified.

\*\*Recommended electives include SOC 1000, SPC 2030, and SES 1100 or 1120.

This curriculum is designed for those students who plan to work as ambulance or emergency room technicians.

# Emergency Medical Care

| FRESHMAN YEAR             | Sem. Hrs. | SOPHOMORE YEAR            | Sem. Hrs. |
|---------------------------|-----------|---------------------------|-----------|
| ENC 1101-1102             | 8         | HUM 2211-2220             | 6         |
| MAC 1104                  | 3         | ZOO 2733 and PCB 2703     | 6         |
| BSC 1010-1011             | 6         | CHM 1045-1046             | 8         |
| SSI 1011-1012             | 6         | EMT 2206-2207             | 6         |
| PSY 2012                  | 3         | EMT 2281-2285             | 6         |
| EMT 1181-1182             | 6         | PE (Required) or Elective | 2         |
| PE (Required) or Elective | 2         |                           |           |
|                           | 34        |                           | 34        |

This program leading to the Associate in Applied Science degree is offered in cooperation with the American Institute of Banking program under the auspices of the Chipola Bankers Study Group. A student completing this banking program can further earn American Institute of Banking certificates as the courses are successfully completed.

# Commercial Banking

| FRESHMAN YEAR                | Sem. Hrs. | SOPHOMORE YEAR        | Sem. Hrs. |
|------------------------------|-----------|-----------------------|-----------|
| ENC 1101-1102 or 1101M-1102M | 8-6       | SPC 2030              | 3         |
| ACC 2021-2022                | 6         | SOC 1300              | 3         |
| ECO 2013-2023                | 6         | BAN 2210-2230         | 6         |
| QMB 1001                     | 1         | BAN 2240-2260         | 6         |
| PSY 2012                     | 3         | BAN 2720-2800         | 6         |
| SES 2335                     | 3         | FIN 2230-2400         | 6         |
| BAN 1110                     | 3         | Restricted Electives* | 3         |
|                              | 32-30     |                       | 33        |

\*Either BAN 2201 or REE 2200.

# Engineering Drawing Technology

This curriculum leading to the Associate in Science degree is designed for students who plan to enter employment in one of the multiple structured programs in Engineering Drawing and Graphics after two years of college. Two options are available to give the student entry level skills in a multiple area related program, combining skill and knowledge from current multiple industrial demands.

## OPTION ONE: CIVIL STRUCTURES AND PIPING

| FRESHMAN YEAR                                   | Sem. Hrs. | SOPHOMORE YEAR                                   | Sem. Hrs. |
|---|-----------|--|-----------|
| ENC 1101-1102 or ENC 1121-1122                  | 8         | **Science Electives                              |           |
| **MTB 1364                                      | 1         | PSC 1121 (Recommended for Mechanics of design)   | 6         |
| *MAC 1113 or Advanced Math-Science Options      | 3         | PE or exempt elective                            |           |
| PE or exempt elective from STD 1100 or HES 1000 | 2         | PSY 2012 or PHI 1100                             | 2         |
| ETD 1111C-1112C                                 | 6         | ***ART 1001C or ART 1202C-1203C or HUM 2200-2211 | 6         |
| ETD 1755C-1757C                                 | 6         | POS 2112-2041 or ECO 2013-2023 or GEA 2001-2002  | 6         |
| SUR 1100C                                       | 3         | ETD 2151C-2153C                                  | 6         |
| ETI 1411 or AGE 1001                            | 3         | ETG 2530   | 3         |
|   |           | COC 1300   | 3         |
| Min. Total Sem. Hrs.                            | 32        | Min. Total Sem. Hrs.                             | 32        |

## OPTION TWO: ARCHITECTURAL STRUCTURAL DRAWING

| FRESHMAN YEAR                                   | Sem. Hrs. | SOPHOMORE YEAR                                  | Sem. Hrs. |
|---|-----------|---|-----------|
| ENC 1101-1102 or ENC 1121-1122                  | 8         | **Science Electives                             |           |
| *MTB 1364                                       | 1         | PSC 1121 (Recommended for Mechanics of design)  | 6         |
| *MAC 1113 or Advanced Math-Science Options      | 3         | PE or Exempt elective from PSY 2012 or PHI 1100 | 2         |
| PE or Exempt elective from STD 1100 or HES 1000 | 2         | ***ART 1001C or ART 1202C-1203C                 | 6         |
| ETD 1111C-1112C                                 | 6         | HUM 2200-2211                                   | 6         |
| ETD 1755C-1757C                                 | 6         | POS 2112-2041 or ECO 2013-2023 or GEA 2001-2002 | 6         |
| SUR 1100C                                       | 3         | ETD 2152C or 2154C                              | 6         |
| ETI 1411 or AGE 1001                            | 3         | ETG 2530  | 3         |
|   |           | COC 1300  | 3         |
| Min. Total Sem. Hrs.                            | 32        | Min. Total Sem. Hrs.                            | 32        |

\*Recommended for preparation in mechanics of design.

\*\*Required in addition to 3 hours of others listed or satisfactory knowledge of the system.

\*\*\*Recommended for technical illustration and architectural rendering.

This curriculum leading to a Technical Certificate in Engineering Drawing is designed for the student who plans to enter employment in the drawing field after one year of training as a drafter.

# Engineering Drawing Technical Certificate

| FRESHMAN YEAR   | Sem. Hrs. | SOPHOMORE YEAR  | Sem. Hrs. |
|---|-----------|---|-----------|
| ETD 1111C-1112C   | 6         | ETD 1757C   | 3         |
| ETD 1755C   | 3         | SUR 1100C   | 3         |
| Elective from *MTB 1364, MGF 1113, MAC 1104, MAC 1114, MAC 1132 or COC 1300** | 3         | Elective from ETD 2151C, ETD 2154C, ETD 2152C, ETD 2153C or COOP. | 9         |
| ETI 1411 or AGE 1001  | 3         |   |           |
|   | 15        |   | 15        |

\*Required in addition to 3 hours in math electives unless student has satisfactory knowledge of the system.

\*\*By advisement only.

**Electronics  
Technology**

This curriculum is designed for those who plan to earn an Associate in Applied Science Degree. Students may take only the Electronics courses in this program if they desire a Technical Certificate instead of an Associate Degree. They must maintain a 2.0 grade point average and apply for a Technical Certificate at the beginning of their last semester. Students completing only the Electronics courses are in a "Technical Certificate" Program. They may return at a later date and complete the other courses required for an Associate Degree.

| FRESHMAN YEAR | Sem. Hrs. | SOPHOMORE YEAR   | Sem. Hrs. |
|---------------|-----------|------------------|-----------|
| REA 1205      | 1         | COC 1300         | 3         |
| ENC 1101      | 3         | ETE 2101C        | 4         |
| ENC 1102      | 3         | ETE 2161C        | 4         |
| MAT 1033*     | 3         | ETE 2322C        | 4         |
| ETE 1010C     | 4         | ETE 2400         | 3         |
| ETE 1020C     | 4         | ETE 2421C        | 4         |
| ETE 1710C     | 4         | ETE 2633C        | 4         |
| ETE 2140C     | 4         | ETE 2648C        | 4         |
| MAC 1104*     | 3         | POS 2041 or 2112 | 3         |
| PE            | 1         | PE               | 1         |
|               | 30        |                  | 34        |

\*Students qualified to enroll directly in MAC 1104, College Algebra, are not required to complete MAT 1033, Intermediate Algebra. Any three (3) semester hours of elective credits may be used to replace the MAT 1033 under these circumstances.

A "C" (2.00) or higher Cumulative Grade Point Average is required on all work completed at Chipola for the Associate in Applied Science Degree.



**College Course Offerings**

The course numbers appearing in the catalog are part of a statewide system of prefixes and numbers developed for use by all public postsecondary and participating private institutions in Florida. One of the major purposes of this system is to make transferring easier by identifying courses which are equivalent, no matter where they are taught in the state. All courses designated as equivalent will carry the same prefix and last three digits.

The classifying and numbering of courses was done by community college and university faculty members in each academic discipline. Their work was reviewed by faculty members in all of Florida's postsecondary institutions who made suggestions and criticisms to be incorporated into the system.

The course numbering system is, by law, descriptive and not prescriptive. It in no way limits or controls what courses may be offered or how they are taught. It does not affect course titles or descriptions at individual schools. It seeks only to describe what is being offered in postsecondary education in Florida in a manner that is intelligible and useful to students, faculty and other interested users of the system.

The course numbering system was developed so that equivalent courses could be accepted for transfer without misunderstanding. Each public institution is to accept for transfer credit any course which carries the same prefix and last three digits as a course at the receiving institution. For example, if a student has taken SOC—000 at a community college, he cannot be required to repeat SOC—000 at the school to which he transfers. Further, credit for any course or its equivalent, as judged by the appropriate faculty task force and published in the course numbering system, which can be used by a native student to satisfy degree requirements at a state university can also be used for that purpose by a transfer student regardless of where the credit was earned.

It should be noted that a receiving institution is not precluded from using **non-equivalent** courses for satisfying certain requirements.

**General Rule for Course Equivalencies**

All undergraduate courses bearing the same alpha prefix and last three numbers (and alpha suffix, if present) have been agreed upon to be equivalent. For example, an introductory course in sociology is offered in over 40 postsecondary institutions in Florida. Since these courses are considered to be equivalent, each one will carry the designator SOC—000.

The first digit of the course number is assigned by the institution, generally to indicate the year it is offered—i.e., 1 indicates freshman year, 2 indicates sophomore year. In the sociology example

mentioned above, one school which offers the course in the freshman year will number it SOC 1000; a school offering the same course in the sophomore year will number it SOC 2000. The variance in first numbers does **not** affect the equivalency. If the prefix and last three digits are the same, the courses are substantively equivalent.

## Titles

Each institution will retain its own title for each of its courses. The sociology courses mentioned above are titled at different schools "Introductory Sociology," "General Sociology," and "Principles of Sociology." The title does **not** affect the equivalency. The courses all carry the same prefix and last three digits; that is what identifies them as equivalent.

## Lab Indicators

Some courses will carry an alpha suffix indicating a lab. The alpha suffixes "L" and "C" are used as follows to indicate laboratories:

“L” Means either (a) a course, the content of which is entirely laboratory or (b) the laboratory component of a lecture-lab sequence in which the lab is offered at a different time/place from the lecture.

"C" means a combined lecture-lab course in which the lab is offered in conjunction with the lecture at the same time/same place.

Examples: Marine Biology OCB—013 (lecture only)  
 OCB—013L (lab only)  
 Marine Biology OCB—013C (lecture and lab combined)  
 with Lab

Therefore, OCB—013 is equivalent to OCB—013 plus OCB—013L.

## Equivalency of Sequences

In certain cases, sequences of courses in a given discipline are equivalent rather than the individual courses which make up these sequences. (For example, MAC—132,—133,—134). In these cases the subject matter topics may not be taught in the same sequence, course by course, in several institutions; however, upon completion of the full sequence at any of the several institutions, students have completed substantively equivalent content. These sequences are clearly identified in the Course Equivalency Profiles.

### Explanation of Prefixes and Numbers

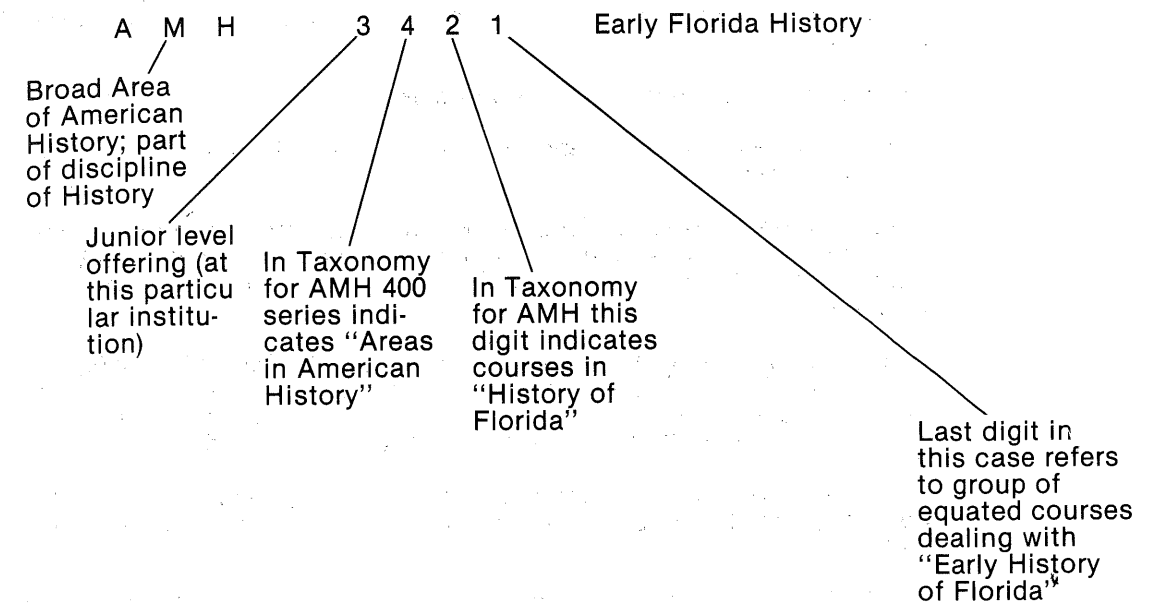
Prefixes and numbers in the course numbering system are not chosen at random; they are designated to describe course content in an organized fashion within a classification system developed for each subject matter area.

Generally, each of the major classifications in a discipline is represented by a three-alpha prefix. In some cases, one three-alpha prefix has been sufficient for the entire discipline. A discipline may use as many prefixes as necessary to accommodate its major classifications.

The logic of the system allows it to be infinitely expandable with minimal disruption to existing numbers.

History, for example, has seven prefixes: AFH, African History; AMH, American History; ASH, Asian History; EUH, European History; HIS, History-General; LAH, Latin American History; and WOH, World History. All history courses in the state will carry one of these prefixes.

A more specific example is AMH 3421.



(Local titles are used for each particular course. The last three numbers are used to indicate equivalency.)

The number of prefixes is a function of the extent of the subclassifications of the given subject matter area.

When this work began there were 920 alpha prefixes in existence; with the new system there are now 370. As in most states there existed no uniformity in Florida's prefixes as indicated by the example below:

| Discipline  | Before | After |
|-------------|--------|-------|
| History     | 20     | 7     |
| Sociology   | 24     | 3     |
| Philosophy  | 23     | 4     |
| Religion    | 17     | 1     |
| Mathematics | 50     | 10    |
| English     | 39     | 6     |
| Nutrition   | 38     | 4     |

Although it is true that a student majoring at one of the 38 participating institutions may have had only one alpha prefix for his major (e.g., HY-History) and now he will have seven, all prefixes in the same subject matter areas will be the same throughout these institutions.

A complete inventory of taxonomic listings, equivalent and unique courses has been made available to each academic department of every institution in the state. Students, through their local advisors, should use this information in designing programs which will transfer smoothly.

### Exceptions to the Rule for Equivalencies

The following are exceptions to the general rule for course equivalencies:

A. All graduate level courses (except those which the faculty and their reviewing colleagues have determined to be substantively equivalent with undergraduate courses) are not automatically transferable.

B. All numbers which have a second digit of 9 (Ex.: ART 2905) are "place keeper" numbers for such courses as directed independent study, thesis hours, etc. Courses with — 900 numbers must be evaluated individually and are not automatically transferable.

C. All internships, practicums, clinical experiences and study abroad courses, whatever numbers they carry, are not automatically transferable.

D. Performances or studio courses in Art, Dance, Theatre, and Music are not automatically transferable but must be evaluated individually.

### GENERAL INFORMATION

The following are the official catalog course abbreviations prescribed by the Florida Statewide Common Course Numbering System and used by Chipola Junior College.

ACC (Accounting)  
AGE (Agricultural Engineering)  
AGR (Agronomy)  
AMH (American History)  
AML (American Literature)  
ARH (Art History)  
ART (Art)  
ASG (Animal Science General)  
AST (Astronomy)  
BAN (Banking)  
BOT (Botany)  
BSC (Biological Sciences)  
BUL (Business Law)  
CAP (Computer Applications)  
CCJ (Criminology and Criminal Justice)

CHM (Chemistry)  
CJT (Criminal Justice Technologies)  
CLP (Clinical Psychology)  
COA (Family Finance)  
COC (Computer Concepts)  
COP (Computer Programming)  
CRW (Creative Writing)  
DEP (Developmental Psychology)  
ECO (Economics)  
EDF (Education: Foundations)  
EDP (Educational Psychology)  
EGN (Engineering: General)  
EME (Education Technology & Media)  
ETD (Engineering Tech: Drafting)  
ETE (Engineering Tech: Electrical)

ENC (English Composition)  
ENG (English-General)  
ENL (English Literature)  
EMT (Emergency Medical Technology)  
EUH (European History)  
FIN (Finance)  
GEA (Geography: Regional Areas)  
GEB (General Business)  
GLY (Geology)  
HES (Health Education and Safety)  
HIS (General History)  
HOS (Horticultural Sciences)  
HUM (Humanities)  
HUN (Human Nutrition)  
IDS (Interdisciplinary Studies)  
JOU (Journalism)  
LIT (Literatures)  
MAC (Mathematics - Calculus and Pre-Calculus)  
MAE (Mathematics Education)  
MAF (Marriage and Family)  
MAG (Mechanized Agriculture)  
MAP (Mathematics - Applied)  
MAT (Mathematics)  
MCB (Microbiology)  
MER (Mental Retardation)  
MGF (Mathematics-General and Finite)  
MMC (Mass Media Communication)  
MTB (Mathematics - Technical and Business)  
MUE (Music Education)  
MUL (Music Literature)  
MUN (Music Organization)  
MUT (Music Theory)  
MVB (Applied Music: Brasses)  
MVK (Applied Music: Keyboard)

MVP (Applied Music: Percussion)  
MVS (Applied Music: Strings)  
MVV (Applied Music: Voice)  
MVW (Applied Music: Woodwinds)  
ORI (Oral Interpretation)  
PCB (Process Biology)  
PEL (Physical Education Activities - Gen-object centrd.)  
PEM (Physical Education Activities - Gen-perform. centrd.)  
PEO (Physical Education Activities - Profnl.-object centrd.)  
QMB (Quantitative Methods in Business)  
PHI (Philosophy)  
PHY (Physics)  
PLS (Plant Science)  
PMA (Pest Management)  
POS (Political Science)  
PSC (Physical Sciences)  
PSY (Psychology)  
REA (Reading)  
REE (Real Estate)  
SES (Secretarial Studies)  
SOC (Sociology)  
SOS (Soil Science)  
SPC (Speech Communication)  
SPN (Spanish Language)  
SSI (Social Sciences - Interdisciplinary)  
STA (Statistics)  
STD (Student Development)  
THE (Theatre)  
TPP (Theatre Performance & Performance Training)  
ZOO (Zoology)

The numbers 1, 2, or 3 in parentheses, following the descriptive title of the course indicate when the course is to be offered. (1) denotes offered during the Fall semester; (2) denotes Spring semester; and (3) denotes Summer session (either first or second term). The absence of any number indicates that the course may or may not be offered depending upon availability of a qualified instructor, instructors' loads, and/or anticipated student demand. The College reserves the right to withdraw any course for which projected demand seems insufficient. Also, the numbers designating when a course is to be offered are not to be construed as a guarantee on the part of the College that the course will be offered as indicated.

For this catalog courses are grouped according to departments as used in prior years in spite of the fact that different alphabetical or discipline prefixes are used. For example, all courses formerly classified as Business (BUS) are still listed under this department although the new discipline prefixes are BAN, BPL, FIN, GEB, REE and SES.



## ACCOUNTING

### ACC 1009. Introductory Accounting. [1]

An introductory course designed to provide a basic knowledge of elementary accounting and office records. This course is recommended for all secretarial students and others who desire a single course in accounting. 3 semester hours credit.

### ACC 2021. Principles of Accounting. [1,2,3]

An introductory course designed to provide basic knowledge of business practices and accounting. The course includes the theory of modern accounts, the procedure of recording and reporting business transactions, and one or more practice sets. Prerequisite: Consent of department. 3 semester hours credit.

### ACC 2022. Principles of Accounting. [2,3]

A continuation of the 2021 course emphasizing more detailed or complex accounting systems. Included are partnership and corporation accounting systems and a study of stocks and dividends, bonds, cost, special reports and subsidiaries. Prerequisite: ACC 2021. 3 semester hours credit.

## AGRICULTURE

### AGE 1001. Agricultural Engineering Problems.

Practical application of skills in welding, plumbing, electricity, brick and blocklaying and carpentry. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### AGR 1230. Forage and Pasture Crops.

Technological development in the selection, production, and utilization of forage crops and in the development and management of grazing areas. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### ASG 1410. Feeds and Feeding.

Composition of plants and animals; feeding standards and rations for farm livestock and poultry. 3 semester hours credit.

### ASG 2003. Introduction to Animal Science.

Market type and classes of livestock; breeds of livestock, dairy, and poultry; and the fundamentals of animal, dairy and poultry science. This course is designed for transfer students pursuing the baccalaureate degree. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

### ASG 2200. Livestock Production

The application of basic scientific principles in the planning and management of all types of beef and swine enterprises. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A survey of horticulture and its specialized industries; principles of plant growth with emphasis on the effects of temperature, light, nutrients and water. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

The study of basic farm machinery including the assembling, operating, repair and care of machinery used on farms in the South. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

The study of construction, operation and servicing of spark and compression engines. Special emphasis is placed on horse power rating, care and repair of hydraulic systems, diesel injectors, ignition systems and general repair. Two hours lecture and four hours laboratory per week. 4 semester hours credit.

An introductory course designed to familiarize students interested in agriculture with some of the basic principles and theories involved in field crop production. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

A combined course embracing the principles of insect, disease, and weed control in the production of field crops with emphasis on practical application and methods of control. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

An introductory course dealing with the relationship between soils and plants. Included are the principles involved in the use of soil management practices on soils of the Southeast, and fertilizer materials and their computation in an analysis. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

An art course for the non-art major. Introduction to the basics in drawing, painting, two and three dimensional design and selected crafts. 6 hours studio per week. 3 semester hours credit.

An investigation into the origin and development of the visual arts as an integral expressive mode of man, individually and collectively. Particular emphasis is placed upon uses of arts in expression, communication, and exploration of human ideas and values. 3 semester hours credit.

The firing and glazing of clay pieces built by hand or formed on the Potter's wheel, with consideration given to the role of ceramics in the history of mankind and the modern world. Four hours studio per week. 2 semester hours credit.

### HOS 1010. Principles of Horticulture.

### MAG 1315. Farm Power and Equipment I.

### MAG 2316. Farm Power and Equipment II.

### PLS 2030. Field Crop Production.

### PMA 2400. Insect, Disease, and Weed Control.

### SOS 1020. General Soils

## ART

### ART 1001C. Creative Studio Art

### ARH 1003. The Purpose of Art. [1]

### ART 1110C. Introduction to Ceramics.

**ART 1111C.  
Introduction to  
Ceramics.**

A continuation of ART 1110, but with more opportunity for the student to perfect the techniques found most interesting, and to work on individual projects of own choosing. Prerequisite: ART 1111 or consent of instructor. Four hours studio per week. 2 semester hours credit.

**ART 1202C.  
Introduction to  
Two Dimensional  
Design. [1]**

The elements and principles of design as applied to the two dimensional plane. Applied problems to the solution of two dimensional design through various media. Six hours laboratory per week. 3 semester hours credit.

**ART 1203C.  
Introduction to  
Three Dimensional  
Design. [2]**

The elements and principles of design as applied to the third dimension. Applied problems to the solution of three dimensional design through various media. Prerequisite: ART 1202 or consent of the department. Six hours laboratory per week. 3 semester hours credit.

**ART 1300C.  
Introductory  
Drawing. [1,2]**

Graphic study of the structure, movement and rhythm of the human figure as it relates to drawing graphic expression. Six hours lecture and studio per week. 3 semester hours credit.

**ART 1301C.  
Introductory  
Drawing. [1,2]**

A continuation of ART 1300 with emphasis placed upon spatial description through perspective and other means with greater exploration of the drawing processes through mixed technique. Prerequisite: ART 1300 or consent of instructor. Six hours lecture and studio per week. 3 semester hours credit.

**ART 2150C.  
Jewelry and  
Art Metal.**

An introductory course in the use of semi-precious stones and a variety of metals in the design and creation of jewelry and other art objects. Emphasis is placed on casting by the lost way method. Four hours laboratory per week. 2 semester hours credit.

**ART 2205C.  
Color and  
Pictorial  
Composition. [1]**

Training in the problems of spatial organization through line, planes, color, light, motion, and volume. Oil or acrylic is the principal media. Prerequisite: consent of the instructor. Six hours studio per week. 3 semester hours credit.

**ART 2206C.  
Color and  
Pictorial  
Composition. [2]**

Problems of pictorial composition are more thoroughly studied with greater emphasis upon individual creativity and invention. Prerequisite: ART 2205 or consent of instructor. Six hours studio per week. 3 semester hours credit.

**ART 2701C.  
Introduction to  
Sculpture.**

A beginning course designed to introduce the student to the materials and methods of creating sculpture. Primary media include clay, plaster, wood, and cement. Prerequisite: ART 1300 or 1301, or consent of instructor. Six hours lecture and laboratory per week. 3 semester hours credit.

**ASTRONOMY**

**AST 1002.  
General  
Astronomy.**

A course designed to aid the student in understanding the relationship between the earth and the universe. The natural structure and theories of the solar system is presented as a background to a discussion of our galaxy and the universe. Topics discussed include the earth, the solar system, historical astronomy, constellations, space exploration, and theories of the origin of the universe. 3 semester hours credit.

**BIOLOGICAL  
SCIENCES**

**APB 2111  
Cell  
Biology. [3]**

This course is designed for allied health professionals. It emphasizes cell structure and function, cell physiology, biochemistry, and genetics. Prerequisite: CHM 1015 or high school chemistry and BSC 1010 or ZOO 2010C. 3 semester hours credit.

**BOT 2010C.  
General  
Botany. [1,2]**

This course is designed primarily for majors in biological or related sciences. It is an introductory course dealing with the nature of plants and classification with study of representative life cycles. Special emphasis is placed on the structure and physiology of flowering plants. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

**BSC 1010.  
General  
Biology I. [1,2,3]**

An introductory study of the mechanism directing the development and maintenance of life on earth. Particular attention is given to genetics and evolution as the major unifying forces in the study of life through the ages. 3 semester hours credit.

An introduction to structure and function at the cellular and organismal level; modern concepts of physiology with emphasis on man; and principles of ecology. 3 semester hours credit.

**BSC 1011.  
General  
Biology II. [1,2,3]**

A laboratory course designed to acquaint the student with selected biological principles. It is available to those students who wish to gain experience in a non-professionally oriented laboratory course to satisfy requirements for graduation. Corequisite or prerequisite: BSC 1010 or 1011. Two hours laboratory per week. 1 semester hour credit.

**BSC 1010L.  
Laboratory in  
Biological  
Sciences.[1]**

An introductory microbiology course designed for biology, premedical, medical technology, and nursing majors. The fundamentals of microbiology includes structure, nutrition, and growth of genetics and control mechanism; and an introduction to immunology and bacterial pathogens. Prerequisite: BSC 1010 or ZOO 2010 and CHM 1015, CHM 1030 or CHM 1045. Three hours lecture and two hours laboratory per week, 4 semester hours credit.

**MCB 2013C.  
Microbiology.[1,2]**

An introduction to the study of the functions of the human body. Prerequisite: ZOO 2733 or consent of the department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**PCB 2703C.  
Human  
Physiology.[2]**

This course is designed primarily for majors in the biological or related sciences. It is an introductory course dealing with general principles of animal biology including basic structures of the body and their organization into special systems, classifications, and evolutionary relationships of representatives of the major phyla. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

**ZOO 2010C.  
General  
Zoology.[1,2]**

**ZOO 2733C.  
Human  
Anatomy.[1]**

An introduction to study of human anatomy. Prerequisite: BSC 1010 or equivalent. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**BUSINESS**

**BAN 1110.  
Principles of  
Bank Operations.**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may acquire a broad and operational perspective. Topics covered include banks and the monetary system, negotiable instruments, the relationship of the commercial bank to its depositors, types of bank accounts, the deposit function, the payments function, bank loans and investments, other banking services, bank accounting and marketing, external and internal controls and the public service obligation of banks. 3 semester hours credit.

**BAN 2201.  
Management of  
Commercial  
Bank Funds.**

This course deals with funds management, covering a broad range of bank situations and sizes. Discussion includes the over-all banking environment, individual bank environment, and various facets of bank operations and their relationships with the funds management function. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

**BAN 2210.  
Analyzing Finan-  
cial Statements.**

This course deals with the characteristics of financial statements and financial statement analysis. The course serves as a review of basic accounting principles for those who have studied accounting. For those who have not, the course provides the minimum accounting background necessary for the study of financial statement analysis. 3 semester hours credit.

**BAN 2230.  
Bank  
Investments.**

This course deals with the sources and uses of bank funds and the place of investment in the over-all scheme of bank operations. Stressed are the relationship of investments to business and the unique functions, advantages, and purposes served by a wide range of securities. Investment terminology is covered in detail. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

**BAN 2240.  
Installment  
Credit.**

This course emphasizes the establishment of credit, obtaining and checking information, servicing of the loan application and the collection procedures and techniques. All phases of loan and installment credit operations will be analyzed including inventory, financing, special loan programs, business development, and advertising and public relations concerning installment credit. 3 semester hours credit.

**BAN 2260.  
Agricultural  
Finance.**

This course emphasizes general principles associated with the evaluation of management, credit needs and the use of capital in agriculture. Topics include capital and credit needs; bank policy; loan analysis and loan portfolio management; legal instruments; the financing of livestock, poultry and crops; capital loans; and sources of credit information. 3 semester hours credit.

This course deals primarily with the principles and application bank management. It is designed to provide new and inexperienced bankers with a working knowledge of bank management. Topics include objectives, planning, structure, control and the interrelationship of various bank departments. Prerequisite: BAN 1110 or consent of instructor. 3 semester hours credit.

An introduction to basic American law as it applies to banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasi-contracts, property, torts, crimes, agency, and the nature of partnerships and corporations. Prerequisite: Consent of the instructor; ECO 2013 and 2023 and one or more courses in Banking are recommended. 3 semester hours credit.

A course covering the definition of law and its administration; the law of contracts, negotiable instruments, principal and agent, sales, employer and employee, bailments, and carrier. 3 semester hours credit.

A continuation of BUL 2111 covering the legal relations of the surety and guarantor, mortgages, insurance, property, landlord and tenant, deeds of conveyance, partnership, corporations, bankruptcy, trusts and estates, and government regulations. Prerequisite: BUL 2111. 3 semester hours credit.

This course presents the basic economic principles most closely related to money and banking in a context of topics of interest to present and prospective bank management. The practical application of the economics of money and banking to the individual bank is stressed. Topics covered include the structure of the commercial banking system; the nature and functions of money; banks and the money supply; cash assets and liquidity management; bank investments, loans, earnings and capital; the Federal Reserve System and its policies and operations; Treasury Department operations; and the international monetary system. Prerequisite: ECO 2013 and 2023. 3 semester hours credit.

This course is designed to acquaint the student with the principles of finance as applied to the operations of a profit-seeking (non-bank) firm. Active participation in the process of financial administration and decision making through the use of case studies teaches the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. Major points of emphasis are measuring needs for, acquiring, and using business funds. Prerequisite: ECO 2013 and 2023. 3 semester hours credit.

A survey course designed to acquaint the student with the terminology, organization, and function of the American business system. Topics covered in this course include economic orders or systems, types of business ownership and control, consumer finance, financial institutions, advertising, wholesaling, retailing, insurance, and employee selection and training. This course is

**BAN 2720.  
Bank  
Management.**

**BAN 2800.  
Law and  
Banking.**

**BUL 2111.  
Principles of  
Business Law.[1]**

**BUL 2112.  
Principles of  
Business Law.[2]**

**FIN 2230.  
Money and  
Banking.**

**FIN 2400.  
Business  
Financial  
Management.**

**GEB 1011.  
Introduction to  
Business.[1]**

**QMB 1001.  
Business  
Mathematics.**

primarily for freshmen, and is not open to students who have previously completed ECO 2013 or 2023. 3 semester hours credit.

This course deals with the application of mathematics to various business activities requiring computation such as discounts, mark-ups, interest, installment payments, and depreciation schedules. No prerequisite, but MGF 1113 is recommended for those students whose secondary school background did not include algebra. 3 semester hours credit.

**REE 2200.  
Real Estate  
Finance.**

This course is designed to acquaint the student with the varied real estate mortgage credit operations of banks by a presentation of the principles, laws, techniques, and procedures involved in real estate finance. Topics include an introduction to the vocabulary of real estate, sources of mortgage credit, federal assistance in the mortgage market, and financing of single family homes, apartments, condominiums, industrial and agricultural properties, and shopping centers. Also covered are specialized zones of taxation, assessment and finance. Prerequisite: Consent of instructor. 3 semester hours credit.

**SES 1100.  
Elementary  
Typewriting.[1]**

An introductory course for students with no previous instruction in Typewriting who desire a knowledge of basic keyboard skills and fundamental application. Four hours laboratory per week. 2 semester hours credit.

**SES 1120.  
Advanced  
Typewriting.[2]**

Letters, business papers, reports, and speed development. Prerequisite: SES 1100 or equivalent. Four hours laboratory per week. 2 semester hours credit.

**SES 1210.  
Gregg  
Shorthand.[1]**

An introductory course in the principles of Gregg's Diamond Jubilee Series shorthand, including dictation and transcription. 3 semester hours credit.

**SES 1211. Short-  
hand Dictation and  
Transcription.[1,2]**

A continuation of SES 1210 with increased practice in dictation and transcription. Prerequisite: SES 1210 or one year of high school shorthand. 3 semester hours credit.

**SES 2212. Ad-  
vanced Shorthand  
Dictation and  
Transcription.[2]**

An advanced course with emphasis on the secretarial specialist. Introduction to the vocabulary, dictation, and transcription used in the field of medicine, law, business, and industry is included. Prerequisite: SES 1214 or equivalent. 3 semester hours credit.

**SES 2335.  
Business Corre-  
spondence.[1,2]**

Practice in writing business letters and elementary report writing. Prerequisite: ENC 1101. 3 semester hours credit.

**SES 2321.  
Office  
Machines.[2]**

Practice in the use of duplicating machine, transcription, and recording, adding and modern computing machines. Prerequisite: SES 1120 or equivalent. Four hours laboratory per week. 3 semester hours credit.

A course designed to integrate the typewriting and English skills essential to the secretary. A setting will be provided for studying the secretary's personality and duties, such as: filing, telephone techniques, meeting callers, locating information, handling mail, and finding and applying for a job. Prerequisites: SES 1120, or consent of department. 3 semesters hours credit.

**SES 2402.  
Office  
Practice.[2]**

**CHEMISTRY**

**CHM 1015.  
Introductory  
Chemistry.[1,2]**

An introduction to the elementary principles of modern chemistry. This course is designed for students whose preparation in secondary school chemistry and mathematics is such that they require a prerequisite course for general chemistry. It is also a general education course for those students who do not expect to take further work in chemistry. Corequisite: MFG 1113 or a more advanced course. Three hours lecture and one hour demonstration or laboratory per week. 3 semester hours credit.

This course consists of selected topics from general chemistry including atomic structure, chemical bonding, matter and energy, chemical reactions, equations and calculations, properties and concentration of solutions, chemical equilibrium, acids and bases, and other topics. The first half of the course is designed to prepare students to enter the health related organic chemistry, CHM 2200C. This general chemistry course is immediately followed by CHM 2200 C. Three hours lecture and 3 hours laboratory per week. 2 semesters hours credit.

**CHM 1030C.  
General Chemistry  
for Health and  
Related  
Sciences.[3]**

The courses CHM 1045-1046 are designed to fulfill requirements in general chemistry and qualitative analysis for the first year in science, pre-medical, and engineering curricula. The courses include the fundamental principles of chemistry and qualitative analysis. Prerequisite: CHM 1015 (with a grade of C or better) or one credit in high school chemistry and eligibility for MAC 1104 or a more advanced course. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**CHM 1045C.  
General  
Chemistry.[1,2]**

The second half of the courses 1045-1046. Prerequisite CHM 1045. Three hours lecture and three hours laboratory per week. 4 semester hours credit.

**CHM 1046C.  
General Chemistry  
and Qualitative  
Analysis. [2,3]**

CHM 2200C treats the structure and bonding of organic compounds. The hydrocarbons, their derivatives, nomenclature, and properties; stereoisomerism; and optical activity are studied. CHM 2200C and 2201C are designed for students in nursing and health related sciences. Three hours lecture and three hours laboratory per week for one half of a term. Two semester hours credit.

**CHM 2200C.  
General Organic  
and Biochemistry  
[3]**

This is a continuation of CHM 2200C. This course treats additional derivatives of hydrocarbons. Included are alcohols, phenols, ethers, aldehydes, ketones, acids, hormones, acid derivatives, amines, carbohydrates, lipids, amino acids and proteins, enzymes, nucleic acids, and metabolism. Three hours lecture and three hours laboratory per week. Four semester hours credit.

**CHM 2201C.  
General Organic  
and Biochemistry  
[3]**

**CHM 2210.  
Organic  
Chemistry. [1]**

Preparation and properties of various aliphatic and aromatic compounds. Prerequisite: CHM 1046C or equivalent. 4 semester hours credit.

**CHM 2211.  
Organic  
Chemistry. [2]**

The second half of the course 2210-2211. Must be scheduled concurrently with CHM 2211L unless special permission of instructor is given. Prerequisite: CHM 2210. 3 semester hours credit.

**CHM 2211L.  
Organic Chemistry  
Laboratory. [2]**

The laboratory for CHM 2210 and 2211. CHM 2210 is a prerequisite and CHM 2211 is a corequisite. Six hours laboratory per week. 2 semester hours credit.

**COMPUTER  
SCIENCE**

**COP 1022.  
Microcomputer  
Programming.**

A survey of BASIC programming language to be used with microcomputers. The course includes the following topics: getting started with the computer, mathematical operations, loops and subroutines, introduction to original programming, programming techniques, and flow charts. 1 semester hour credit.

**COP 2110.  
Computer Pro-  
gramming 1.[1]**

Introductory computer concepts; logical analysis of problems; fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming elementary business and scientific exercises; and applications. Prerequisite: MAC 1104, MAC 1132 or MTB 1124 or consent of department. Two hours lecture and two hours workshop per week. 3 semester hours credit.

**COP 2170.  
Introductory  
Programming  
in Basic.**

An introduction to BASIC programming language taught using microcomputers. The course includes the following topics: introducing the computer, introducing Basic, elements of Basic, reading and printing, control statements, looping, arrays and subscripted variables, functions and subroutines, matrices, additional Basic statements, programs for study, and problems for reader solution. Prerequisite or Corequisite: College Algebra recommended. 3 semester hours credit.

**CRIMINOLOGY  
AND  
CORRECTIONS**

**CCJ 1000.  
Crime and  
Delinquency.**

A survey of the nature and extent of crime and delinquency, together with the major approaches to causation, apprehension, control and treatment. 3 semester hours credit.

**CCJ 1020.  
Administration of  
Criminal Justice.**

An overview of the total system of the administration of justice provided with emphasis on due process and on the constitutional guarantees, and the civil rights of citizens and prisoners at various levels. 3 semester hours credit.

**CCJ 1220.  
Criminal Law.**

The development, application, and enforcement of local, state, and federal laws relating to crime and delinquency. 3 semester hours credit.

An examination of the total correctional processes from law enforcement through the administration of justice, probation, prisons, and correctional institutions, and parole. History and philosophy, career oriented. 2 semester hours credit.

**CCJ 1300.  
Introduction to  
Corrections.**

The court system of the United States is explained at all levels, emphasizing adversary procedures in the criminal and civil or equity procedures in the juvenile court, together with recent Supreme Court decisions regarding both. Prerequisite: CCJ 1020 or consent of department. 3 semester hours.

**CCJ 2200.  
The Court  
System.**

The function of the custodial staff for jails and detention facilities is examined with special emphasis on the correctional officer. Institutional procedures are reviewed, including reception, classification, program assignment, and release procedures. The jail programs that are or could be implemented are reviewed. Juvenile detention facilities and practices are examined. Prerequisite: SOC 1000 or consent of department. 3 semester hours credit.

**CCJ 2310.  
Institutional  
Procedures.**

An examination of community resources that can be brought to bear on the correctional task, such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer professional assistance, legal aid, and other pertinent services. Prerequisite: SOC 1000. 3 semester hours credit.

**CCJ 2320.  
Community  
Correctional  
Services**

Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed. Prerequisite: CCJ 1020. 3 semester hours credit.

**CCJ 2330.  
Probation, Pardons  
and Parole.**



**CCJ 2340. Group and Individual Counseling.**

The basic principles of human behavior and some of the techniques of changing attitudes and behavior are evaluated, and the individual and group approaches to counseling are reviewed. Prerequisites: PSY 2012 and SOC 1000. 2 semester hours credit.

**CCJ 2350. Essentials of Interviewing.**

The principles and techniques of interviewing and individual treatment as practiced in social work and corrections. Prerequisite: PSY 2012 or consent of department. 2 semester hours credit.

**CCJ 2440. Principles of Correctional Administration.**

The principles of administration in the correctional setting, including budgeting and financial control, recruitment and development of staff, administrative decision-making, public relations, and other correctional administrative functions. Prerequisite: SOC 1000 or consent of department. 3 semester hours credit.

**CJT 2350. Technical Report Writing.**

A specialized English course that emphasizes correctional news stories, the preparation of pre-sentence investigation reports, juvenile court petitions and counselor reports, institutional progress reports, and other forms and reports commonly used in corrections. Prerequisite: ENC 1103. 2 semester hours credit.

**DATA PROCESSING**

**CAP 2030. Applied Programming Specialty.**

The application of FORTRAN, ASSEMBLY, or COBOL programming language. Prerequisite: One or more courses in the programming specialty. Four hours laboratory per week. 2 semester hours credit.

**CAP 2201. Scientific Applications Workshop.**

A workshop course in the scientific applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

**CAP 2925. Commercial Applications Workshop.**

A workshop course in the commercial applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

**COC 1300. Introduction to Data Processing.[1,2]**

An orientation with respect to the terminology, procedures, and equipment used in data processing. This is the required introductory course in data processing technology and is recommended for all students interested in computer science. This course includes the function, operation and control of unit record equipment; and an introduction to the computer, flow charting, basic programming, and computer logic. 3 semester hours credit.

**COC 2308. Social Science Applications Workshop.**

A workshop course in the social science applications of data processing. Prerequisite: COP 2110, COP 2400, or COP 2120. Two hours laboratory per week. 1 semester hour credit.

**COP 2110. FORTRAN Programming.[1]**

Fundamentals of the FORTRAN IV programming language as implemented in the IBM 1130 computer; practice in programming elementary business and scientific exercises; applications. Prerequisite:

COC 1300 or consent of department; MAC 1104 is a prerequisite or corequisite. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

The introductory course in COBOL Language programming. Prerequisite: COC 1300 or consent of department. Two hours lecture and two hours laboratory per week. 3 semester hours credit.

**COP 2120. COBOL Language Programming.[1]**

**ECONOMICS**

**ECO 2013. Principles of Economics I. [1,2,3].**

An introductory course beginning with a look at economic history. This course, the first half of the 2013-2023 sequence, deals chiefly with macroeconomics. Representative topics included are wealth, output, income, savings, investments, the sectors of the economy, money, employment and growth. 3 semester hours credit.

This, the second half of 2013-2023 sequence, deals chiefly with microeconomics. Emphasis is given to the market, the firm and the market, the competition in different market structures. Also included is a look at international economics and how our economic system compares with other economic systems. Prerequisite: ECO 2013 or consent of department. 3 semester hours credit.

**ECO 2023. Principles of Economics II.[2,3]**

## EDUCATION

### EDF 1005. Introduction to Education.

This course is designed as an introduction to American education. It includes a study of the fundamental principles, historical views, curriculum, pupil population, educative processes, and teaching as a profession. 3 semester hours credit.

### EME 2001. Educational Media.

A course designed to acquaint the student with the latest educational media and their practical application to classroom situations. Students interested in audio-visual equipment operation, and graphic arts may take this course. 3 semester hours credit.

## EMERGENCY MEDICAL TECHNOLOGY

### EMT 1181C. Emergency Medical Technology I.

A comprehensive training course designed to develop or upgrade the skill level of all individuals involved in providing emergency care procedures. The courses I and II encompass the knowledge and skills required to perform all emergency care procedures short of those rendered by physicians or paramedical personnel under the direct supervision of a physician. Upon satisfactory completion of the courses 1181C and 1182C, the student will be eligible to take the State registry examination administered by the Florida Division of Health. Requirements of these courses may be satisfied by completing the EMT I certificate program. 3 semester hours credit.

### EMT 1182C. Emergency Medical Technology II.

The second half of the 1181C-1182C sequence. Prerequisite or corequisite: EMT 1181C. 3 semester hours credit.

### EMT 2206. Medical Terminology

A course designed to acquaint the student with the essential understanding of terms used in the medical profession to the extent that proper interpretation may be made. 3 semester hours credit.

### EMT 2207. Advanced Techniques.

Advanced emergency procedures for respiratory care, administration of drugs, intravenous fluids, medical surgical techniques, and care of psychiatric patients. 3 semester hours credit.

### EMT 2285. Life Support Systems.

Advanced medical emergency care of the cardio-pulmonary patient, the use of biomedical electronics equipment and other advanced care techniques of cardio-pulmonary care. 3 semester hours credit.

Note: The requirements of EMT 2206, 2207, 2281 and 2285 can be satisfied by successful completion of the EMT II certificate program.

A basic introductory course covering the use of drafting instruments, lettering, technical sketching, geometric construction, orthographic projections, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite: Plane geometry or equivalent plus consent of department; MAT 1033, MAC 1104 or MAC 1132 is a corequisite or prerequisite. Students will be required to purchase suitable instruments. Four hours lecture and laboratory per week. 2 semester hours credit.

Introductory first course in Technology degree and certificate programs covering the use of drafting instruments, lettering sketching geometric construction, orthographic projections, auxiliary and sectional views, isometric and oblique drawing, and working drawings. Prerequisite or corequisite MTB 1364, Plane Geometry or equivalent or consent of department. 6 Hours Lecture and Lab per week, 3 semester hours credit (Same as ETD 1100C and ETD 1102C Combined) (Student will be required to purchase suitable instruments.)

Prerequisite ETD 1111C. Continuation of ETD 1111C including advanced projections, pictorials, dimensioning, lettering, working drawings and assembly drawings and an approved workable project drawing. 6 Hours Lab and Lecture per week, 3 semester hours credit.

Third course in technology degree and certificate programs. Survey of Machine, Architectural and Civil Industrial drawing. Working drawings in each of 3 major areas of drawing. Prerequisite: ETD 1111C and ETD 1112C. 6 Hours Lecture and Lab. 3 semester hours credit.

Refined continuation of ETD 1755C to include working drawings involving at least 3 identifiable areas of specialty related drawings. 6 Hours Lecture and Lab. 3 semester hours credit.

Basic course in surveying including use and care of equipment, measurement of distance, angles bearings and azimuths principles and use of the transit and level, stadia, topographic and land survey with public land system property description legal writing. Prerequisite MAC 1104 or consent of department. 6 Hours Lab and Lecture. 3 semester hours credit.

Drawing and design of maps, survey and note reduction and plotting, highway, street and utility drawing and Pipeline drawing. Prerequisite: ETD 1757C. 6 Hours Lab and Lecture. 3 semester hours credit.

## ENGINEERING

### EGN 2120C. Engineering Graphics.[1,2]

## ENGINEERING TECH: DRAFTING

### ETD 1111C Engineering Graphics

### ETD 1112C Engineering Drawing and Descriptive Geometry

### ETD 1755C Professional Drafting

### ETD 1757C Design Process in Engineering Drawing

### SUR 1100C Surveying and Measurements

### ETD 2151C Civil Engineering Mapping and Piping Drawing

**ETD 2153C  
Civil Engineering  
Design and  
Estimating**

Continuation of ETD 2151C. Drawing, design and computation of estimated quantities and cost. 6 Hours Lecture and Lab. 3 semester hours credit.

**ETD 2152C  
Architectural  
Structural  
Drawing**

Combination of architectural and structural components related to industrial requirements of steel, wood and concrete construction. 6 Hours Lecture and Lab. 3 semester hours credit.

**ETD 2154C  
Architectural De-  
sign and Construc-  
tion Estimating**

Advanced course in Architectural drawing with planning, sketching, details and estimating quantities and cost, property descriptions and plot plans. Completion of working drawings required. 6 Hours Lab and Lecture. 3 semester hours credit.

**ETI 1411  
Manufacturing  
Process**

A study of methods, materials and machines used in industrial production including fabrication techniques and safety procedures in manufacturing plants. 3 semester hours credit. AGE 1001 -Agricultural Engineering Problems - (Practical application of skills may be alternate choice for this course.)

**ETG 2530  
Strength of  
Materials**

Stress and deformation; riveted and welded joints; thin walled pressure vessels, torsion; shear and moment in beams; columns. Prerequisite: ETG 2520C or PHY 2048C or consent of instructor. 3 semester hours credit.

**ETD 1100C  
Elementary Engi-  
neering Drawing**

A basic course in use of instruments, sketching, lettering, applied geometry, orthographic projections, pictorial isometrics. Intended primarily as an introductory short course for advanced entry level secondary level students. 2 semester hours credit, 2 Hours Lecture, 2 Hours Lab.

**ETD 1102C  
Descriptive Geo-  
metry Funda-  
mentals**

True length of lines; true shape of planes, auxiliary views, sections and pictorials, intersections developments and revolution. 1 Hour Lecture, 1 Hour Lab. Prerequisite: EGN 1100C or consent of instructor. (Primarily for transfer students who have completed a high school mechanical drawing course or other post secondary school.) 1 semester hour credit.

**ENGINEERING  
TECH:  
ELECTRICAL**

**ETE 1010C  
Direct Current  
Circuits**

An introductory course including electronic definitions, Ohms Law, D. C. circuit analysis, meters, conductors, insulators, resistors, batteries, and magnetism. The use and understanding of test equipment for circuit analysis is stressed. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

**ETE 1020C  
Alternating Cur-  
rent Circuits**

A study of A.C. fundamentals, inductive circuits, capacitive circuits, complex numbers, resonance, and filters. Theoretical circuit analysis and circuit testing by the use of meters and oscilloscopes are stressed. 3 hours lecture, 3 hours laboratory. Prerequisite: ETE 1010. 4 semester hours credit, \$6 lab fee.

The study of motors, generators, solenoids, dynamic operation and application of electro-mechanical devices, and introduction to servo-mechanisms. Prerequisite: ETE 1010. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of half-wave and full-wave power supplies; vacuum tube, transistor and FET cascaded amplifiers including: coupling methods, frequency considerations, stabilization and feedback. Prerequisite: ETE 1010, ETE 1020, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of semiconductor devices and their application in electronic circuits. Included is the study of the structure of matter, diodes, transistors, biasing, FETs, PNPn's, and other devices. Corequisite: ETE 1010. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of integrated circuits; differential, operational and Norton amplifiers, including: power requirements, design considerations, characteristics, linear and non-linear application. Prerequisites: ETE 1010, 1020, 2101, 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of elementary operations of process control systems, such as: sequencing, monitoring, sampling, inspecting, counting, etc. Included is the study of: motor controls, sensing devices, SCR's, thyatrons, relays, and servo-mechanisms. Prerequisites: ETE 1010, ETE 1020, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of basic law, operating practice, and basic radiotelephone. This course covers Elements I, II, III which prepares the student for the Radiotelephone Third-Class and Second-Class Operator's License. Prerequisites: ETE 1010, ETE 1020, ETE 2140, ETE 2101, ETE 2421. 3 semester hours credit.

A study of transmitters, receivers, and antennas. Prerequisites: ETE 1010, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of digital circuits in the form of pulse and switching circuits, binary and octal numbers, Boolean Algebra, multivibrators, counters and registers, input-output devices, conversions, adders, and control circuits and systems. Prerequisites: ETE 1010, ETE 2140. 3 hours lecture, 3 hours laboratory, 4 semester hours credit, \$6 lab fee.

A study of microprocessors as part of a complete microcomputer. Included are: assembly languages, programming techniques, hardware test and measurement techniques, diagnostic programming, and the development of an analytical trouble-shooting process. Prerequisites: ETE 2633, ETE 2661 or the approval of the instructor. 1 hour lecture, 4 hours laboratory, 3 semester hours credit.

**ETE 1710C  
Electronic  
Mechanisms**

**ETE 2101C  
Electronic  
Circuits**

**ETE 2140C  
Electronic  
Devices**

**ETE 2161C  
Microelectronic  
Circuits**

**ETE 2322C  
Industrial  
Electronics**

**ETE 2400  
Radiotelephone**

**ETE 2421C  
Transmitters and  
Receivers**

**ETE 2633C  
Digital Circuits**

**ETE 2648C  
Microcomputer  
Systems**

## ENGLISH

### AML 2010. Survey of American Literature I.[1]

A survey of major American writers from the colonial period to the Civil War, including Franklin, Irving, Cooper, Bryant, Poe, Emerson, Thoreau, Hawthorne, Longfellow and Melville. Emphasis is on the literature itself, rather than on lives of the authors or historical background. 3 semester hours credit.

### AML 2020. Survey of American Literature II.[2]

A survey of major American writers from the Civil War to the modern period, including Whitman, Dickinson, Twain, James, Crane, O'Neill, Frost, Hemingway and Faulkner. Emphasis is on the literature itself, rather than on the lives of the authors or historical background. 3 semester ours credit.

### CRW 2000. Creative and Critical Writing

A course for students interested in developing critical and creative skills. Emphasis is placed on critical evaluations of short stories and drama. The creative writing of short stories, poems, and essays is encouraged. Students are expected to edit, contribute and prepare for publication the literary magazine, INKLINGS. Prerequisite: ENC 1102 or 1122, or consent of department. 3 semester hours credit.

### CRW 2300. Creative and Critical Writing

A thematic study of poetry, tracing present emotions, interests, and concerns of students as expressed by today's poets and lyricists back through past poetic expression of the same emotions, interests and concerns. This concept includes opportunities for students to develop original poems and original presentations, and to explore innovations in poetic expression. 2 semester hours credit.

### ENC 1005. Remedial Com- munication Skills [1,2,3B]

A course designed to remediate severe problems in writing, reading, listening and general study skills. Students who fail to make a satisfactory score on the College Placement Test in English must satisfactorily complete this course or its modified evening and summer school alternate before registering for ENC 1101. 5 semester hours credit.

### ENC 1101. Basic Composition [1,2,3]

A course designed to prepare those students with inadequate preparation for college-level communication skill courses. Students failing to achieve a predetermined score on an English achievement test must satisfactorily complete this course before registering for ENC 1101. Emphasis is on basic sentence structure within the paragraph. Although credit is granted, this course does not apply toward satisfying general education requirements in English. 3 semester hours credit.

### ENC 1004 Drill in Basic Communication Skills[1,2,3]

A course designed to improve general study skills; reading, listening, note-taking, and question-answering. Required for all students who are required to take ENC 1001, it must be taken concurrently with ENC 1001. 2 semester hours credit.

### ENC 1101. Communication Skills I. [1,2,3]

A course concerned with improvement in the skills of reading, writing, speaking, and listening. Effort is made to analyze individual difficulties and to devise corrective practices, exercises and experiences leading to a more effective, confident, and enjoyable use of communication skills. 4 semester hours credit.

A continuation of ENC 1101. The second semester is concerned primarily with themes about literature, as the student reads short stories, plays, poetry, biography, and novels. Prerequisite: ENC 1101. 4 semester hours credit.

A course for the beginning student who is already proficient in basic communication skills. Content will include a more sophisticated approach to the skills of reading, writing, and speaking emphasized in ENC 1101. Eligibility will be determined by a general English achievement test and a writing sample. Eligible students may, however, elect to take the regular, less-demanding ENC 1101. REA 1205, Advanced Reading, is suggested as a supplementary offering. 3 semester hours credit.

A continuation of ENC 1121, with particular emphasis on expository and critical writing based on readings in literature. Prerequisite: ENC 1121. 3 semester hours credit.

A course designed to prepare technicians, professionals and administrators to communicate information concerning their specialized skills. It will prepare the student to compose and organize all types of reports, prepare technical documents, and write various types of letters. Prerequisite: Basic Composition or eligibility to take ENC 1101. 3 semester hours credit.

A course designed for the student who wants additional work in the art of composition. Specialized techniques in the development of essays, both formal and informal, are emphasized, with appropriate readings and analyses. Prerequisites: ENC 1102 or 1122 or consent of the department. 2 semester hours credit.

A course designed for the student who wants additional work in composition. The campus literary magazine, Inklings, is a product of this class. Prerequisites: ENC 1102 or 1122 or consent of the department. 1 semester hour credit.

A course designed to teach how to get the most out of reading the novel. Emphasis will be on reading and discussing popular novels that have literary value, including many that have been made into movies. The discussion will include the structure, vision, characterization and meaning of classics and a brief study of classic novels. 3 semester hours credit.

A survey of English literature of the Old English, Middle English, Tudor, and Puritan periods. Subjects and authors include ballads, Chaucer, Shakespeare, the English Bible, Johnson, Donne, Milton [Paradise Lost], and Bunyan [Pilgrim's Progress]. 3 semester hours credit.

A survey of English literature of the Neo-Classical, Romantic, and Victorian periods. Major authors studied include Swift, Pope, Burns, Wordsworth, Coleridge, Byron, Shelley, Keats, Tennyson, and Browning. 3 semester hours credit.

### ENC 1102. Communication Skills II. [1,2,3]

### ENC 1121. Advanced Freshman English I.[1]

### ENC 1122. Advanced Freshman English II.[2]

### ENC 2210 Technical Writing [1,2]

### ENC 2301. Advanced Composition I.[2]

### ENC 2302. Advanced Composition II.[2]

### ENG 2012. Reading the Novel.

### ENL 2010. Survey of English Literature I.[1,3]

### ENL 2021. Survey of English Literature II.[2]

**ENL 2023. Survey of English Literature III.**

A survey of the English literature of the late Victorian and post Victorian periods and the 20th century. The better known writers studied are Henley, Hopkins, Kipling, Housman, Hardy Stevenson, Conrad, Yeats, Joyce, Lawrence, Auden, and Thomas. 3 semester hours credit.

**LIT 2000. Literature Appreciation[1,2]**

A course in literature appreciation, involving reading in a variety of types of literature: short stories, plays, poetry, novels, and essays. The student will have a great deal of freedom in choosing his own material. In addition, other selections will be chosen by the class. Prerequisites: English 1101 and 1102 or consent of department. 3 semester hours credit.

**LIT 2370. Literature of the Bible.**

A study of literary forms used by the Hebrews in the Old Testament including history, biography, short story, essay, lyric poetry and dramatic literature; a study of the use of metaphor, simile, parable, parallelism balance and dignity of the New Testament in the Gospels; and a study of St. Paul as a letter writer. Prerequisite: ENC 1102 or equivalent. 3 semester hours credit.

**LIT 2311. Survey of Science Fiction.**

A course designed to analyze where our society may be going in areas such as education, politics, space, psychology, biology, chemistry, medicine, physics, religion, and sociology—as seen through the eyes of such well known science fiction writers as Ray Bradbury, Isaac Asimov, A. E. Van Vogt, Frank Herbert, Arthur C. Clark, and Robert Heinlein. 3 semester hours credit.

**REA 1105. Reading Improvement**

This course is designed to improve competence in reading comprehension and vocabulary development requisite to acceptable college work. This course does not count toward the satisfaction of General Education requirements in the communications area. 3 semester hours credit.

**REA 1205. Advanced Reading.**

A course designed for those students whose test scores indicate a basic reading skill and who wish to further improve that skill through vocabulary development and speed and accuracy of visual perception. 1 semester hour credit.

**GEOGRAPHY**

**GEA 2001. World Geography.[1]**

The courses 2001-2002 are a study of the relationship between human activities and natural environment. A regional-cultural approach is used and effort is made to correlate the course content with the other social sciences. Credit will be granted without taking 2002 but the sequence is recommended. 3 semester hours credit.

**GEA 2002. World Geography.[2]**

The second half of the course 2001-2002, GEA 2001 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

**HEALTH**

**HES 1000. Personal and Community Health Problems. [1,2,3]**

A course designed to prepare the student for solving personal and community health problems through an understanding of health rules and habits. Emphasis is given to the principles of maintaining and improving individual and community health and organizing these factors for effective daily living. 3 semester hours credit.

Training in the immediate and temporary care given the victim of an accident or sudden illness until the services of a physician can be obtained. 2 semester hours credit.

A general survey of the development of the United States from the period of discovery and exploration through the Civil War. 3 semester hours credit.

A survey course on the development of the United States from the Reconstruction period to the present. AMH 2010 is not a prerequisite, but is recommended. 3 semester hours credit.

An introductory course designed to acquaint students with and stimulate interest in the culture and history of the AFRO-American. Emphasis is on his origins, struggles, fears, aspirations, and achievements. No prerequisite, but either AMH 2010-2020 or SSI 1011-1012 is recommended. 3 semester hours credit.

A survey intended to give perspective, and to trace the development of ideas and institutions as they arose in the ancient near East and Europe, from their earliest beginnings to the close of the 17th century. 3 semester hours credit.

A continuation of EUH 1000, developing ideas and institutions from 1700 until the present. Emphasis is placed on showing how modern civilization with present day problems evolved. 3 semester hours credit.

A study of events of the world today based on current periodicals, radio and television. Emphasis is placed on the development of informal judgements about public affairs by the student. Open to all students for a maximum of four semesters. 1 semester hour credit per course. A student may pursue only one Current Affairs course during a given semester unless special consent is given by the Division.

This course is designed to instruct the student in the basic functions of the free enterprise system and his role as a consumer within this system. It will aid the student in developing a rationale for making major and minor financial decisions based on personal and family goals and values. 3 semester hours credit.

This is a basic course which discusses the social and natural environmental factors which influence personal nutrition. Major topics included are: digestion, absorption and metabolism of carbohydrates, fats, and proteins; the known functions of the major vitamins and minerals; and nutritional needs throughout the life cycle. 3 semester hours credit.

This is an integrated course designed to increase the student's understanding and appreciation of great and vital ideas in western culture through the study of representative materials in art, music,

**HES 2400. First Aid.**

**HISTORY**

**AMH 2010. American History to 1865.[1,2,3]**

**AMH 2020. American History Since 1865.[1,2,3]**

**AMH 2570. Afro-American History**

**EUH 1000. Western Civilization. [1,2,3]**

**EUH 1001. Western Civilization. [1,2,3]**

**HIS 1200-1201-2203-2204 Current Affairs.**

**HOME ECONOMICS COA 1100. Problems in Family Finance.**

**HUN 1001. Elements of Nutrition.**

**HUMANITIES HUM 2211. The Humanities. [1,2,3]**



**HUM 2220. The Humanities.**  
[1,2,3]

## **JOURNALISM**

**JOU 1420L-1421L Newspaper Production.**[1,2]

**JOU 1430L-1431L Yearbook Production.**[1,2]

**JOU 2422L-2423L Newspaper Production.**[1,2]

**JOU 2432L-2433L Yearbook Production.**[1,2]

**MMC 1000. Survey of Mass Communication.**

## **MATHEMATICS**

**MAC 1104. College Algebra**[1,2,3]

literature, and philosophy. HUM 2211 deals primarily with our ancient and medieval cultural heritage. No prerequisite, but the course is designed for Sophomore level students. 3 semester hours credit.

A continuation of HUM 2211. This course deals primarily with representative materials in art, music, literature, and philosophy of the modern period. HUM 2211 is not a prerequisite, but the sequence is recommended. 3 semester hours credit.

A one semester hour per semester course for freshmen, designed to familiarize them with news gathering, news writing, and practical skills involved in newspaper work in general. Students will assist the advanced class in the production of the college newspaper. No prerequisite, but ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

A one semester hour per semester course for freshmen, designed to familiarize them with layout, copy writing and other practical skills, involved in yearbook production. Student will assist the advanced class in the production of the college yearbook. No prerequisite, but ENC 1101 or 1102 is a corequisite. One hour of lecture and discussion and one hour of laboratory per week. 1 semester hour credit per semester.

A continuation of the JOU 1420-1421 sequence. Students enrolled bear primary responsibility for the production of the **Papoose** (student newspaper). Prerequisite: JOU 1421. One hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

A continuation of the JOU 1430-1431 sequence. Students enrolled bear primary responsibility for the production of the **Chijuco** (college yearbook). Prerequisite: JOU 1431. One-hour lecture and two hours of workshop per week. 2 semester hours credit per semester.

A survey of the technology and functions of mass communications media: newspapers, magazines, books, radio, television, and film — with emphasis upon analysis and evaluation of the various media and their impact on society. 3 semester hours credit.

The scope of this course includes linear and quadratic equations, theory of equations, inequalities, binomial theorem, vectors, complex numbers, field properties, exponents, polynomials, functions, and topics from logic. This course should not be pursued by students planning to take MAC 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033 with a grade of C or higher. 3 semester hours credit.

This course deals with the solution of triangles, trigonometric relations, and functions of any angle, logarithms, and complex numbers. Prerequisite: MAC 1104 or consent of department. 3 semester hours credit.

This course is primarily designed to prepare students for Analytic Geometry and An Introduction to Calculus. The subject matter covered in MAC 1132 is similar to that which is included in the two courses, College Algebra and Plane Trigonometry described above. Students who have successfully completed MAC 1104 will not receive credit for both MAC 1104 and 1132. Also, credit will not be given for both MAC 1114 and 1132. Prerequisite: two years of high school algebra and an adequate score on an algebra achievement test or MAT 1033 with a grade of C or higher. 5 semester hours credit.

A brief calculus course designed primarily for business administration majors and other non-science majors. The course includes basic techniques of differentiation and integration and their applications to the problems of business and economics. Prerequisite: MAC 1104 or MTB 1124. 3 semester hours credit.

This course includes: the analytic geometry of the line; conic sections; transformations of axes; limits; continuity; the derivative of algebraic functions including applications to curve plotting and the finding of relative extrema; the Fundamental Theorem of the Calculus, Rolle's Theorem, and the Mean-value Theorem; integration of algebraic functions including applications of the definite integral to finding area, volume, work,, and liquid pressure; the differential and differential equations with separable variables. Prerequisite: MAC 1132 or MAC 1104 and MAC 1114. 4 semester hours credit.

This course includes: center of mass; arc length; derivatives and integrals of logarithmic, exponential, trigonometric, and hyperbolic functions; techniques of integration; Trapezoidal and Simpson's Rules; polar coordinates; indeterminate forms; improper integrals; and Taylor's Formula. Prerequisite: MAC 1311. 5 semester hours credit.

This course includes: infinite series; vectors in the plane and three dimensional space; solid analytic geometry; partial derivatives; multiple integrals; line integrals. Prerequisite: MAC 2312. 5 semester hours credit.

A course designed to acquaint elementary education majors with topics of mathematics and the nature of mathematical systems. Included are the properties and operations of rational numbers, an introduction to real numbers, and a study of measurement. This course is not be used for credit toward a major or minor in mathematics. Prerequisite: MGF 1113 or a more advanced mathematics course. 3 semester hours credit.

**MAC 1114. Plane Trigonometry.**  
[1,2,3]

**MAC 1132. College Algebra and Plane Trigonometry.**[1,2]

**MAC 2233. Calculus for Non-Science Majors.**[2]

**MAC 1311. Calculus and Analytic Geometry I**  
[2,3]

**MAC 2312. Calculus and Analytic Geometry II**[1]

**MAC 2313. Calculus and Analytic Geometry III**[2]

**MAE 2810. Mathematics for Elementary Teachers.**[2]

**MAP 2302.  
Differential  
Equations.**

The first course in ordinary differential equations. Topics covered are linear first-order equations and their applications, methods for solving non-linear differential equations, second order equations, Wronskians, power series solutions, method of undetermined coefficients, Laplace transforms, and Fourier series solutions. Prerequisite: MAC 2213. 3 semester hours credit.

**MAT 1024.  
Elementary  
Algebra.**

An elementary course designed for the student who has little or no secondary school background in algebra and who needs preparation for intermediate algebra. Not open for credit to any student who has previously completed any college mathematics course other than MGF 1113. Does not meet general education requirement in mathematics. Three hours lecture and two hours laboratory in the LRC per week. 3 semester hours credit.

**MAT 1033.  
Intermediate  
Algebra.[1,2]**

A mathematics course designed especially for the entering student who desires to take more advanced courses but who needs additional work as a prerequisite. Not open for credit to any student who has previously completed any college level mathematics course other than MAT 1024, MTB 1364, or MGF 1113. Prerequisite: One year of high school algebra and an acceptable score on mathematics achievement test. 3 semester hours credit.

**MGF 1113.  
Fundamentals of  
Mathematics.  
[1,2,3]**

This course is designed for those students who do not plan to take more than one course of college mathematics. It fulfills the general education requirement. The course covers such topics as the development of mathematics, logic, introduction to statistics, elementary algebra, indirect measurement, and measurement computation systems. Not open for credit to any student who has previously completed any college mathematics course other than MAT 1024 and/or MTB 1364. 3 semester hours credit.

**MTB 1364.  
Introduction to  
the Metric  
System.**

A course designed to introduce students to the concepts of the metric system. Measurement of length, area, volume, capacity, weight, and temperature in the metric system are explained. Conversions from the British (United States) system are practices. 1 semester hour credit.

**STA 2013.  
Elementary  
Statistics.[1,2]**

An introduction to elementary statistical principles. Emphasis is placed upon techniques and interpretation of data. Prerequisite: MGF 1113 or MAT 1024; either MAC 1104 or 1132 is recommended. 3 semester hours credit.

**MENTAL  
RETARDATION**

**MER 1000.  
Introduction to  
Mental Re-  
tardation.[1]**

This is an introduction to the meaning and the problems associated with mental retardation. Topics discussed include biological causes, the multidisciplinary approach to planning for education and training, the psycho-social aspects of mental retardation, and community services for the mentally retarded. 2 semester hours credit.

This is a seminar that deals with techniques in testing and teaching the mentally retarded at various functional levels. The course is designed primarily for students who plan to take the MRPA courses for the AAS degree. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101L. 1 semester hour credit.

**MER 1101.  
Seminar in Daily  
Living Skills.[2]**

Experiences in testing and teaching individuals who are mentally retarded. The areas studied include self-help skills, social maturity, physical skills and communication skills. The course is for occupational students. Prerequisite: MER 1000 or consent of instructor; corequisite: MER 1101. 3 semester hours credit.

**MER 1101L. Daily  
Living Skills  
Laboratory.[2]**

This is a seminar that deals with basic learning theory as applied in behavior management with mentally retarded individuals. Course is designed for occupational students. Prerequisite: MER 1101 and 1101L or consent of instructor; corequisite: MER 2200L. 1 semester hour credit.

**MER 2200. Semi-  
nar in Behavior  
Management.[1]**

Students plan and carry out behavior management programs for selected individuals. Students observe behavior management programs in selected training areas. The course is designed for occupational students. Prerequisites: MER 1101 and 1101L; corequisite: MER 2200. 3 semester hours credit.

**MER 2200L.  
Behavior  
Management  
Laboratory.[1]**

Supervised work experience of thirty-five to forty hours per week in the professional service programs at Sunland Marianna or in a local service agency which serves the mentally retarded people in the community. Course is designed for occupational students. May be taken only with consent of the instructor. Student may receive up to 15 hours credit.

**MER 2800.  
Directed Field  
Work and Study.**

**MUSIC**

The fundamentals of music needed by the elementary teacher as a preparation for the public school music course. Recommended for all elementary education majors except those who have had prior extensive musical training. Not open for credit to music or music education majors. 3 semester hours credit.

**MUE 2402. Music  
Skills.[1] \***

A basic approach to the study of musical styles within a workshop format. Primary emphasis is on tracing the development of musical forms from the 17th through the 20th centuries with appropriate works of vocal, keyboard, and instrumental literature as illustrations of the period to be studied. Student participation in performance of suitable music of interest to the class is encouraged. One semester hours credit per semester.

**MUL 1211-1212-  
2213-2214.  
Seminar in Music  
History, Styles  
and Forms [1,2]**

A course for the non music major which is designed to give the student the tools required for the evaluation and appreciation of the music he hears. Emphasis is on listening. Discussion relating to form, style and expression will follow each listening session until the student becomes conversant with the elements of music and music composition and familiar with some of the best examples of music literature. 3 semester hours credit.

**MUL 2011.  
Music  
Appreciation.[2]**

**MUN 1270. Rock and Jazz Ensembles.**

The organization and development of performing groups. Emphasis is on repertoire development and preparation for performances. Two class periods per week. 1 semester hour credit.

**MUN 1310-2310. College Chorus. [1,2]**

Two or more hours of mixed chorus per week. Credit will be granted twice for each course. 1 semester hour credit per course.

**MUN 1340-2340. Chamber Chorus [1,2]**

Two or more hours of choral work per week for selected male and female singers. Credit will be granted twice for each course. Prerequisite: consent of department. 1 semester hour credit.

**MUT 1111. Music Theory I.[1]**

A study of the fundamentals of musical notation, understanding of simple rhythms, key signatures, intervals, and work in harmonization through connecting primary triads. Included are written assignments, class drills, and some elementary keyboard work. 3 semester hours credit.

**MUT 1112. Music Theory II.[2]**

A study of the more difficult rhythms and intervals; harmonization will include freer voice leading using triads, a study of voice movements, and development of taste in good voice leading in writing; a more intense study of dissonance and consonance and additional chord usage for more advanced harmonizations. Prerequisite: MUT 1111. 3 semester hours credit.

**MUT 1221. Sight Singing I.[1]**

A study of sight-singing techniques with emphasis on diatonic materials. Prerequisite: Consent of department. 1 semester hour credit.

**MUT 1222. Sight Singing II.[2]**

A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

**MUT 1231. Keyboard Harmony I.[1]**

This course is designed to closely parallel the musical development encountered in MUT 1111. Some of the topics to be covered include a study of basic chord settings, figures bass and melody harmonization. Improvisation is encouraged in each of the specific class assignments. Must be scheduled concurrently with MUT 1111 or with consent of department. 1 semester hour credit.

**MUT 1232. Keyboard Harmony II.[2]**

A continuation of skills development at the piano keyboard to include more advanced patterns, playing four-part harmonizations at sight, cadence patterns in all major keys and student improvisation. Prerequisite: MUT 1221. 1 semester hour credit.

**MUT 2116. Music Theory III.[1]**

Further extension of harmonic language to include borrowed and altered chords, Bach chorales, advanced study in rhythm and modulation, intensification of aural dictation and emphasis on student compositions. Prerequisite: MUT 1112 or consent of department. 3 semester hours credit.

**MUT 2117. Music Theory IV.[2]**

A continuation of MUT 2116 with a program of required original compositions. Prerequisite: MUT 2116. 3 semester hours credit.

**MUT 2226. Sight Singing III.[1]**

A continuation of MUT 1221-1222. Prerequisite: MUT 1222 or consent of department. 1 semester hour credit.



A continuation of MUT 1221. Prerequisite: MUT 1221 or consent of department. 1 semester hour credit.

A continuation of skills development at the piano to include more complicated patterns and use of non-harmonic tones, cadence patterns in all keys, simple modulations, and playing accompaniments to simple songs. Prerequisite: MUT 1232 or consent of department. 1 semester hour credit.

Continued emphasis on accompaniments to songs of average difficulty for second year piano students, mastering of modulations to related keys through tonicization and sequential patterns, as well as transposing four part harmonization to any major or minor key when called on to do so. Prerequisite: MUT 2236 or consent of department. 1 semester hour credit.

A course designed for the student who desires general keyboard proficiency. No previous keyboard experience is necessary. Material to be covered includes music from a wide range of literature from the past to the present day. Primary emphasis is on development of music reading through the introduction of chords, sight reading and transposition. 1 semester hour credit.

**MUT 2227. Sight Singing IV.[2]**

**MUT 2236. Keyboard Harmony III.[1]**

**MUT 2237. Keyboard Harmony IV.[2]**

**MVK 1111. Class Piano.[1]**

**MVS 1116. Class Guitar.**

A course of instruction in guitar performance for the beginning student. Instruction will include simple chords, rhythms, and a variety of accompaniment styles. Two class meetings per week. 1 semester hour credit.

**Applied Music. [1,2]**

Applied music instruction is offered in voice, piano, and band instruments. Private instruction for the music major is offered in his or her secondary and primary instrument or voice. The level of skills development will be ascertained at the end of each course by jury examination. Credit will depend upon successful completion of course requirements, and each student will be required to participate in at least one recital per semester or session.

Private instruction in the secondary instrument or voice consists of one half hour lesson per week, with 1 semester hour credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

|     |            |                               |
|-----|------------|-------------------------------|
| MVB | 1211-2221. | Applied Music - Trumpet       |
| MVB | 1212-2222. | Applied Music - Horn          |
| MVB | 1212-2223. | Applied Music - Trombone      |
| MVB | 1214-2224. | Applied Music - Baritone Horn |
| MVB | 1215-2225. | Applied Music - Tuba          |
| MVK | 1211-2221. | Applied Music - Piano         |
| MVP | 1211-2221. | Applied Music - Percussion    |
| MVV | 1211-2221. | Applied Music - Voice         |
| MVW | 1211-2221. | Applied Music - Flute         |
| MVW | 1212-2222. | Applied Music - Oboe          |
| MVW | 1214-2224. | Applied Music - Bassoon       |
| MVW | 1215-2225. | Applied Music - Saxophone     |

Private instruction in the primary instrument or voice consists of two one half hour lessons per week, with 2 semester hours credit per semester. Credit will be granted twice for each course. Catalog numbers and descriptive titles are as follows:

|     |            |                               |
|-----|------------|-------------------------------|
| MVB | 1311-2321. | Applied Music - Trumpet       |
| MVB | 1312-2322. | Applied Music - Horn          |
| MVB | 1313-2323. | Applied Music - Trombone      |
| MVB | 1314-2324. | Applied Music - Baritone Horn |
| MVB | 1315-2325. | Applied Music - Tuba          |
| MVK | 1311-2321. | Applied Music - Piano         |
| MVP | 1311-2321. | Applied Music - Percussion    |
| MVV | 1311-2321. | Applied Music - Voice         |
| MVW | 1311-2321. | Applied Music - Flute         |
| MVW | 1312-2322. | Applied Music - Oboe          |
| MVW | 1314-2324. | Applied Music - Bassoon       |
| MVW | 1315-2325. | Applied Music - Saxophone     |

All music majors should schedule one 1 semester hour and one 2 semester hour applied music course each semester.

Fees of \$22.50 and \$45.00 are charged for the 1 and 2 semester hours courses.

NOTE: Students not exempt from Physical Education due to age, physical disqualification, or schedule are required to earn credit in four of the courses listed under this section (Required) as a part of the general education requirement for the A.A. degree. All courses are co-educational.

**PHYSICAL EDUCATION [Required]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1121L. Golf.[1,2,3]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1141L. Archery.[1,2,3]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1341L. Tennis.[1,2,3]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1346L. Badminton.[1,2,3]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1421L. Handball.[1,2]**

A coeducational course that includes a brief history of the sport followed by instruction and practice in the fundamental techniques. Two hours laboratory per week. 1 semester hour credit.

**PEL 1441L. Racquetball.[1,2]**

A coeducational course that includes instruction and practice. Prerequisite: PEL 1341L with a grade of B or better and consent of department. Two hours laboratory per week. 1 semester hour credit.

**PEL 2342L. Advanced Tennis. [1,2,3]**

A course designed through a series of appropriate activities to give emphasis to physical conditioning and body building. Two hours laboratory per week. 1 semester hour credit.

**PEM 1102L. Physical Conditioning.[1,2]**

NOTE: Although these courses are designed primarily for students who desire to become physical education teachers or recreation directors, they are open to other students as electives. All professional courses are co-educational.

**PHYSICAL EDUCATION [Professional]**

Lecture and discussion of rules along with practice in techniques of officiating various sports through laboratory experience. Students must be available for off-campus officiating after school hours. Three hours lecture-laboratory per week. 2 semester hours credit.

**PEO 2003C. Sports Officiating.**

Skills, rules, and team play in baseball. Three hours lecture and laboratory per week. 2 semester hours credit.

**PEO 2216C. Theory and Practice of Baseball.[2]**



**PEO 2621C.**  
**Theory and**  
**Practice of**  
**Basketball.[1]**

**PHILOSOPHY**

**PHI 1100.**  
**Practical**  
**Logic.[2]**

**PHYSICAL**  
**SCIENCE**

**GLY 1000.**  
**Introduction to**  
**Earth Science.**  
**[1,2,3]**

**PSC 1121.**  
**Introduction to**  
**Physical**  
**Science.[1,2,3]**

**PHYSICS**

**PHY 1053C.**  
**General**  
**Physics.[1]**

**PHY 1054C.**  
**General**  
**Physics.[2]**

**PHY 2048C.**  
**General**  
**Physics.[1]**

Skills, rules, and team play in basketball. Three hours lecture and laboratory per week. 2 semester hours credit.

Reflective thinking with special attention to the detection of fallacies, semantic difficulties and propaganda techniques. The course is designed to develop the ability to think with greater accuracy and to evaluate the thinking of others; both the inductive and the deductive aspects of logic are included. 3 semester hours credit.

A general education course involving an elementary study of geology, physical geography, and meteorology. Demonstrations and practical applications are emphasized. Open to all students. 3 semester hours credit.

A general education course involving an elementary study of astronomy, the physical laws that govern the universe, and characteristics of matter including changes it undergoes. Demonstrations and practical applications are emphasized. Open to all students except that the course is not intended for science majors and credit will not be granted to students who have previously received credit for any astronomy, chemistry or physics course. 3 semester hours credit.

This is the first course in a two-semester sequence intended primarily for students majoring in biology, pre-medicine, pre-dentistry, pre-pharmacy, pre-optometry, pre-agriculture, pre-forestry, or medical technology. Course includes the study of forces, linear motion, circular motion, energy, hydrostatics, heat, thermal expansion and thermo-dynamics; and laboratory applications of these topics. Corequisite or prerequisite: MAC 1104 or 1132. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

This is a continuation of PHY 1053. Topics covered are static electricity, magnetism, direct current circuits, alternating current circuits, sound, light, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 1053. Corequisite: MAC 1114 or 1311. Three hours lecture and two hours laboratory per week. 4 semester hours credit.

This is the first course in a two semester sequence intended primarily for students majoring in physics, mathematics, chemistry or engineering. Course includes the study of forces, statics, linear motion, circular motion, momentum, energy, gravity, relativity, oscillatory motion, ideal gases, thermal properties of matter and

thermodynamics, and laboratory applications of these topics. Corequisite: MAC 2312. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

This is a continuation of PHY 2048. Topics covered are electrostatics, direct current circuits, alternating current circuits, magnetism, electromagnetic waves, sound, light, atomic physics, and nuclear physics; and laboratory applications of these topics. Prerequisite: PHY 2048. Corequisite: MAC 2313. Three hours lecture and four hours laboratory per week. 5 semester hours credit.

This course is a study of our Federal Government designed to give the student an understanding of its organization, principles and actual workings. The relationship of the individual to government is emphasized. Credit will be given without taking POS 2112 but same is recommended. 3 semester hours credit.

This is a study of the form or organization, the functions, and the operations of state and local governments in the United States. Particular attention is given to state, county, and city government in Florida. This course is designed to be as practical as possible and includes actual participation of county and city officials. POS 2041 is not a prerequisite, but is recommended. 3 semester hours credit.

The application of psychology to an objective study of the pre-adolescent child. The physical, psychological, and social development is studied. Special problems of child training in the family and of social adjustment at school are discussed. Prerequisite: PSY 2012. 3 semester hours credit.

This course is designed to give the student an adequate foundation in the field of psychology; to provide an understanding of human behavior and to enable the student to adapt himself to his physical and social environment. This is the prerequisite course for all advanced courses in psychology. It is recommended that this course be pursued only after completion of one semester in college study. 3 semester hours credit.

An introduction to the study of the culture of contemporary society, utilizing an interdisciplinary approach. Included in the course are such topics as the domestic, economic, educational, political and religious institutions/systems. 3 semester hours credit.

The second half of the course 1011-1012. See above description. 3 semester hours credit.

**PHY 2049C.**  
**General**  
**Physics.[2]**

**POLITICAL**  
**SCIENCE**

**POS 2041.**  
**American**  
**Federal**  
**Government.**  
**[1,2,3]**

**POS 2112. State**  
**and Local**  
**Government [2,3]**

**PSYCHOLOGY**

**DEP 2102. Child**  
**Psychology.**

**PSY 2012.**  
**General**  
**Psychology.**  
**[1,2,3]**

**SOCIAL**  
**SCIENCE**

**SSI 1011. Survey**  
**of the Social**  
**Sciences[1,2,3]**

**SSI 1012. Survey**  
**of the Social**  
**Sciences[1,2,3]**



**SOCIOLOGY**

**FAD 2220.**  
**Individual and**  
**Family Life Span**  
**Development.**

This course is an analysis of the individual in family development as it applies to the professional application in human services. This course is open to pre-nursing students. All other students who take this course earn division elective credit only. 3 semester hours credit.

**MAF 1001.**  
**Preparation for**  
**Marriage.[1]**

A historical and comparative study of courtship, mate selection, engagement and marriage in America. Attention is given to changes in these social practices and to modern research aimed at coping with changing roles in a rapidly changing society. 3 semester hours credit.

**MAF 2501.**  
**Marriage and the**  
**Family.[2]**

A study of the origin and development of the family as a social institution; cross-cultural studies of families in various societies. Special emphasis is placed on the American family, both historical and contemporary, and on current problems in various aspects of family life. Prerequisite: MAF 1001 or SOC 1000, or consent of the department. 3 semester hours credit.

**SOC 1000.**  
**Introductory**  
**Sociology.[1,2,3]**

This is a general study of institutional development, social determinants, social process, and cultural growth. The aim of the course is to help the student understand how our present society evolved, how it functions, and the trend of its future development. Considerable time is devoted to the study of the social problems of today and to the application of the sociological principles involved. The course is designed to serve as an introduction to further courses in the field. 3 semester hours credit.

**SPANISH**

**SPN 1000. Basic**  
**Spanish**  
**Conversation.**

A one-semester course designed not for those who wish to meet curriculum requirements in foreign language, but for those who wish to acquire some knowledge of Spanish through the use of conversation. A brief introduction to the history, geography and culture of Spanish speaking countries is included. 3 semester hours credit.

**SPN 1100.**  
**Elementary**  
**Spanish.[1]**

The essentials of Spanish, with emphasis on oral expression. Open to those students who enter college without any or with one year of high school Spanish. 3 semester hours credit.

**SPN 1101.**  
**Elementary**  
**Spanish[2]**

A continuation of SPN 1100 with emphasis on both oral and written expression. Prerequisite: SPN 1100 or equivalent. 3 semester hours credit.

**SPN 2200.**  
**Intermediate**  
**Spanish.[1]**

The courses 2200-2201 include the reading of selections from modern prose authors; a review of grammatical principles; and further study of composition and conversation. Prerequisite: SPN 1101 or two years of high school Spanish. 3 semester hours credit.

**SPN 2201.**  
**Intermediate**  
**Spanish.[2]**

The second half of the courses 2200-2201. Prerequisite: SPN 2200. 3 semester hours credit.

**SPEECH**

Oral interpretation of major forms of prose, poetry, and drama with emphasis on integration of vocal skills, Prerequisite: ENC 1101 and SPC 1050 or 2030. 3 semester hours credit.

**ORI 2000. Oral**  
**Interpretation.**

An intensive study of the speech process. This course, primarily designed for English and Speech majors and elementary and special education majors, enables the student to evaluate his own speech, to understand phonetic, physiological, and psychological factors involved, and to establish procedures he must follow for his own speech improvement. A study of the International Phonetic Alphabet is included. 3 semester hours credit.

**SPC 1050.**  
**Fundamentals of**  
**Speech.[1,2]**

A study of the principal forms and rules of parliamentary procedure. Designed to prepare students to participate in and preside over meetings of organized groups. 1 semester hour credit.

**SPC 1410.**  
**Parliamentary**  
**Procedure.**

A fundamental course dealing with the preparation and presentation of speeches for business, social and professional occasions. Speech principles and problems will be dealt with in regard to the development and use of speaking voice and pronunciation. Prerequisite: ENC 1101 or equivalent with instructor's approval. 3 semester hours credit.

**SPC 2030.**  
**Effective**  
**Speaking.[1,2,3]**

This course is designed to acquaint the student with all aspects of the theatre and to develop his knowledge and appreciation of theatre arts. Included will be a study of some of the world's great dramatic literature. 2 semester hours credit.

**THE 1000.**  
**Introduction to**  
**the Theatre.**

Practical experience in theatre production, acting, management and stagecraft through participation in college theatre production. Each course (1920 or 2920) may be pursued twice for credit up to a maximum of eight semester hours. Two hours workshop per week plus additional assignments as needed. 2 semester hours credit per semester.

**THE 1920-2920.**  
**Theatre Work-**  
**shop I and II.**  
**[1,2]**

A study of the fundamental techniques and principles of acting. Training in pantomime, stage movement, interpretation, and characterization is covered. Emphasis is on classroom exercise and scene presentation. Some participation in drama productions is required. Prerequisite: Consent of department. 3 semester hours credit.

**TPP 2100.**  
**Fundamentals of**  
**Acting.[1]**

A course intended primarily for teachers and community theatre personnel, although open to some students. The course is designed as a practical guide to producing a play in an educational or community theatre system, especially for those with limited practical experience in the field. Prerequisite: Consent of department. 3 semester hours credit.

**THE 2925.**  
**Play**  
**Production.[2]**

## STUDENT DEVELOPMENT

### STD 1100 Personal Adjustment

An elective designed to facilitate personal growth and development, including assistance in an individual's quest for self-knowledge and understanding, individuality, social role perspective, interpersonal relationships, problem solving techniques, life planning skills, creativity, solving problems in aging, and other areas of interest. This course will not meet the requirements of General Psychology. 3 semester hours credit.

### STD 1150. Career and Life Planning.

A course designed for both freshman and sophomore students (especially undeclared majors) to help them plan realistic career and life goals through the development of self evaluation, career awareness and career decision-making skills. Students engage in a series of exercises which stimulate thinking about and planning for the future much of which is done in small groups. The current job market is explored through the use of the Career Laboratory. 2 semester hours credit.

## Vocational Courses of Study

### GENERAL INFORMATION

These courses of study consist chiefly of preparatory training for employment in trades or skilled occupations. Classes are scheduled during the day, five days each week for six hours or class periods per day. Students may enroll on a full-time or half-time basis. Currently enrolled high school students may enroll on a half-time basis provided proper arrangements are made with their high school principal concerning class schedule and transportation.

The length of the program is indicated by the hours of instruction. Instruction in most areas will be for two semesters plus one six week summer term, or 1200 hours per year. High school students will be able to complete 1080 hours of instruction during two regular school years. The Practical Nursing course extends year around for a total of 1420 hours of instruction.

The time necessary for completion of a prescribed course of study depends on the program. Diplomas may be awarded for one year (1200 hours) or two years (2400 hours) in some programs. In addition to the hours of training required in each program there may be up to three hundred (300) hours added for improving language, mathematics and reading skills. This requirement will be determined by test scores.

For initial enrollment for any vocational program, the Fall semester is preferable. Entering students may be accepted only in the Fall for Practical Nursing. For other programs, entering students may be accepted effective the Spring semester, and for some programs entering students may be accepted effective the first term of the Summer session. Full details concerning the enrollment procedure for any program will be furnished on request.

Admission requirements are shown elsewhere in this catalog. Variations or special requirements for any specific program including Practical Nursing where enrollment is limited will be furnished upon request.

For vocational programs, the program and the course are the same. Therefore, the courses of study shown below represent both program and course offerings.

The catalog number of vocational courses is the identifying number used by the **Accreditor**, a publication of the Florida State Department of Education. The Statewide Common Course Numbering System used for college credit courses is not used for vocational courses.

Courses of study from four general areas (Agriculture, Distributive Education, Health, and Industrial) are offered. Other courses, including short courses, may be offered.

Following the title of each course of study is a general description of the course and the basic components are shown in terms of clock hours of instruction involved. Individual students will also receive from the instructor a course outline.

**3700. Agriculture  
[Cooperative On-  
the-Farm Training]**

This is an institutional course in farming pursued by students who are currently engaged in agricultural employment. Emphasis is on subject matter directly related to the student's farm situation. The course consists of the following components leading to a three year certificate:

|  | Clock or<br>Contact Hours |  | Clock or<br>Contact Hours |
|--|---------------------------|--|---------------------------|
| Orientation                                | 5                         | Agricultural Mechanics                             | 110                       |
| Farm & Home Development<br>and Improvement | 110                       | Timber Harvesting                                  | 65                        |
| Soils                                      | 130                       | Rural Legislation                                  | 20                        |
| Field Crops                                | 130                       | Basic Farm Plumbing                                | 60                        |
| Farm Record Keeping                        | 80                        | Basic Farm Carpentry                               | 90                        |
| Animal Science                             | 170                       | Basic Farm Trowel Trade                            | 90                        |
| Basic Farm Electricity                     | 90                        | Basic Farm Welding                                 | 90                        |
|  |                           | Agriculture Related Organiza-<br>tion and Function | 80                        |
|  |                           | Farm Projects                                      | 2640                      |
| Total:                                     |                           |  | 3960*                     |

\*Classes meet two nights per week for three years with the remainder of the program being productive agricultural work.

**9021. Major  
Appliance  
Repair**

This program is designed to offer training in the repair and maintenance of electrical and gas appliances. It is designed to prepare the student for entry level employment after 1200 or 2400 hours of training. The course of study consists of the following components leading to 1200 or 2400 hour certificates:

|                                      | One year or<br>1200 hour<br>certificate | Two year or<br>2400 hour<br>certificate |
|--------------------------------------|---|---|
| Orientation                          | 54                                      | 54                                      |
| Related Instruction                  | 80                                      | 80                                      |
| Fundamentals of Electricity          | 174                                     | 174                                     |
| Water Heaters                        | 24                                      | 24                                      |
| Electric Ranges                      | 100                                     | 100                                     |
| Electric Clothes Dryers              | 150                                     | 150                                     |
| Clothes Washers                      | 180                                     | 180                                     |
| Electric Dishwashers                 | 120                                     | 120                                     |
| Home Refrigerators and Freezers      | 190                                     | 190                                     |
| Room Air Conditioners                | 100                                     | 100                                     |
| Garbage Disposers                    | 28                                      | 28                                      |
| Advanced Electrical Theory           |   | 200                                     |
| Motors and Motor Controllers         |   | 200                                     |
| Advanced Refrigeration Theory        |   | 100                                     |
| Central Home Air Cond. Systems       |   | 200                                     |
| Automotive Air Conditioning          |   | 100                                     |
| Commercial Ice Makers                |   | 100                                     |
| Introduction to Refrigeration Design |   | 100                                     |
| Introduction to Electrical Wiring    |   | 100                                     |
| Introduction to Pipe Fitting         |   | 100                                     |
| Totals:                              | 1200                                    | 2400                                    |

Training designed to prepare the student for entry level employment after 1200 or 2400 hours of instruction is offered in the repair of automobiles and light delivery trucks. The following components are included:

|                               | One year or<br>1200 hour<br>certificate | Two years or<br>2400 hour<br>certificate |
|-------------------------------|---|--|
| Orientation to Auto Mechanics | 108                                     | 192                                      |
| Automobile Electrical Systems | 204                                     | 300                                      |
| Automotive Fuel Systems       | 60                                      | 96                                       |
| Engine Cooling Systems        | 60                                      | 96                                       |
| Engines                       | 240                                     | 384                                      |
| Automotive Drive Train        | 210                                     | 360                                      |
| Chasis and Related Parts      | 60                                      | 96                                       |
| Brakes                        | 60                                      | 120                                      |
| Exhaust System Repairs        | 24                                      | 36                                       |
| Tire and Tire Service         | 24                                      | 36                                       |
| Air Conditioning              | 30                                      | 84                                       |
| Specialized Training          | 120*                                    | 600**                                    |
| Totals:                       | 1200                                    | 2400                                     |

\*Each student selects one of the following areas for specialization: advanced tune-up; alignment, steering and suspension; or engine overhaul.

\*\*Each student selects two of the following areas for specialization or general mechanics and one specialization: advanced tune-up; alignment, steering and suspension; engine overhaul; general mechanics; automotive transmission; and air conditioning.

Training in laying brick, terra cotta, hollow tile, stone and similar blocks in the construction of walls, partitions, arches, fireplaces, chimneys, and other structures. This program is designed to prepare the student for entry level employment after 1200 hours of training. The course of study consists of the following components:

|                              | One year or<br>1200 hour<br>certificate |
|------------------------------|---|
| Orientation and Safety       | 75                                      |
| Use of Tools                 | 250                                     |
| Building Foundations         | 50                                      |
| Brick, Mortar and Metal Ties | 225                                     |
| Masonry Construction         | 175                                     |
| Bonds, Pattern and Texture   | 75                                      |
| Reinforced Brickmasonry      | 125                                     |
| Arches                       | 100                                     |
| Estimating Clay Masonry      | 75                                      |
| Cleaning Masonry Products    | 50                                      |
| Total:                       | 1200                                    |

**9043. Automotive  
Mechanics**

**9133. Brick and  
Blocklaying.**

9163. Carpentry.

This program is designed to offer training in the general carpentry work. It is designed to prepare the student for entry level employment after either 1200 or 2160 hours of training. The course consists of the following components:

|   | One year or<br>1200 hour<br>certificate | Two years or<br>2160 hour<br>certificate |
|---|---|--|
| Orientation, Bldg. Materials<br>and Tools | 90                                      | 120                                      |
| Proper Use of Tools and Materials         | 120                                     | 165                                      |
| Building Site and Foundations             | 120                                     | 160                                      |
| Framing for Wood Floors                   | 150                                     | 195                                      |
| Roof Framing                              | 150                                     | 245                                      |
| Roofing and Siding                        | 90                                      | 90                                       |
| Lath and Plaster                          | 60                                      | 85                                       |
| Finish Trim, Windows and Doors            | 150                                     | 280                                      |
| Lumber Grading and Measuring              | 90                                      | 145                                      |
| Scaffolds and Safety Measures             | 90                                      | 220                                      |
| Blueprints and Specifications             | 90                                      | 455                                      |
| Totals:                                   | 1200                                    | 2160                                     |

9205.  
Cosmetology.

Training in all of the services available to patrons of beauty parlors is offered as a prerequisite for State licensing and entry level employment after 1200 hours of instruction. The basic components are:

|                             | One year or<br>1200 hour<br>certificate |                           | One year or<br>1200 hour<br>certificate |
|-----------------------------|---|---------------------------|---|
| Orientation to Cosmetology  | 72                                      | Hairdressing and Molding  | 304                                     |
| Permanent Waving - Chemical |   | Facials                   | 48                                      |
| Relaxing                    | 100                                     | Manicuring and Pedicuring | 24                                      |
| Hair Cutting                | 150                                     | Fingerwaving              | 48                                      |
| Hair and Scalp Treatments   | 40                                      | Wigs and Hairpieces       | 96                                      |
| Hair Coloring               | 150                                     | Specialization            | 200*                                    |
| Shampoo                     | 68                                      |                           |   |
|                             |   | Total:                    | 1200                                    |

\*Student will select one general area (Hair Cutting, Hair Coloring or Wigs and Hairpieces) to acquire a specialized area.

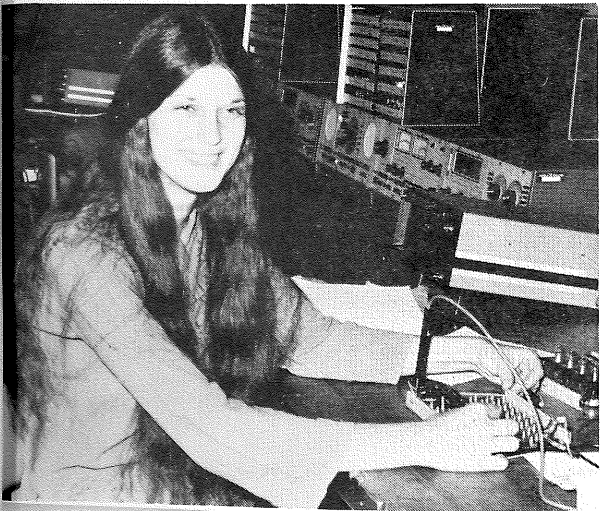
Distributive  
Education or  
Mid-Management  
in Marketing and  
Retailing.

Marketing and retailing is designed to prepare the student for junior executive, middle management, sales and other positions in all facets of marketing and retailing through specialized study in 10 instructional areas. This occupationally oriented program includes a cooperative arrangement which integrates on-the-job training with classroom instruction in various aspects of business management. Included is leadership training provided through participation in the Distributive Education Clubs of America (DECA). Instructional areas

are: 4769, Principles of Marketing; 4787, Principles of Retail Merchandising; 4632, Fundamentals of Creative Salesmanship; 4788, Problems in Retail Merchandising; 4768, Supervisory Training for Distributive Workers; 4767, Marketing Executive Development; 4638, Distributive Education Occupational Experience; 4635, Distributive Education I; and 4636, Distributive Education II. Course of study components for the 1200 and 2400 hour diplomas are shown below:

|  | One year or<br>1200 hour<br>certificate | Two year or<br>2400 hour<br>certificate |
|--|---|---|
| Introduction to Distributive Education | 30                                      | 30                                      |
| Introduction to DECA                   | 60                                      | 60                                      |
| Personal Grooming                      | 30                                      | 30                                      |
| Self Analysis                          | 60                                      | 60                                      |
| Introduction to Economics              | 90                                      | 90                                      |
| Advertising*                           | 60                                      | 120                                     |
| Communications*                        | 55                                      | 110                                     |
| Display**                              | 75                                      | 150                                     |
| Human Relations*                       | 60                                      | 120                                     |
| Management                             | 45                                      | 90                                      |
| Merchandising Mathematics*             | 75                                      | 150                                     |
| Merchandising*                         | 70                                      | 140                                     |
| Operations*                            | 45                                      | 90                                      |
| Product and Service Technology*        | 30                                      | 60                                      |
| Selling*                               | 75                                      | 150                                     |
| Co-Op Training                         | 340                                     | 950                                     |
|  | 1200                                    | 2400                                    |

\*The total number of hours may vary from that listed depending upon the distributive field of specialization (See instructional areas, above).



9303. Electric Wiring

This program is designed to develop skills for a career as an electrician. Training is given in the layout, installation of wiring systems and lighting fixtures in residential and commercial buildings. Skills are taught to include installation of service panels, wiring, testing, estimating, blueprint reading and sketching, motor control, running conduit and line construction. Knowledge and skills will also be taught for the inspection of circuits, wiring for specific grounding and repair of wiring systems according to the National Electrical Code. The curriculum will cover 2160 hours. The basic components of instruction are:

|   | One year or<br>1200 hour<br>certificate | Two year or<br>2400 hour<br>certificate |
|---|---|---|
| Orientation, safety and shop practices        | 75                                      | 75                                      |
| Underwriters and Codes                        | 30                                      | 30                                      |
| Basic Electricity                             | 90                                      | 90                                      |
| Electrical materials                          | 45                                      | 45                                      |
| Circuitry                                     | 60                                      | 60                                      |
| Theory of grounding                           | 40                                      | 40                                      |
| Over current devices                          | 30                                      | 30                                      |
| Transformers                                  | 30                                      | 30                                      |
| Low voltage equipment                         | 30                                      | 30                                      |
| Electric Motors                               | 60                                      | 60                                      |
| Conductors                                    | 45                                      | 45                                      |
| Wiring  | 75                                      | 75                                      |
| Appliance installation                        | 90                                      | 90                                      |
| Miscellaneous wiring                          | 60                                      | 60                                      |
| Switch control of circuits                    | 72                                      | 72                                      |
| Electrical Service                            | 90                                      | 90                                      |
| Special purpose circuits                      | 60                                      | 60                                      |
| Lighting branch circuits                      | 48                                      | 48                                      |
| Three phase systems                           | 90                                      | 250                                     |
| Heating systems                               | 80                                      | 80                                      |
| Motor control                                 |   | 150                                     |
| Blue print reading and sketching - commercial |   | 250                                     |
| Blue print reading and sketching - industrial |   | 250                                     |
| Blue print estimating                         |   | 150                                     |
| Totals:                                       | 1200                                    | 2160                                    |

9253. Engineering Drafting.

This program is designed to develop entry level skills for a career as a draftsman within industry after 2400 hours of instruction. Major emphasis is placed on drafting for the building trades and included are introductory experience in detailing of working drawings for architects and engineers and the use of standard references for calculations and graphic displays. The course of study consists of the following components:

|                  | Two year or<br>2400 hour<br>certificate |                          | Two year or<br>2400 hour<br>certificate |
|------------------|---|--------------------------|---|
| Fundamentals     | 50                                      | Gears and Cams           | 140                                     |
| Related Studies  | 100                                     | Tolerance and Precision  | 60                                      |
| Orthographics    | 150                                     | Piping                   | 120                                     |
| Pictorials       | 120                                     | Electrical & Electronics | 70                                      |
| Auxiliary Views  | 70                                      | Architectural            | 90                                      |
| Sectional Views  | 120                                     | Structural               | 110                                     |
| Intersections    | 60                                      | Mapping & Topography     | 50                                      |
| Developments     | 70                                      | Working Drawings         | 900                                     |
| Fasteners        | 60                                      |                          |   |
| Welds and Rivets | 60                                      | Total:                   | 2400                                    |

This is a 2400 hour program of instruction in the assembly and installation of air, gas, water and waste disposal systems, including the cutting, reaming, and threading of pipe, caulking and wiping joints, and the installation of gas, water and sanitary fixtures and equipment with their supports, hangers, or foundations. It is designed to prepare the student for entry level employment. The following are basic components of the course of study:

|  | Two year or<br>2400 hour<br>certificate |                                     | Two year or<br>2400 hour<br>certificate |
|--|---|-------------------------------------|---|
| Orientation, Related Study, and Safety | 120                                     | Fixtures                            | 195                                     |
| Hand Tools                             | 75                                      | Repairs                             | 130                                     |
| Intro. of Pipe and Fittings            | 375                                     | Pipe Drawings                       | 140                                     |
| Soil Pipe                              | 400                                     | Isometric Pipe Layouts              | 170                                     |
| Cold Water Systems                     | 245                                     | Interpreting Residential Blueprints | 110                                     |
| Hot Water Systems                      | 130                                     | Interpreting Commercial Blueprints  | 75                                      |
| Drainage Systems                       | 235                                     | Total:                              | 2400                                    |

Practical nursing is a one calendar year program of study and includes classroom and laboratory instruction as well as supervised patient care and correlated instruction. Instruction and experience are given in both the school classroom and in one or more cooperating hospitals. The course of study is approved by the Florida State Board of Nursing, the legal licensing authority, and this approval admits graduates of the program to the examination for licensure as a practical nurse. Licensure indicates preparation for entry level employment for the two accepted roles of the practical nurse: (1) to plan and give nursing care, with self direction, to selected individuals in various nursing situations that are relatively free from complexity; and (2) to assist the registered nurse in the more complex nursing situations. Basic components of instruction are:

9723. Plumbing and Pipefitting.

3043. Practical Nursing.



| One year or<br>1380 hour<br>certificate    |     | One year or<br>1380 hour<br>certificate |      |
|--|-----|---|------|
| Vocational Adjustments                     | 14  | Geriatrics                              | 14   |
| Body Structure and Function                | 80  | Nutrition                               | 25   |
| Fundamentals of Nursing                    | 140 | Medical-Surgical Nursing                | 148  |
| Pharmacology                               | 70  | Maternal-Child Health                   |      |
| Family, Individual and<br>Community Health | 14  | Nursing                                 | 140  |
| Life Span                                  | 30  | Leadership                              | 15   |
|  |     | Clinical Experience                     | 690  |
|  |     | Total:                                  | 1380 |

### 9783. Radio and Television Servicing.

This is a 2400 hour program of training in the installation and repair of television and radio receivers, stereos, phonographs, and tape players as well as other consumer electronic equipment designed to prepare the student for entry level employment. The course of study consists of the following components:

| Two years or<br>2400 hour<br>certificate |     | Two years or<br>2400 hour<br>certificate |      |
|--|-----|--|------|
| Basic Electricity                        | 510 | Color TV Servicing                       | 510  |
| Basic Electronics and Radio              | 510 | FM Stereo and<br>Phonographs             | 180  |
| Radio Servicing                          | 180 |  |      |
| Basic Television                         | 510 | Total:                                   | 2400 |

### 9943. Welding.

This is a program of instruction in fusing metal parts by means of oxyacetylene torch or electric welding apparatus and welding rods to fabricate metal articles or to repair damaged objects. It is designed to prepare the student for entry level employment after 1200 or 2400 hours of instruction. Course of study components are:

|                          | One year or<br>1200 hour<br>certificate | Two year or<br>2400 hour<br>certificate |
|--------------------------|---|---|
| Orientation and Safety   | 102                                     | 180                                     |
| Related Studies          | 118                                     | 300                                     |
| Tools and Equipment      | 105                                     | 150                                     |
| Oxygen-Acetylene Welding | 420                                     | 615                                     |
| Electric Arc Welding     | 355                                     | 755                                     |
| Mig Welding              | 40                                      | 225                                     |
| Tig Welding              | 60                                      | 175                                     |
| Totals:                  | 1200                                    | 2400                                    |

Short, vocational and avocational or special interest courses of less than one school year's duration are offered on demand. Any adult is eligible for admission to the short courses except for a few courses designed and offered for a target population for which enrollment is limited.

Special announcements are made concerning all short courses which are offered on a demand basis.

Anyone desiring the offering of any short or special interest course is urged to contact the Dean of Vocational and Technical Education.

Three vocational short courses frequently offered and which lead to State certification are shown below:

A basic training course for Emergency Medical Technicians performing as attendants and drivers on ambulances. The objective is to teach the student the overall roles and responsibilities of the EMT in performing both the emergency care and operational aspects of his or her jobs.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are EMT 1181C and EMT 1182C.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

|  | Hours |   | Hours |
|--|-------|---|-------|
| The Emergency Medical<br>Technicians         | 3     | Lifting and Moving Patients                     | 4     |
| Airways Obstructions and<br>Pulmonary Arrest | 7     | Environmental Emergencies                       | 3     |
| Cardiac Arrest                               | 4     | Extrication from Automobiles                    | 4     |
| Bleeding, Shock, and<br>Airway Care          | 4     | Emergency Vehicles-Operation<br>and Maintenance | 3     |
| Wounds                                       | 4     | Ambulance Calls                                 | 3     |
| Fractures                                    | 8     | Situational Review and<br>Skill Performance     | 9     |
| Injuries                                     | 9     | Clinical Observation                            | 15    |
| Medical Emergencies                          | 6     |   |       |
| Childbirth and Child Patients                | 4     | Total:  | 90    |

### COMMUNITY SERVICE COURSES

### 3091. Emergency Medical Technician.

### 3108. Paramedic.

An advanced course for which the objective is to provide training and instruction for Emergency Medical Technicians who have completed the first course with the objective of enabling the student to perform, on indication and under the supervision of a physician or other authorized party in person or by voice communication, advanced life saving and life support procedures.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are EMT 2206, EMT 2207, EMT 2281 and EMT 2285.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

|                       | Hours |                       | Hours |
|-----------------------|-------|-----------------------|-------|
| The EMT II in Florida | 4     | Medical Emergencies   | 16    |
| Skills for the EMT II | 30    | Traumatic Emergencies | 34    |
| Shock                 | 4     | Extrication           | 30    |
| Cardiology            | 40    | Emergency Rescue      |       |
| Pulmonary Emergencies | 12    | Practicum             | 300   |
|                       |       | Total:                | 470   |

### 9527. Correctional Minimum Standards.

This is the basic course in corrections as required by the Florida State Correctional Standards Board for all persons having at some time official custody of another person except that holders of the bachelor's or more advanced degree in certain professions are exempted.

This program can be taken for either college credit or for a certificate of completion. Equivalent college courses are HES 2400, CCJ 1300, and CCJ 2310.

Course work and requirements are the same for both college credit and certificate of completion.

Course components are:

|                              | Hours |                            | Hours |
|------------------------------|-------|----------------------------|-------|
| Intro. to Corrections        | 8     | Principles of Supervision  | 9     |
| Overview of Criminal Justice |       | Understanding and Respond- |       |
| System                       | 16    | ing to Inmate Behavior     | 24    |
| Legal Aspects of Corrections | 16    | Technical Skills           | 35    |
| Operational Procedures       | 56    |                            |       |
|                              |       | Total:                     | 164   |

# STUDENT HANDBOOK

## The Student Rights, Responsibilities, and Code of Conduct

**Title:** These rules shall be known as the Chipola Junior College Code of Rights, Responsibilities, and Conduct.

(The Chipola Board of Trustees reserves the right to change or amend the regulations within the Student Handbook when and if it is deemed necessary for the well-being and protection of students at Chipola Junior College.)

### PREAMBLE

Chipola Junior College exists for the open interchange of knowledge and philosophies, the development of a capacity for critical judgment, and the creation of an atmosphere conducive to the gaining of practical experience in our community. This institution has a responsibility to develop policies and procedures which encourage the broadest possible participation of the campus community.

A student is first a citizen of his country and as such is entitled to its freedoms and benefits as well as being responsible for compliance with its laws, and regulations—local, state, and national.

When students are admitted to Chipola Junior College they are subject to the jurisdiction of the College during the enrollment. As a member of the college community, a student is expected to act responsibly in all areas of personal and social conduct. In order for the student to live in harmony with others in the college setting, he must recognize that his actions reflect upon the total student body and upon the College as well as upon himself personally. **Each student, by registering, pledges himself to accept and obey the rules and regulations of the College.** Students are responsible for the observance of all Board policies and procedures designed to implement policy as published in the college catalog, the student handbook, and other college information bulletins. (These rules and regulations are in compliance with the United States Constitution.) Violations of any of these rules may lead to disciplinary action if the student is found guilty in accordance with prescribed procedures for the handling of disciplinary cases.

### I. Freedom of Inquiry and Expression

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly, peaceable, and acceptable means which do not disrupt the regular and essential operations of the college.

The education of a student can never be limited to what takes place in a classroom. It is necessary for him, from time to time, to have the privilege of availing himself of the stimulation that visiting speakers can afford. In order for such speakers to be invited to the Chipola Junior College campus certain rules must be met by the inviting person or persons. Therefore, any speaker, entertainer, consultant, or other person(s) not employed by the college or enrolled in the college, invited or uninvited to the campus of Chipola Junior College for the purpose of addressing, entertaining, consulting, or otherwise contacting any group of students, faculty, or other employees of Chipola Junior College, must have the approval of the President of Chipola Junior College or his

designated representative. Said approval or disapproval shall be obtained from the President of Chipola Junior College upon written request. If said person be invited by any college organization then said organization shall secure approval for the visit. If said person or persons desire to come on campus uninvited then it will be the responsibility of said person or persons to secure the approval or disapproval of the President.

The institutional control of campus facilities will not be used as a device of censorship. In cases involving a reasonable prediction of disruptions on the campus, because of the controversial nature of a speaker or his subject, or both, an invitation may be withheld. It is the responsibility of the person or persons who invite outside speakers to make it clear to the academic and larger community that all views expressed are not those of the students, faculty, or employees of Chipola Junior College.

## **II. Freedom of Assembly**

### **A. Freedom in the Classroom**

The professor in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Student grading will be made solely on an academic basis, not on opinions expressed in or outside of class.

### **B. Protection of Freedom of Expression**

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### **C. Protection Against Improper Disclosure**

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection of the student against improper disclosure is a serious obligation incurred by the teaching profession.

## **III. Student Records**

The privacy and confidentiality of all student records shall be preserved. Official student records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose.

Regulations of the State Board of Education may prescribe the content and custody of limited access records which a community college may maintain on its students. Chapter 6A - 14.51 of the regulations state that health and medical records, records of personal counseling, required student and family financial income records, transcript or student permanent academic records, and student placement records shall be open to inspection only by the student, the parents or guardian of the students, and such members of the professional staff of the college as have responsibility for working with the student.

The custodian of student records may release information from these records to others only upon authorization in writing from the student or upon order of a court of competent jurisdiction.

Students interested in the access rights to their records, including procedures for granting access, should contact the Registrar, who is the official custodian of student records for the college.

Detailed procedures for granting access to records are mailed to all new and entering students with registration materials. Copies of the procedures are available on request at the Office of the Registrar.

## **VI. Freedom of Privacy**

Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in the Chipola Junior College relationship or resident hall contract may express or impliedly give CJC or resident hall officials authority to consent to a search of a student's room by policy or government officials without a search warrant.

Chipola Junior College may conduct a search of a student room in the residence hall to determine compliance with federal, state, and local criminal law where there is probable cause to believe that a violation has occurred or is taking place. "Probably cause" exists where the facts and circumstances within the knowledge of CJC and of which it has reasonably trustworthy information are sufficient in themselves to warrant a man of reasonable caution in the belief that an offense has or is being committed. There may be entry made into a dorm room without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.

The CJC Dormitory Council shall handle all offenses committed by students living in the dormitory and which occur within the dormitory as specified in the Dormitory Handbook. Recommendations of the Council may be appealed to the Student Government Association Supreme Court with final review by the Director of Student Personnel Services and/or the President.

In more serious cases, likely to result in suspension or expulsion, the College Disciplinary Board shall have primary authority for hearings following the order of "Due Process". Such offenses are those violations against the customs and policies of the Residence halls of CJC as stated in a written list of customs and policies formulated by students and by the College Administration. A list of such CJC Residence halls' policies and customs shall be given to all residing students upon their payment of dormitory fees. One such list of policies and customs shall remain posted in the dorm halls at all times. These rules and policies are not in contradiction with the Statement of Student Rights.

## **V. Discipline**

Chipola Junior College has the duty to protect its educational purposes through the reasonable regulations of student conduct and the use of the institution's facilities. Due process and proper procedural safeguards will be observed to insure that students' rights are protected.

The standards of conduct, together with the jurisdictions of faculty-student or student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student's right to appeal a decision, will be clearly formulated and communicated in this student handbook or a generally available body of institutional regulations. It is recognized that disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition.

#### A. Proscribed Code of Conduct

The following misconduct is subject to disciplinary action:

##### ALCOHOL

Drinking or possession of alcoholic beverages on Chipola Junior College campus or at any Chipola Junior College activities is prohibited.

##### BAD CHECKS

Issuance of bad checks.

##### COLLEGE FACILITIES

Unauthorized entry to or use of College facilities.

##### COMPLYING WITH REASONABLE REQUESTS

Students are required to comply with reasonable requests or orders by authorized College officials acting in behalf of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

##### CONTRACTING OR REPRESENTATION IN THE NAME OF THE COLLEGE

Students are prohibited from contracting in the name of the College and may not claim to be official representatives of the college for any commercial purposes.

##### DISHONESTY

All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents or instruments of identification with intent to defraud.

##### DISORDERLY CONDUCT

Disorderly conduct or lewd, indecent, or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.

##### DISRUPTIONS

Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other CJC activities.

"Florida Statutes 877.13, Chapter 69-274: The law makes it unlawful for any person to intentionally act or disrupt or interfere with the lawful administration or functions of any educational institution in this state. Any person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than five hundred dollars or imprisonment not to exceed six months or both."

"Chapter 69-279: Any person who shall accept the privilege extended by the laws of this state of attendance or employment at any state college, state junior college or state university shall, by so attending or working at such institutions, be deemed to have given his consent to the policies of that institutions, the Board of Regents, and the laws of this state. Such policies shall include prohibition against disruptive activities at state institutions of higher learning.

If after it has been determined that a student or employee of a state institution of higher learning has participated in disruptive activities, the following penalties may be imposed against such person. (1) Immediate termination of contract of such employee of the state institution of higher learning, and thereafter such

person shall not be employed by a state public school or state college or state university; (2) Immediate expulsion of such student from the institution of higher learning for a minimum of two years."

##### DISTRIBUTION OR SALE OF LITERATURE OR GOODS

The distribution or sale of literature or goods without the express approval of the President or his designee is prohibited.

##### DORMITORY REGULATIONS

Violations of published rules governing residence halls. NOTE: Student rooms, hallways, and the immediate outside areas of the dormitories are off limits to persons of the opposite sex with the exception of persons such as parents or faculty members granted permission by the Supervisor. Visitation by members of the opposite sex will be confined to the lobby of the dormitory building. No female visitors shall be allowed in boys dormitories except by permission of the dorm director.

##### DRUGS

Charged with, arrested for, and/or convicted of possession, use or distribution of any narcotic drug, nervous system stimulant, hallucinogenic drug or barbituate. Chapter 6-A-14.56, State Board of Education Regulations: Any person enrolled as a student in any state supported university or junior college who is formally charged with unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate, as identified or defined in Sections 893.02 and 893.03 Florida Statutes, may, following an administrative hearing provided by the president, be suspended from all classes of instruction until the determination of his guilt by a court of competent jurisdiction. If adjudicated guilty, the student shall be automatically expelled.

No student expelled pursuant to this act may be readmitted to any state supported university or junior college for a period of one year.

Any student subject to suspension or expulsion from a state university or junior college as provided herein may be entitled to a waiver of the suspension or expulsion if he divulges information leading to the arrest and conviction of the person who supplied such drug, stimulant, or barbiturate to him, if he voluntarily discloses his unlawful possession of such drug, stimulant, or barbiturate prior to his arrest.

##### FIREARMS, WEAPONS

Possession of firearms or other dangerous weapons on persons or in cars on campus or at any college related activity (Law enforcement officers excepted.)

##### FIRE AND EMERGENCY EQUIPMENT

Fire doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits is prohibited.

##### GAMBLING

Gambling in any form is prohibited on College property. This prohibition extends to the school buses.

##### IDENTIFICATION OF STUDENTS

Students are required to present identification when requested by authorized College officials. Any misrepresentation, alteration or misuse of identification is prohibited.

## PHYSICAL ABUSE

Physical abuse of any person on CJC premises or at CJC sponsored or supervised functions.

## THEFTS OR DAMAGES

Theft or damage to CJC property or damage to property of a member of the CJC community or visitor.

## TRAFFIC REGULATIONS

**PARKING PERMIT** - Students are required to purchase parking permits for their cars if they wish to park on campus. This sticker must be displayed on the left side of rear bumper. Sticker should be secured from the Student Personnel Office. The parking permit is good for one year, renewable each August.

**STUDENT PARKING** - Students who have parking permits displayed on their cars may park parallel to the street, on right side facing traffic, anywhere on the campus road, except in the areas reserved for faculty, visitors, and for school buses. They also have access to the parking areas near the Library, in front of the Field House, in back of the Social Science Building, in areas West and North of Vocational complex, and all the parking areas adjacent to the health facilities. **Do not park where the curb is painted yellow or in area designated for handicapped parking.**

**GENERAL RULES** - The following traffic rules must be observed:

- Campus Road will be two-way.
- Use parallel parking only on right side of Campus Road.
- Speed limit is 15 M.P.H.
- Observe all parking signs.
- Do not block crosswalks in front or back of buildings.
- All parking in parking lots shall be within parking lanes.
- Parking regulations are to be observed at all times.
- All parking must be within diagonal or parallel lines.

**VIOLATIONS** - All regulations shall be enforced and fines assessed for violations. Penalties will be imposed for the following violations:

- Obstructing fire plug.
- Making excessive noise.
- Parking on grass.
- Parking in "No Parking" area.
- Exceeding 15 M.P.H.
- Blocking crosswalk or driveway.
- Failing to have parking sticker.
- Angle parking.
- Double parking.
- Parking in restricted area.
- Improper parking (on left side of street).
- Failing to observe parking and directional signs.
- Driving wrong way on one-way street.
- Driving on grounds.
- Parking in bus area.
- Parking in Handicapped zone.
- Parking in Visitor spaces.

## FINES

- No permit (If paid within 24 hours) \$3.00  
No permit (If paid within 24 to 48 hours) \$5.00
- Illegally parking in handicapped zone (Second offense - Tow-away) \$5.00
- All other violations (If paid within 24 hours) \$3.00  
(If paid within 24 to 48 hours) \$5.00
- After 48 hours a letter will be forwarded to the person to which the vehicle is registered, stating action required by the violator. Failure to comply with instructions can result in expulsion, suspension or disciplinary action as outlined in Florida Statutes.

## DISPOSITION OF FUNDS

Money collected from parking rule infractions shall be deposited in appropriate funds for student financial aid programs.

## VIOLATION OF PROBATIONARY STATUS

A student who is alleged to have violated the Code of Conduct while on disciplinary probation may be charged with the separate offense of Violating disciplinary probation.

## B. Sanctions

The following sanctions may be imposed upon students upon their violation of proscribed Code of Conduct and upon their verdict of guilty by the College Disciplinary Board.

- Admonitions:** An oral statement to a student that he is violating or has violated institution rules.
- Warning:** Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- Censure:** A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
- Disciplinary Probation:** It may lead to exclusion from attendance at and participation in privileged or extra-curricular institutional activities as set forth in a written notice for a stated period of time. When probation has been successfully served, the notice is removed from the student's file and does not appear on permanent record. Violation of probation may lead to immediate suspension.
- Restitution:** Students shall reimburse for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- Suspension:** Restricted from campus (to include classes and other privileges and activities) as set forth in the notice for a definite period of time not to exceed two years.
- Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

## C. Investigation of Student Conduct

- Any academic or administrative official, faculty member or student may file charges through the Student Personnel Office against any student for misconduct.



2. The personal possessions of students will not be searched except in areas where this is accepted practice or by written consent; otherwise, the ordinary requirements for lawful search will be followed.
3. Pending charges, the status of the student will not be altered, nor his right to be present on the campus and to attend classes, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to safety and well-being of students, faculty, or college property unless otherwise provided by law or school policy. Any person may be suspended immediately by the President of the College or his duly appointed representative if it is deemed that his actions have been of such a nature that they do endanger the safety and well-being of persons affiliated with the college. This does not preclude that any individual suspended under this emergency measure would be denied a hearing by the Chipola Junior College Board of Trustees and/or the Civil Courts.
4. Students detected or arrested in the course of serious violations of institutional regulations or infractions of ordinary law will be informed of their rights.

#### D. Hearing Procedures

The administration of discipline will guarantee procedural fairness and "due process" to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Each particular case will be judged by its own merits. The jurisdictions of faculty-student, or student judicial bodies, the disciplinary responsibilities of institutional officials, and the disciplinary procedures, including the student's right to appeal a decision shall be executed as set forth in the school policy.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him, that he be given a fair opportunity to refute them, that the accuser be identified if practical and that there be provisions for appeal of a decision. In less serious infractions (unless contrary to Florida Statutes), such as those not likely to terminate in suspension, the Director of Student Personnel Services shall have the primary responsibility for the administration of student discipline and/or may refer such cases to the Student Government Supreme Court.

The Student Court shall hear cases as outlined in Article VII, Section II, of the CJC Student Government Association constitution. Recommendations of the Student Court shall be made to the Director of Student Personnel Services and approved by the President.

All charges shall be presented with sufficient particularity to the accused student in written form and he shall respond within 2 school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than forty-eight (48) hours or more than 7 school days after the student's response. In some cases, the student may waive his right to a hearing and elect to accept the decision of the Director of Student Personnel Services and the President. In such case, the student will sign a statement waiving both the hearing and his right to appeal the decision.

The following hearing committee procedures satisfy the requirements of "due process" in situations requiring a high degree of formality:

1. No member of the disciplinary board (which is comprised of faculty, students, and administration) who has a personal interest in a particular case, other than through his assigned duties, should sit in judgment during the proceedings.

2. The accused student has the right to be represented by counsel or an advisor who may come from within or without the college. If a legal advisor is to be present at the hearing, the student **must** notify the Director of Student Personnel Services when he responds to the written notice.
3. The burden of proof will rest upon the person or persons bringing the charge.
4. The accused will be considered innocent until the appropriate hearing body determines otherwise beyond a reasonable doubt.
5. The accused will have the right to testify and to present evidence and witnesses. He will have the right to hear and question all witnesses during the hearing only. In no case will the committee consider statements against the accused unless he has been advised of their content and, if practical, of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might be drawn.
6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the disciplinary board. The decision will be based solely upon such matters. Illegally acquired evidence will not be admitted.
7. A written transcript shall be made of all hearings and all cases. The college will keep a record of the proceedings which will be made available to the student in the event of an appeal.
8. Decisions of the Disciplinary Board are subject to review by the President of the College and appeals from these decisions may be made by the student to the President, the Board of Trustees, and ultimately to the Civil Courts.
  - A. An appeal may not result in a more severe sanction for the accused student.
  - B. An appeal by the college, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanction.

#### VI. Freedom of Access to Higher Learning

Within the limits of its facilities, CJC is open to all persons who are qualified according to its admission and good standing policies. Under no circumstances will a U. S. citizen be barred from admission to CJC on the basis of sex, race, creed, or national origin. It is the responsibility of this college to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of the student to avail himself of a knowledge of these objectives and criteria as published and set forth by CJC. Provided they are used in a manner appropriate to the academic community and in compliance with college policies, the facilities and services of the college will be open to all of its enrolled students.

#### VII. Campus Organizations

Student activities are regarded as part of the total educational program at CJC in that they contribute to the academic, recreational, and cultural climate of the college. It is for this reason that the college reserves the right to charter all organizations and requires that they function in accordance with their constitutions.

- A. A group shall become an organization when formally recognized by the college. All groups that meet the following requirements shall be recognized:
  1. Approval of a faculty sponsor by the President of the College.
  2. A written formal Constitution presented to the S.G.A. consisting of:
    - A. Name of the organization.

- B. Purpose of the organization.
- C. Means of determining membership. (According to recent civil rights legislation, segregated membership is illegal.)
  - (1) Officers
  - (2) Elections
  - (3) Terms of office
- D. Meeting time and place.
- E. Source of Revenue.
- 3. After (2) has been submitted to the S.G.A. and approved, the decision of the S.G.A. is then subject to review by the Administrative Council of the College.
- 4. The decision of the Administrative Council shall be presented to the President of the College.
  - (If, at any point, in this procedure the request is denied, the persons wishing to establish the organization may revise the constitution and again present it to the S.G.A. for approval.)
- 5. Upon recognition of an organization, the institution shall make clear that said recognition infers neither approval or disapproval of the aims, objectives and policies of the organization.
- 6. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition. This organization may reapply for a charter after a period of one year.
- 7. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organization.
- B. The sponsor of any club and/or organization has the responsibility to submit a report to the activities office on activity forms of all projects, activities, and functions at least two weeks prior to the date set for the activity, project or function; to submit to the activities office a roster of membership and to enter on the College Calendar the regularly scheduled meeting time and place of each club and organization; to attend all meetings and activities of the organization.
- C. Before an activity can be approved, it is the responsibility of club officers to secure the signatures of three faculty members to serve as chaperones.
- D. College facilities shall be assigned to organizations, groups, and individuals within the college community for regular business meetings, for social programs, and for programs open to the public.
  - 1. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
  - 2. Preference should be given to programs designed for audiences consisting primarily of members of the college community.
  - 3. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
  - 4. The college will delegate the assignment function to only one administrative official.
  - 5. Charges may be imposed for any unusual costs for use of facilities.
  - 6. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damage.
  - 7. The individual, group, or organization requesting space must inform the college of the general purpose of any meeting open to persons other than members and the names of outside speakers.

## E. Financial Policies of Campus Organizations

- 1. All college sponsored student clubs and organizations budgets are handled through the Business Office and all monies collected by these organizations must be deposited with that office and expenditures from each monies must be requisitioned through that office. No student may make any purchase without first obtaining a requisition from the Director of Student Personnel Services and a purchase order number through the Business Office. This is the state law for school accounts and there may be no exceptions to this procedure. (This procedure does not apply to civic-sponsored organizations such as Circle K, Compass Club, etc., whose accounts are not handled by the Business Office.) All requisitions, travel vouchers, etc., must be handled according to operating procedures as they appear in the Operating Procedure Manual issued by the Business Office.
- 2. Contract forms for vending or fund raising projects on campus must be secured from the Student Personnel Office by a representative of the club and approved by the Director of Student Personnel Services and the President. A fee of \$1.00 per "sale" or event day is assessed and paid to the college Business Office.
- F. No individual, group, or organization may use the institution name without the express authorization of the institution except to identify the institutional affiliation. College approval or disapproval of any policy may not be stated or implied by any individual, group, or organization.

## VIII. Institutional Government

- A. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Student-faculty committees shall provide means for student expression on all institutional policies affecting academic and student affairs.
- B. The role of the Student Government shall be to provide students with the means to regulate student sponsored activities, organizations and other matters properly subject to their jurisdiction. The electorate of such government shall consist of the entire student body and shall not be defined in terms of membership in clubs or organizations. Designation of delegates, officers, committees, and boards within the S.G.A. shall be by student government vote only, shall be non-discriminatory and shall not be subject to administrative or faculty approval. The number of convention delegates shall not exceed that established by FJCC. Academic authorities may, however, set up a uniform and reasonable system of scholastic eligibility requirements for major student offices.
- C. On questions of educational policy, students are entitled to participatory function in the form of a voting member on specific committees.
  - 1. Faculty-student committees shall be created to consider questions of policy affecting student life.
  - 2. Students shall be nominated by the President of the S.G.A., recommended by the Director of Student Personnel Services, approved by the President as a voting member of standing and special committees concerned with institutional policy affecting academic and student affairs.

### Standing Committees

Admissions Committee  
Alumni Affairs Committee  
Athletic Committee  
Board of Student Publications Committee  
Curriculum Committee  
Disciplinary Committee  
Library Committee

3. Any student or faculty member has the right to appear before any committee to make suggestions, but only committee members are entitled to vote.

(The foregoing statement has the approval of the Student Government Association of Chipola Junior College.

## INDEX

Accounting, 78  
Administration, 9  
Admission, 25  
Agriculture, 61, 112  
Art, 78, 79  
Attendance, 48

Banking, 70, 82  
Biological Sciences, 81  
Books, Supplies, 35  
Buildings, 21, 22  
Business, 82

Cafeteria Charges, 35  
Calendar, 4  
Chemistry, 85  
Chijuco, 43  
Civil Rights Compliance,  
Computer Science, 86  
Costs, 31  
Counseling Services, 44  
Course Descriptions, 78  
Courses of Study, 60  
Course Offerings, 73  
Credits, Official Standing, 23  
Criminology, Corrections, 86  
Curriculum, 55

Data Processing, 88  
Deaf, Program for, 68  
Dormitory Regulations, 41  
Drafting Technology, 91  
Drama, 43

Economics, 89  
Education, 89  
Electrical Technology, 92  
Engineering, Drafting, 91  
English, 94

Faculty, 11  
Fees, 33  
Financial Aid, 38  
Financial Regulations, 32  
Food Services, 42

General Education, 56  
General Information, 19  
General Regulations, 45  
Geography, 96  
Grading System, 49  
Graduation Fee, 33  
Graduation Requirements, 53

Health, 96  
History, 20  
Home Economics, 97  
Housing, 41  
Humanities, 97

Inklings, 43

Journalism, 98

Mathematics, 98  
Matriculation Fee, 33  
Medical Services, 42  
Mental Retardation, 100  
Music, 101  
Music Activities, 43  
Music Fees, 33

Nursing, Practical 117

Objectives CJC, 22  
Organizations, 44

Papoose, 43  
Physical Education, 52, 105  
Physical Plant, 21  
Physical Science, 106  
Physics, 106  
Political Science, 107  
Probation, Scholastic, 51  
Psychology, 107  
Publications, 43

Quality Points, 49

Refund Policy, 36  
Registration, 46  
Regulations, General, 45  
Religious Organizations, 44

Scholastic Probation,  
Suspension, 50, 51  
Scholarships, 39  
Senior Citizens, 54  
Social Science, 107  
Sociology, 108  
Spanish, 108  
Speech, 109  
Sports, Recreation, 43  
Student Activities, 43  
Student Costs, 31  
Student Handbook, 121  
Student Housing, 41  
Student Load, 50  
Student Records, 53  
Student Services, 37  
Suspension, 51

Terminal Status, 53  
Transcripts, 53  
Transfer Students, 52  
Trustees, Board of, 10  
Tuition, 34

Vocational Course  
Offerings, 111  
Vocational Distributive  
Education, 114

Withdrawal from  
Courses, 48, 50

Yearbook, 43

# Request for Admission Papers

Any student who desires to apply for admission should use the form shown below, or a personal letter, to request the necessary admission papers. An official application blank and other papers will be forwarded by return mail.

For any information not covered in the catalog, correspondence and personal conferences are cordially welcomed. Such correspondence should be addressed to the Registrar, Chipola Junior College, Marianna, Florida 32446.

Registrar  
Chipola Junior College  
Marianna, Florida 32446

Dear Sir:

Please send the necessary admission papers to:

Name \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

I was (or will be) graduated from \_\_\_\_\_ \*

High School in 19 \_\_\_\_\_

I (have) (have not) attended another college or university.  
I am applying for admission as (check one):

- \_\_\_\_\_ 1. A regular college-level student.  
\_\_\_\_\_ 2. An early admission student.  
\_\_\_\_\_ 3. A dual enrollment student.  
\_\_\_\_\_ 4. A vocational student (Specify program in space below).  
\_\_\_\_\_

I expect to enroll for the \_\_\_\_\_ Semester or  
Session, 19 \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

