

# BULLETIN FOR 2010-2011 & 2011-2012

105 B.J. ALBRITTON DR.  
JACKSONVILLE, TEXAS 75766

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AFFORDABLE.PERSONAL.  
CHRISTIAN.EDUCATION.



*Our Alma Mater so proudly stands  
Proclaiming truth to every land,  
Exalting Christ our aim shall be  
As we march on to victory.*

*As we go forth from thy dear walls  
To answer duty's urgent calls,  
Thy memories ever dear shall be  
We hail thee ever, our J.B.C.*

# JACKSONVILLE COLLEGE

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## **BULLETIN** for **2010-2011 and 2011-2012**

### ***MEMBER***

American Society of Composers, Authors and Publishers  
Broadcast Music, Inc.  
Council for Higher Education Accreditation  
East Texas State Historical Association  
Independent Colleges and Universities of Texas  
Jacksonville Chamber of Commerce  
National Association of Independent Colleges and Universities  
National Junior College Athletic Association  
Region XIV Athletic Conference  
Southern Association of Colleges and Schools  
Texas Association of Collegiate Registrars and Admissions Officers  
Texas Council of Academic Libraries  
Texas Independent College Foundation  
Texas Library Association  
Texas Music Educators Conference  
Texas State Historical Association

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Jacksonville College on any basis prohibited by applicable law, including but not limited to, race, color, age, national origin, sex, veteran status or disability. Under federal law, the college may discriminate on the basis of religion to fulfill its purposes.

Serving Baptists and Higher Education Since 1899  
Owned & Operated by Baptist Missionary Association of Texas  
Affiliated with the Southern Baptist of Texas Convention

**This bulletin is effective for the fall 2010 through summer 2012 semesters. However, Jacksonville College reserves the right to change without prior notice any policy, procedure or curricular offering contained herein.**

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## I. CALENDAR 2010-2011

### *ACADEMIC EVENTS*

#### **FALL SEMESTER 2010**

Faculty In-service	August 19, 20
New Student Testing	August 23
Registration	August 24, 25
Last Day to Register	August 25
Classes Begin, 8:00 a.m.	August 26
Last Day to Add/Drop	September 2
Labor Day Holiday	September 6
Classes Resume, 8:00 a.m.	September 7
Mid-semester Examinations	October 11-14
Fall Semester Break	October 15
Classes Resume, 8:00 a.m.	October 18
Last Day to Apply for December Graduation	October 29
Last Day to Withdraw with "W"	November 2
Thanksgiving Holidays	November 24-26
Classes Resume, 8:00 a.m.	November 29
Early Registration Advising for Spring	Nov. 29-Dec. 10
Final Examinations	December 13-16
Official Close of Semester	December 16
December Graduation Date	December 31

#### **SPRING SEMESTER 2011**

Faculty In-service	January 7, 10
New Student Testing	January 10
Registration	January 11
Last Day to Register	January 11
Classes Begin, 8:00 a.m.	January 12
Martin L. King Holiday	January 17
Classes Resume	January 18
Last Day to Add/Drop	January 20
Mid-Semester Examinations	Feb. 28-Mar. 4
Last Day to Apply for May Graduation	March 4
Spring Semester Break	March 14-18
Last Day to Withdraw with "W"	March 25
Early Registration Advising for Summer/Fall	April 4-21
Easter Holiday	April 22
Classes Resume	April 25
Final Examinations	May 2-5
Commencement, 7:30 p.m.	May 6
Official Close of Semester	May 6
Faculty In-Service	May 9-10



**MAY SEMESTER 2011**

Registration and Testing	May 13
Last Day to Register	May 16
Classes Begin	May 16
Last Day to Add/Drop	May 17
Last Day to Withdraw with "W"	May 26
Memorial Day Holiday	May 30
Final Exams	June 1
Official Close of Semester	June 1

**SUMMER I SEMESTER 2011**

Registration and Testing	June 3
Last Day to Register	June 6
Classes Begin (Mon through Thur)	June 6
Last Day to Add/Drop	June 7
Last Day to Withdraw with "W"	June 27
Independence Day Holiday	July 4
Final Examinations	July 8
Official Close of Semester	July 8

**SUMMER II SEMESTER 2011**

Registration and Testing	July 8
Last Day to Register	July 11
Classes Begin (Mon through Thur)	July 11
Last Day to Add/Drop	July 12
Last Day to Apply for August Graduation	July 22
Last Day to Withdraw with "W"	August 1
Final Examinations	August 11
Official Close of Semester	August 11
August Graduation Date	August 19

**The 2011-2012 Calendar is to be announced.**

***RESIDENCE HALLS--OPEN AND CLOSE DATES*****FALL SEMESTER 2010**

Open for fall semester	
Freshmen	Aug. 20, 9:00 a.m.
Sophomores	Aug. 22, 2:00 p.m.

Closed for Thanksgiving holidays

Nov. 24, 9:00 a.m.  
to Nov. 28, 3:00 p.m.

Close, end of fall semester

Dec. 17, 12:00 noon

### **SPRING SEMESTER 2011**

Open for spring semester

Jan. 9, 3:00 p.m.

Closed for spring semester break

March 11, 4:00 p.m.  
to March 20, 3:00 p.m.

Close, end of spring semester

May 7, 9:00 a.m.

**No housing or food service will be provided during the above school holidays or after the end of the semesters. The residence halls will be closed to all students and students will be responsible for their own housing and food service during these periods. Any exceptions must be approved by the administration.**

## II. ORGANIZATION OF THE COLLEGE

### *HISTORICAL BACKGROUND*

Moved by the need for a college in East Texas, a group of earnest Baptists met in Palestine, Texas, March, 1899. They formed a permanent organization known as, "The East Texas Educational Society." The following officers were elected: A. W. Ewing, president; D. L. Scarborough and R. B. Longmire, vice presidents; C. A. Lawler, secretary; and W. J. Foscue, treasurer. They realized East Texas must educate its youth if it rose to the heights of its possibilities. With this in mind they proceeded in their plans to establish an institution which would provide academic and cultural training under religious influence. Jacksonville became their choice for the location of the college.

The East Texas Educational Society applied for a charter for Jacksonville College on June 10, 1899. The procedure was executed by A.P. Schofield, W. J. Foscue, R.B. Longmire and J. M. Newburn, then acting in the capacity of a corporation. The charter was approved and signed by the Secretary of State of Texas, July 26, 1899, and was renewed in 1957.

On July 20, 1899, a building site consisting of 18 acres was bought for Jacksonville College. The trustees gave a contract for a three-story brick building in May, 1899. This building was not completed for the opening session of 1899-1900. The upper story of the Templeton building on South Bolton Street was rented and school opened in September with an enrollment of 34 students and before the end of the opening session, the enrollment increased to 85 students. Before the Christmas holidays the three-story brick building was completed and classes were moved to that location. Since that date all activities of the college have been at the present site.

In the original organization the college was organized on the senior college level, awarding the Bachelor of Arts Degree to its graduates. The college functioned as a senior college until 1918, when it was reorganized on the junior college level. The college has continued to function on the junior college level since 1918, awarding its graduates the Associate in Arts degree and the Associate in Science degree.

The Jacksonville College Academy was organized in 1918-1919. Its purpose was to offer a four-year course measuring up to the standards of high school work. The academy became affiliated with the State Department of Education in 1919. It maintained affiliation with the State Department until discontinued in 1958.

The Junior College course of study was organized in 1918-1919. It conformed to that offered by standard colleges and universities in their first and second year requirements. In 1923 affiliation was established with the State Department of Education. In 1974, Jacksonville College achieved accreditation by the Southern Association of Colleges and Schools.

In 1923 the original charter was amended to provide that Articles 7, 8, and 9 be changed to allow the Baptist Missionary Association of Texas to become the owner of Jacksonville College. Since that date the Baptist Missionary Association of Texas has owned and operated the college. In July of 2002 the college also became affiliated with the Southern Baptists of Texas Convention.

The college is located in a city of some 14,000 inhabitants, nestled in the beautiful, rolling hills of East Texas. The city boasts several industries, a prosperous farming region, friendly people, a fine system of public schools, another junior college, a national seminary and many fine churches.

The student body, the strong faculty, the campus spirit, and the location all combine to make Jacksonville College an ideal place for any student who seeks a sound education which keeps Christ preeminent.

Jacksonville College has been served by several great men of God who were faithful to the cause of Christian Education. Listed below are the names of the presidents and their terms of office. The college has ample reason to be intensely proud of her leadership through these many years.

NAME	TERM OF OFFICE
J. V. Vermillion	1899-1903
B. J. Albritton	1903-1905
J. M. Newburn	1905-1906
B. J. Albritton	1906-1908
J. V. Vermillion	1908-1911
F. D. Graves	1911-1912
H. R. Chapman	1912-1913
J. W. Hoppe	1913-1914
D. C. Dove	1914-1915
J. V. Vermillion	1915-1918
B. J. Albritton	1918-1937
J. W. Overall	1937-1941
C. R. Meadows	1941-1944
Gerald D. Kellar	1944-1956
Douglas L. Laird	1956-1961
Curtis M. Carroll	1961-1986
F. Donald Collins	1986-1988
H. Edwin Crank	1988-

## ***STRATEGIC PLAN***

### ***STATEMENT OF PHILOSOPHY***

- Jehovah God—Father, Son, and Holy Spirit—is the one true God.
- Salvation comes through faith in Jesus Christ.
- God works through people, leading them by the Holy Spirit.
- The Bible is the inerrant Word of God.
- Human life is multidimensional—physical, mental, spiritual, emotional, and social.
- Man has an inherent responsibility to serve God and others.

### ***MISSION***

Jacksonville College, a Christian, independent, coeducational, two-year liberal arts college is committed to our students realizing the full potential of their abilities and pursuing lives of service to the human community, through the effective integration of faith and learning in a distinctly Christian environment.

### ***INSTITUTIONAL GOALS***

- We will provide a distinctly Christian environment.
- We will uphold high standards of ethics and morality.
- We will pursue academic excellence.
- We will emphasize the Bible in our curriculum, programs, and services.
- We will accept all regardless of their race, gender, national origin, or disability.
- We will ensure fiscal and physical responsibility.

### ***STRATEGIC OBJECTIVES***

- Our students will be academically prepared for further education.
- Our students will be prepared for meaningful vocational endeavors.
- Our students will demonstrate their Christian faith in every dimension of life.
- Our students will pursue lives of service to others.

### ***STRATEGIES***

- We will offer an array of educational programs that effectively integrate faith and learning.
- We will provide support services to address the multi-dimensional needs of our students.
- We will sustain a Christian environment consistent with our philosophy and mission.

- We will pursue enrollment increases to expand our service and influence.
- We will pursue funding sources to ensure adequate resources for accomplishing our mission.
- We will strive to maintain high quality facilities and equipment.

## ***ACCREDITATION***

Jacksonville College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the Associate Degree and the Junior College Diploma.

## ***APPROVAL***

Jacksonville College is approved by the Texas Workforce Commission to administer benefits to veterans and other eligible persons enrolled in the Associate Degree programs.

## ***GOVERNMENT***

The Jacksonville College Board of Trustees is the ultimate source of authority in all affairs of the college. The Board consists of fifteen voting members. The officers of the Board of Trustees are the chairman and the secretary. The trustees are appointed by the Baptist Missionary Association of Texas during its annual meeting in November. The Board of Trustees meets three times annually: September, February and May. They act collectively, through committees, and also through the President and the Academic Dean. The President is the chief executive of the college and is responsible to the Board of Trustees. The Academic Dean-Registrar is in charge of all academic affairs and is responsible to the President of the college. The President and the Academic Dean are ex-officio members of all committees. The faculty carry out the details of instruction, and, collectively and through committees, assist in the supervision of student activities. The Dean of Students reports to the President and is responsible for student development services. The Business Officer reports to the President and is responsible for financial operations.

## ***BOARD OF TRUSTEES***

Robbie Caldwell  
Belinda Caudle  
Jack Cook  
Dr. Joe Dufner  
Pat Fuller  
Donald Gresham

Tyler, TX  
Pittsburg, TX  
Ft. Worth, TX  
Diboll, TX  
Waxahachie, TX  
Jewett, TX

Stephen McCeig	Buffalo, TX
Randy McCown	Jacksonville, TX
Tony Murray	Jacksonville, TX
James Schoenrock	Mesquite, TX
Greg Starr	Texarkana, TX
Dr. James Ray Thompson	Gilmer, TX
Lee Welch	Jacksonville, TX
John Ben Williams	Carthage, TX
Steve Williams	Terrell, TX
Dr. Tom Campbell, Ex Officio	Grapevine, TX

## ***OFFICERS OF ADMINISTRATION***

Edwin Crank	President
B.A., Baylor University	
M.R.E., Southwestern Baptist Theological Seminary	
Ed.D., Texas A & M University	
Tampa J. Clark	Academic Dean-Registrar
B.A., Dallas Baptist University	
M.S., Stephen F. Austin State University	
Post Graduate Study, Texas A & M University at Commerce	
David Hubbard	Dean of Students
B.A., Baylor University	
M.A., University of Texas at Tyler	
Post Graduate Study, University of Texas at Tyler	
Larry Burney	Business Officer
B.S., State University of New York	
M.B.A., Averett University	

## ***OFFICE OF DEVELOPMENT***

J. F. "Buddy" Aultman  
 B.S., Stephen F. Austin State University  
 M. Religious Ed., Southwestern Baptist Theological Seminary  
 M.Ed., Stephen F. Austin State University

## ***OFFICE OF INFORMATION TECHNOLOGY***

Michael Creech  
 B.S., University of Texas at Tyler  
 M.S., University of Texas at Tyler

## ***ADMISSIONS OFFICE***

Danny Morris	Director of Admissions
B.S., Texas A & M University	

David Heflin	Admissions Counselor
	Public Relations
B.A., Stephen F. Austin State University	
M.A., Stephen F. Austin State University	
Ph.D., Texas Tech University	

## ***FINANCIAL AID OFFICE***

Don Compton	Financial Aid Officer
B.S., Stephen F. Austin State University	
M.Ed., Stephen F. Austin State University	

Paul Galyean	Assist. Fin. Aid Officer
B.B.A., Stephen F. Austin State University	

## ***FACULTY***

### **FULL-TIME FACULTY**

Patrick (Cinco) Boone	Physical Education
B.S., Eastern New Mexico University	
M.Ed., Hardin Simmons University	

Alice Dillon	Library Director
B.S., University of Texas	
M.Ed., Stephen F. Austin State University	
M.L.S., Sam Houston State University	

Sheryl Hanna	Music
B.M.Ed., Sam Houston State University	
M.A., Stephen F. Austin State University	

Darrell Kirchner	Chemistry, Mathematics
B.A., Southern Illinois University	
Ph.D., West Virginia University	



Mary Lewis	History, Government, Theater
B.S., University of Texas at Tyler	
M.A., University of Texas at Tyler	
Post Graduate Study, University of Texas at Tyler and Stephen F. Austin State University	
Darryl Low	Biology
B.S., Texas Tech University	
M.S., Texas Tech University	
Post Graduate Study, Texas Tech University	
Lynn Nabi	Physical Education
B.A., University of Texas at Arlington	
M.S., Midwestern State University	
Vanita Pettey	English
B.A., University of Texas at Tyler	
M.A., University of Texas at Tyler	
Patricia Richey	Computer Science, History, Government
B.S.H.E.S.S., Stephen F. Austin State University	
M.Ed., Texas A & M University-Commerce	
Ed.D., Texas A & M University-Commerce	
Johnnie Ross	Mathematics
B.S., Texas Eastern University	
M.A., University of Texas at Tyler	
Leon Ross	Religion
B.A., University of Texas at Tyler	
M.Div., BMA Theological Seminary	
Post Graduate Study, Sam Houston State University	
Post Graduate Study, University of Texas at Tyler	
Marolyn Welch	English, Speech
B.S., University of Texas at Tyler	
M.A., University of Texas at Tyler	

## **ADJUNCT FACULTY**

Michael Alberts	Social Science
B.A., University of Texas at Tyler	
M.A., University of Texas at Tyler	

Robert Brooks	Geography
B.A., University of Houston-Clear Lake	
M.A., University of Houston-Clear Lake	
Larry Burney	Business
B.S., State University of New York	
M.B.A., Averett University	
Kris Chen	Accounting
B.B.A., University of Texas at El Paso	
M.P.A., Stephen F. Austin State University	
Tampa J. Clark	Capstone
B.A., Dallas Baptist University	
M.S., Stephen F. Austin State University	
Post-Graduate Study, Texas A & M University-Commerce	
Michael Creech	Computer Science
B.S., University of Texas at Tyler	
M.S., University of Texas at Tyler	
Roy Darby	Physical Activity
B.S., Stephen F. Austin State University	
M.Ed., Stephen F. Austin State University	
Amy Glenn	Social Science
B.S., University of Texas at Tyler	
M.A., Ohio State University	
Ed.D., Texas A&M University-Commerce	
David Heflin	Spanish
B.A., Stephen F. Austin State University	
M.A., Stephen F. Austin State University	
Ph.D., Texas Tech University	
Davis Hubbard	Student Success
B.A., Baylor University	
M.A., University of Texas at Tyler	
Post-Graduate Study, University of Texas at Tyler	
Jan Modisette	English
B.A., Stephen F. Austin State University	
M.A., Stephen F. Austin State University	

Mack Musick  
B.S., University of Texas  
B.A., University of Texas

Developmental  
Mathematics

Alice Rooks  
B.A., University of Texas at Tyler  
M.A., Stephen F. Austin State University

Art

Arlyn Vierkant  
B.A., Drake University  
M.S., University of Wisconsin at Milwaukee

Sociology, Psychology

## ***FACILITIES***

Jacksonville College is located in the northwest section of the City of Jacksonville, Texas. The campus has been occupied continuously since 1899. Native oak, pine, and paper-shell pecan trees add beauty and a restful atmosphere to the campus. Appropriate areas are provided for easy parking and for outdoor sports and activities, including tennis.

The **C. R. Meadows Administration and Classroom Building** (1962) contains offices of the administration and faculty offices. It is also the main classroom building, containing several classrooms and the biology, chemistry and computer science laboratories.

The **Mary Nell and Summers A. Norman Library** (2002) is located on the corner of Travis Street and Kickapoo Street. The seating area has a capacity of sixty. There are up-to-date computers provided for the patrons with modern software, tutorials, and Internet access. The library is open sixty-four hours per week with a qualified staff to give assistance to patrons. The library houses over 19,000 volumes along with approximately 38 current magazine subscriptions, four newspaper subscriptions and additional bound journal volumes. Some of these publications have been issued by national, state and local associations affiliated with the Baptist Missionary Association of America. Additionally, the library subscribes to several online databases, one of which is Tex-Share. These online sources give access to hundreds of additional periodicals and books.

The **Weatherby Memorial Building** (1952) is the former library. Since 2002, it has undergone significant renovation and now houses the Conference/Distance Learning Room, Community Computer Lab for both student and community use, the Financial Aid Office, the Office of Information Technology, and the Jaguar Collegiate Bookstore.

The **Buckner Chapel and Gerald Orr Music Annex** (1975) contains an auditorium with a seating capacity of 500, classrooms, practice rooms and music faculty offices.

The **Little Cafeteria and Student Center** (1968) serves several purposes. The student center provides space for studying, watching television, and playing various types of games, including pool, ping-pong, and electronic games. Also in this area are the office of the Dean of Students, student mailboxes, and a snack bar. The cafeteria provides complete meals for students and college personnel at nominal cost.

The **Curtis Carroll Field House/Gymnasium** (1979) has floor space for a regulation-size basketball court, two practice courts, weight room, exercise and therapy rooms, and a large classroom.

**Collins Hall**, the women's residence hall (1965), will house fifty-two students.

**Memorial Hall**, the men's residence hall (1966), is designed to accommodate fifty-one students.

The **Pine Street Residence Hall** consists of five apartments normally used for additional men's residence.

### III. STUDENT ADMISSION

#### *ADMISSION REQUIREMENTS*

Admission policies are administered by the Academic Dean's Office, including the Admissions Office and Financial Aid Office as supervised units. All prospective students are subject to the admission requirements and procedures.

Upon admission to Jacksonville College, the student has agreed that all information contained in the application for admission is correct and complete and that the college has permission to verify the information. If any information is found to be inaccurate or incomplete, it will be sufficient cause for rejection of admission or dismissal. The student understands that, as a Christian institution, the college places emphasis upon high standards of personal conduct by all students. The student agrees to abide by the rules and regulations as set forth in this catalog, the student handbook, and by the administration of the college. The student certifies that the meeting of the degree requirements for graduation from Jacksonville College is his or her responsibility and not that of the college. The student also certifies that the college will not be held liable for his or her ability to meet the admission or degree requirements of another institution to which the student may transfer.

The college reserves the right to deny admission to any applicant who is not considered by the college to be an appropriate candidate for admission. This right will be exercised in a manner consistent with applicable state and federal non-discrimination laws. Applications will be considered without discrimination as prohibited by applicable law, including but not limited to, race, color, age, national origin, sex, veteran status or disability. Under federal law, the college may discriminate on the basis of religion to fulfill its purposes. Admissions decisions will be made based on the applicant's academic record, class rank, standardized test scores, extracurricular activities, recommendations, character, and likelihood of success at the college.

Under the above general guidelines, Jacksonville College may admit as a student an individual who meets one of the following requirements:

1. High school graduate (including home-school and private high school graduate) who:
  - a. has passed all portions of the TABS, TEAMS, TAAS, or the TAKS or TAKS Accommodated test, **or**
  - b. has a minimum composite score of 12 on the ACT, or 590 critical reading plus mathematics total on the SAT Reasoning, or 180 on each of the reading, writing and

mathematics segments of the TASP, or 200 on each of the reading, writing and mathematics segments of the THEA test, **or**

c. is a non-immigrant alien student with a minimum TOEFL score of 450/paper test or 133/computer test or 45/Internet test

2. Passing score on the General Educational Development (G.E.D.) test
3. Transferring from a non-vocational college or university where the student had regular admission status
4. Meeting the “ability-to-benefit” requirements of the U.S. Department of Education (contact the Office of Admissions for details)
5. Current junior or senior-level student in an American high school or home school.  
Upon graduation, these students must provide Jacksonville College with an official high school transcript, showing graduation date.  
College credit may also be accepted as high school credit, depending upon the policy and approval of the specific high school.

**Provisional Admission** for the first semester of college credit work may be available for students not yet meeting any of the above five requirements. **Provisional Admission** is conditional upon meeting the admission qualifications prior to the second semester of enrollment. Enrollment for the second semester cannot be granted if the admission qualifications are not met. Official grades and transcript for the first semester will not be released by the college until admission qualifications are met.

Applicants for admission to the college who are seeking enrollment in academic college credit courses may elect to enter under **Academic Fresh Start**. Under this status all academic college courses and grades earned by the applicant ten or more years prior to the starting date of the semester in which the student seeks to enroll will not be considered in determination of prior course credit or GPA. In other words the student is given an **Academic Fresh Start** for college work. An applicant who elects to apply under this status and is admitted as a student may not receive any course credit for courses undertaken ten or more years prior to admission. The status will be documented on the student’s academic transcript.

Although the Texas Higher Education Assessment (THEA) is not required by the state for admission to an independent college like Jacksonville College, this test may need to be taken for transfer to a state-supported Texas college/university or for entrance into a Texas teacher education program. The student should contact the transfer college/university for requirements.

### ***ADMISSION CREDENTIALS REQUIRED FOR U.S. CITIZENS***

- \* 1. Completion of a Jacksonville College application form.
- \* 2. Submission of (1) an official high school transcript (showing graduation and date), or (2) proof of G.E.D. completion.
- \* 3. Submission of official transcripts from all colleges/universities previously attended, as well as all documents as required by the college.
- 4. Submission of a recent photograph (or clear photocopy) of the student.
- 5. Submission of a completed medical history form with either a doctor's signature or an immunization record. (This credential is not required for off-campus current high school students.)
- 6. Submission of a copy of the social security card.
- \* 7. If required (see "Academic Regulations and Information," "Testing and Placement"), completion of the Jacksonville College placement tests.

**\* These requirements must be met prior to enrollment for classes.**

### ***ADMISSION CREDENTIALS REQUIRED FOR NON-IMMIGRANT ALIENS***

This school is authorized under Federal Law to enroll non-immigrant students. A certificate of eligibility for attendance (I-20A/B) must be held/obtained by the student.

Non-immigrant alien students holding an F-1 visa are not required to be issued an I-20 to attend summer semesters only at Jacksonville College assuming the student holds an I-20 from a parent institution.

- \* 1. Completion of a Jacksonville College application form.
- \* 2. Submission of an official high school transcript (showing graduation and date), or proof of G.E.D. completion, and official transcripts from all U.S.

colleges/universities previously attended, and score reports on ACT, SAT, THEA or TOEFL tests: all documents as required by the college.

3. Submission of a recent photograph (or clear photocopy) of the student.

4. Submission of a completed medical history form with either a doctor's signature or an immunization record.

5. Submission of a copy of the social security card, if applicable.

\* 6. If required (see "Academic Regulations and Information," "Testing and Placement"), completion of the Jacksonville College placement tests.

\* 7. Submission of an affidavit of financial support showing sufficient funds for support of the student for at least 12 months. (This credential is not required for summer semesters.)

\* 8. Completion of the International Student Transfer Request form by the transfer institution if the student is transferring to Jacksonville College from another U. S. college or university. (This credential is not required for summer semesters.)

\* 9. Copy of previous I-20 form, if the student is transferring to Jacksonville College from another U. S. college or university. (This credential is not required for summer semesters.)

\* 10. Copy of passport or other document showing F-1 Student Visa status (required at the time of enrollment for classes). (This credential is not required for summer semesters.)

**\* These requirements must be met prior to enrollment for classes.**

### ***TRANSFER-IN STUDENTS FROM OTHER COLLEGES OR UNIVERSITIES***

Academic transcripts from all colleges/universities previously attended will be evaluated for possible transfer credit to Jacksonville College according to the following guidelines:

1. The course must have been taken for college credit and must represent content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in Jacksonville College degree programs.



2. The course must relate to one of the College's academic credit curriculum areas; it must be relevant to the associate degree or junior college diploma at Jacksonville College.

3. Only college credit course grades of "C" or higher will be accepted for credit.

4. College "orientation" courses will not be accepted for credit.

5. The College sets no limit on the amount of hours that can be transferred in other than a maximum 15 semester hours of correspondence-type courses. However, all Jacksonville College graduation requirements are applicable to transfer-in credits.

After applying these criteria, all courses and grades evaluated, whether accepted for credit or not, will be shown on the Jacksonville College academic transcript. These courses will be included in calculation of the cumulative grade-point average. If a course has been repeated, it is considered only one time, using the higher grade, for grade-point average calculation and for total hours completed.

The Academic Dean shall inform the transfer student of the credit that will transfer no later than the end of the first semester enrolled at Jacksonville College.

Transfer students with a low grade-point average may be subject to **Scholastic Probation** or **Enforced Scholastic Withdrawal** policies (see "Academic Regulations and Information").

Non-immigrant alien students who are transferring from another U.S. institution to Jacksonville College must have completed at least one semester of work at the transfer institution and have permission of the transfer institution to relocate to Jacksonville College. Non-immigrant alien students who have an I-20 from Jacksonville College must enroll as full-time students (twelve semester hours or more) and must maintain this status throughout a fall or spring semester. Part-time students at Jacksonville College for a fall/spring semester must be enrolled full-time at their parent institution and have the permission of the parent institution to attend part-time at Jacksonville College.

## **IV. GENERAL COLLEGE POLICIES**

### ***STUDENT RIGHTS***

Upon becoming a student at Jacksonville College, the individual has entered into an agreement with the college by accepting the philosophy, objectives and regulations of this institution. The student shall forfeit the privilege of attendance if this agreement is broken. Therefore, Jacksonville College insists on the right to discipline or even to expel from the campus any student who does not, in the opinion of the college, conform to the spirit and regulations of the school. On the other hand, the college firmly believes in the preservation of due process for all students in all disciplinary or grievance proceedings. The student has a right to appeal. (For more details, consult the *Jacksonville College Student Handbook*.)

### ***STUDENT GRIEVANCE PROCEDURE***

Any student who has a complaint alleging an infraction of established college rules, regulations, policies, or an injustice in matters of student life shall be directed to the attention of the Dean of Students and in matters relating to academic areas to the Academic Dean.

The student initiating a grievance may discuss his/her problem informally with the appropriate dean, and if an agreement is reached with respect to the student's request, no further action will be taken. If not, the student may request a formal hearing made in writing with an explanation of the specific nature of the conflict. The appropriate dean will arrange a hearing within a reasonable period of time with an *ad hoc* committee comprised of one member from the faculty, staff, and administration. The student will be informed of the date, place and time of the hearing.

The student may present evidence relevant to the grievance raised and may be assisted or represented at the hearing by persons of their choice, including attorneys, at the student's expense.

A student who believes that the adjudication as a result of the hearing is not acceptable can seek further satisfaction through the established line of appeal, which is to the President and then to the Board of Trustees. A specific process regarding student disciplinary issues can be found in the *Student Handbook*, "College Judicial Committee Hearing." A specific complaint process regarding the appeal of a grade can be found in this *Bulletin* and in the *Student Handbook*, "Grade Appeal Process."

## ***STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING***

Jacksonville College believes in obtaining input and allowing participation, where appropriate, of students in various decisions reached by the institution. For example students are members of certain college committees, and surveys of students are periodically taken. However, the college staff, faculty, administration, and ultimately the board of trustees retain the final and unequivocal right to produce a decision, rule or policy.

## ***DRUG-FREE CAMPUS***

In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, students found in use, possession or distribution of controlled substances or alcohol will be subject to both legal and college disciplinary action. Additional information can be found in the *Jacksonville College Student Handbook*.

## ***STUDENTS WITH DISABILITIES***

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the Business Officer of Jacksonville College is designated as the coordinator to work with students with disabilities. Students with learning differences should consult with the Academic Dean.

## ***PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS***

In compliance with the Family Educational Rights and Privacy Act. of 1974 (P.L. 93-380) as amended (P.L. 93-568), also known as the Buckley Amendment, Jacksonville College gives notice that the following directory information will be given upon request: student's name, address (permanent or local), telephone listing, date and place of birth, major field of study, minor field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Any student who objects to the release of all or any part of the directory information on file in his or her name must notify the Academic Dean's Office in writing within 30 days from the beginning of the semester that he or she does not wish to have such information released. This request will be honored, and all or any portion of the information which the student requests to be withheld will be held confidential by the Academic Dean's Office.

## ***STUDENT RECORDS***

An academic file for each student is maintained in the Academic Dean's Office and kept in a secure vault. The file contains the admission credentials required at the time of entrance, the Jacksonville College transcript of grades, and other papers such as registration reports, course change forms and request for transcript copies. These papers are kept as a permanent file. A photocopy of the Jacksonville College transcript is kept in another secure location in a different building. An electronic database is also kept of student personal information, courses and grades.

A record of the student's financial account is kept on permanent file in the Business Office vault. Both paper and electronic files are maintained.

Financial aid records, written and electronic, are kept in the Financial Aid Office for five years and then destroyed.

## ***STUDENT GRADES***

Student educational records, including grades, may be released directly to the parent/guardian if the parent/guardian completes the *Parental Affidavit for Academic Information*, verifying that the student is a dependent on his/her federal income tax.

Other students may complete the *Student Consent for Release of Records*, indicating those persons to whom educational information, including grades, may be released. Otherwise, educational information, including grades, are not released to anyone outside of the college family without the written consent of the student.

The *Parental Affidavit for Academic Information* and the *Student Consent for Release of Records* are available through the office of the Academic Dean.

## ***INSTITUTIONAL GRADUATION RATES AND CAMPUS SECURITY DISCLOSURES***

Pursuant to Section 485 of the Higher Education Act of 1965, as amended by the Student Right-to-Know and Campus Security Act (P.L. 101- 542) and the Higher Education Technical Amendments (P.L. 102-26 and P.L. 105-18), institutional graduation rates and campus security information is made available to prospective and enrolled students. This information is distributed through the offices of the Academic Dean, Dean of Students and Director of Admissions.

## V. COSTS

### **CHARGES**

#### **Application/Registration** <sup>Note 1</sup>

Application fee for U.S. citizens	\$ 15.00
Application fee for nonimmigrant aliens	100.00
Reissue of I-20	25.00
Early Registration Deposit	50.00

#### **Tuition**

Tuition for each semester hour per semester (excluding applied music)	210.00
Applied music lessons (voice, piano, organ, instrument) per semester hour; includes practice time of one hour per day	140.00
Audit fee for each semester hour per semester	50.00
Advanced credit per semester hour	25.00

#### **Special Course Fees**

Choir uniform fee per year	100.00
Laboratory use fee per course	35.00
Bowling lane use fee per course	60.00
Water Aerobics pool use fee per course	50.00
Independent study per course	100.00

#### **Student Services**

Student services fee per long semester <sup>Note 2</sup>	200.00
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#### **Room and Board**

Room and board in residence hall per long semester (plus tax on board)	1628.50
Board only per long semester (plus tax)	951.52
Room deposit for residence hall	75.00

#### **Graduation**

Diploma/certificate fee	10.00
Cap and gown fee	22.50

## Other Fees

Technology fee per semester hour	10.00
Mailbox fee per semester	3.00
Mailbox key replacement	5.00
Fee for course change event after classes begin	10.00
Transcript copy fee	3.00
Residence hall key deposit	5.00
Residence hall key replacement	5.00
Re-key lock to residence hall	10.00
Student ID card replacement	5.00
Return check fee	20.00
Administrative charge for payment plan	15.00
Delinquent fee for late payment on account	10.00
Return book fee	5.00

**Note 1** The application fee for United States citizens is \$15.00 for new students or for former students who have missed one or more long (fall/spring) semesters. The application fee for new, nonimmigrant alien students who are requesting the issue of an I-20 is \$100.00, with \$50.00 refundable after enrollment. If no I-20 is required the fee is \$15.00. Prospective new alien students who do not enroll and require reissue of an I-20 will be charged an additional \$25.00 fee (non-refundable). For former alien students who have missed one or more long semesters and who require reissuance of an I-20, the fee is \$25.00; if no I-20 is required the fee is \$15.00. A nonimmigrant alien student, who paid a \$15.00 fee for a summer semester and then decided to return in the fall semester, requesting an I-20, must pay the \$100.00 fee.

**Note 2** Students who register for six semester hours or more in a fall or spring semester shall pay a fee of \$200.00 per semester as a student services fee. This fee covers the cost of limited health services, yearbook, and admission to home basketball games (through the end of regular conference play), building use, student/student government activities and incidental registration and classroom expenses above tuition.

**Full payment of all tuition, fees, and room and board is required at the time of registration, before any classes can be attended, unless other arrangements are approved by the Business Office.** Special arrangements may be made for periodic payments; an administrative charge is applied. Late payments are also charged a delinquent fee. Failure to satisfy financial obligations to the college may result in withdrawal of the student from the school.

Student accounts are considered delinquent sixty (60) days after the official close of the semester attended, or the college withdrawal date. Failure

to respond to notice of debt will result in deliverance of the account to a credit bureau. Withdrawal from college does not excuse the student from this policy. The administration reserves the right to make decisions on an individual case basis.

**Jacksonville College reserves the right to change the tuition, fees, and room and board charges at any time, according to action by the board of trustees.**

## ***REFUNDS***

(For procedures and other information relating to adding and dropping courses, withdrawing from courses and withdrawing from college, see section VII, “Adding and Dropping Courses” and “Withdrawal from Class or College.”)

A student withdrawing from a **class** during a **fall or spring** semester may receive a refund of **tuition** according to the following schedule (no refund of **fees** will be given):

- |                                      |             |
|--------------------------------------|-------------|
| 1. Through the last day to add/drop: | 100 percent |
| 2. After the last day to add/drop:   | None        |

A student withdrawing from the **college** during a **fall or spring** semester may receive a refund of **tuition** according to the following schedule (no refund of **fees** will be given.):

- |   |            |
|---|------------|
| 1. During the first 5 class days of the semester:                       | 80 percent |
| 2. During the 6 <sup>th</sup> through the 15 <sup>th</sup> class days:  | 65 percent |
| 3. During the 16 <sup>th</sup> through the 20 <sup>th</sup> class days: | 40 percent |
| 4. After the 20 <sup>th</sup> class day:                                | None       |

(Note: “class days” refers to all scheduled classes, not just the specific class or classes the student may be taking.)

If the student is receiving Title IV federal aid, a potential refund to the federal government must be calculated according to federal guidelines. Any unearned portion of the federal funds must be returned to the government. The student would then be responsible to pay any outstanding balance on their account. This federal refund policy overrides the Jacksonville College institutional refund policy in cases of college withdrawal.

Any student withdrawing from a **class** or from the **college** for a **summer** session during the add/drop period will receive a full refund of **tuition**. No refund of tuition will be given after the close of the add/drop period. If Title IV federal aid is involved, the federal refund guidelines override the Jacksonville College

institutional refund policy. No refund of **fees** will be given.

In no case will tuition or fee monies be refunded to a student who has been withdrawn from a class or from the college by due process of college authorities for reasons of discipline, absenteeism or failure to meet financial obligations.

The room deposit will be refunded to students who do not come and live in the residence hall only if a request is made to the Business Office prior to the following dates:

August 1 ..... for deposit for upcoming fall semester

January 1 .....for deposit for upcoming spring semester

May 1 .....for deposit for upcoming summer semesters

The room deposit will be refunded no earlier than ten days after the close of the semester when a student officially withdraws from the college or is authorized to move out of a residence hall at the end of a semester. Room damage or other unpaid charges will be deducted from the refund.

Any student withdrawing from the college or who is authorized to move out of a residence hall during the semester will receive a refund of prepaid board charges on a prorated basis, according to the number of days of board used by the student. Refunds on prepaid board charges will be made only in cases of illness or hardship circumstances. No refund of room charges will be made, although this policy may be modified on behalf of the student in the event of special circumstances.

Nonimmigrant alien students who pay the \$100.00 application fee and who subsequently register shall receive a refund of \$50.00. This refund shall be paid no earlier than two weeks after the beginning of classes and if no balance is due on the student's account.

Students who pay an early-registration deposit-on-account, but who do not inform the Business Office of non-attendance by the last day to register, shall forfeit the deposit.



## VI. SCHOLARSHIPS AND FINANCIAL AID

Jacksonville College offers two basic types of aid to assist students in meeting the financial demands of college attendance. **Scholarships** are provided by the institution to pay for a portion of the educational expenses of the student. **Governmental financial aid** includes federal/state grants and work-study. In general, scholarships and governmental aid are available only to United States citizens. Additional information on financial assistance can be found in the *Jacksonville College Financial Aid Policies and Procedures Manual* located in the Library, Financial Aid Office and Admissions Office. The student should also contact the Financial Aid or Admissions Office for information and help.

### ***SCHOLARSHIPS/AWARD PACKAGES***

Institutional scholarships/award packages are granted through the college Scholarship Committee to those who qualify. A number of different scholarships/awards are available in various categories including academic, athletic, commuter, memorial, ministerial/church, music, and work/performance. Scholarship/award monies cannot be used to pay for advanced credit, applied music, or audit courses. In general, scholarships/awards cover only tuition costs for a maximum of sixteen semester hours. All students receiving scholarships/awards must attend scheduled chapel programs unless excused for a valid reason by the Dean of Students. If excused, the student may still be required to attend a study period in lieu of chapel. An individual student cannot receive benefit concurrently from more than one scholarship/award package given by Jacksonville College. All scholarship recipients must also apply for governmental financial aid by completing the Free Application for Federal Student Aid (FAFSA.) When applicable, the Texas Tuition Equalization Grant (TEG) may be considered a part of the institutional award package since TEG plus tuition scholarship cannot exceed a student's total tuition expense. Scholarships/awards will be made according to qualifications and on a first-come, first-served basis as long as monies are available. Scholarships/awards are made on an annual basis for one academic year (fall and spring semesters). Once awarded for that academic year, the type of scholarship/award cannot be changed without the approval of the Scholarship Committee. Maintenance of scholarships/awards is dependent upon meeting specified academic, performance and class attendance requirements. Scholarships may also be reduced or revoked if so recommended by the college Judicial Committee or so directed by the administration for due cause. Contact the Financial Aid Office or Admissions Office for further details.

### ***GOVERNMENTAL FINANCIAL AID***

Students who wish to receive governmental financial aid from federal or state sources must complete and submit a Free Application for Federal Student

Aid (FAFSA,) which is available from the Admissions Office or Financial Aid Office. Eligibility for and the amount of aid is dependent upon several factors, including but not limited to, the source of aid, student need, how the aid will be used, and maintenance of satisfactory academic progress. Details can be obtained from the *Jacksonville College Financial Aid Policies and Procedures Manual* or by contacting the Financial Aid Office or Admissions Office.

Various types of governmental financial aid include:

PELL GRANTS

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY  
GRANT (FSEOG)

TEXAS TUITION EQUALIZATION GRANT (TEG)

ACADEMIC COMPETITIVENESS GRANT (ACG)

LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (LEAP)

SPECIAL LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP  
(SLEAP)

FEDERAL COLLEGE WORK STUDY (FCWS)

## **BENEFITS FOR VETERANS AND OTHER ELIGIBLE PERSONS**

**Associate Degree Programs.** Veterans and other eligible persons should apply directly to an office of the Veterans Administration before the school term begins. At the time of registration the veteran should submit to the Registrar a certificate of eligibility obtained from the Veterans Administration. A veteran entitled to benefits under these laws may receive funds as determined by the program for which he/she is eligible. The student is personally responsible to Jacksonville College for all charges posted to his/her student account.

## **VOCATIONAL REHABILITATION**

The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the disabled student to become employable. Applications for such service should be directed to: Texas Rehabilitation Commission, 504 East Pine St., Jacksonville, TX 75766, telephone 903-586-3526.

## ***STANDARDS REQUIRED***

### **INSTITUTIONAL SCHOLARSHIPS/AWARDS**

Students receiving scholarships/awards from the institution must meet specified academic, performance and class attendance standards. Failure to satisfy the requirements of the scholarship/award may result in scholarship probation, reduction of scholarship amount or scholarship withdrawal.

**Students receiving institutional scholarships/awards (except certain part-time scholarships) must enroll for at least twelve semester hours of associate-degree core courses each fall and spring semester until core courses are completed, and must maintain enrollment in at least twelve semester hours during the entire semester in order to keep the scholarship for the current semester. Required developmental courses and STSU 1100/2100 will be considered as “core courses” for enrollment purposes.**

Additional details of scholarship maintenance are given below.

First-time students at Jacksonville College, whether they have attended a previous college or not, are not subject to these scholarship probation/withdrawal policies during their first (long-term) semester. Former students of Jacksonville College, whether they have attended another college in the interim or not, remain subject to the scholarship probation/withdrawal policies.

If at the end of a long-term (fall or spring) semester a student is deficient in meeting any of the scholarship requirements, the student may be placed on “Scholarship Probation” or “Scholarship Withdrawal” for the next long-term semester. If the deficiency is a grade-point average (GPA) difference of 0.25 or less and/or a non-serious problem, the student may be placed on “Scholarship Probation” with no loss of scholarship. If the deficiency is a GPA difference of more than 0.25 but equal to or less than 0.50 and/or a significant problem, the student may be placed on “Scholarship Probation” with only a partial scholarship (40%). If the deficiency is a GPA difference of more than 0.50 and/or a serious problem, then the student may be placed on “Scholarship Withdrawal” and could receive no scholarship funds. Students with one or two class withdrawals initiated by the Academic Dean for class absenteeism may have their scholarship reduced by 10% of the monetary scholarship value, or 15% for more than two class withdrawals, for the following fall/spring semester.

A GPA deficiency can be resolved prior to the next long-term semester by taking summer classes and raising the GPA to the required level.

If a student is on “Scholarship Probation” and the deficiency involves

GPA, the student may not be allowed to travel out of the city if he/she is in a music group, is a cheerleader, is an athlete, or is a physical education assistant until the GPA requirement is satisfied. A grade check will be made at mid-semester.

If the student is deficient in some area other than or in addition to GPA, this problem must be resolved. A check will be made at mid-semester and at the end of the semester.

If a student remains on “Scholarship Probation” for two successive long-term semesters, the student may be placed on “Scholarship Withdrawal” for the next long-term semester.

“Scholarship Withdrawal” means that the student is not eligible for a Jacksonville College scholarship/award during the next long-term semester and would return the following semester on “Scholarship Probation.”

## **GOVERNMENTAL FINANCIAL AID**

Students receiving governmental financial aid must meet the following satisfactory progress requirements:

1. A student who has more than 90 semester hours of college work attempted will be ineligible for financial aid at Jacksonville College.

2. The four levels of progress requirements are

After 1-15 semester hours attempted:	Cumulative GPA of 1.00 or more, 67% of courses attempted passed with a grade of D or higher.
After 16-30 semester hours attempted:	Cumulative GPA of 1.50 or more, 67% of courses attempted passed with a grade of D or higher.
After 31-44 semester hours attempted:	Cumulative GPA of 1.75 or more, 67% of courses attempted passed with a grade of D or higher.
After 45-90 semester hours attempted:	Cumulative GPA of 2.00 or more, 67% of courses attempted passed with a grade of D or higher.

GPA and percentage will be checked at the end of each semester. If the requirements of the first level (1-15 hours) are not attained, the student will be given a written notice of alert regarding satisfactory progress. If the requirements of the second level (16-30 hours) are not attained, the student will be placed on financial aid probation by written notice. If the requirements of the third level (31-44 hours) are not attained, the student may continue on financial aid probation after a personal interview with the Financial Aid Officer. If the requirements of the fourth level (45-90 hours) are not attained, the student will be placed on financial aid suspension and may not be able to receive financial aid until the cumulative GPA is raised to 2.00 and/or the percentage is raised to 67% or more.

Exceptions to the above penalties may be made by the Financial Aid Officer based upon documented data indicating unusual or unavoidable hardships which may influence the student's ability to make satisfactory progress.

## **VETERANS AND OTHER ELIGIBLE PERSONS**

**Associate Degree Programs.** The minimum satisfactory academic progress required of veterans and other eligible persons receiving VA educational benefits is a 2.00 ("C" average) cumulative grade-point average (GPA). This satisfactory progress requirement is in addition to any other general college requirements. Academic progress for veterans and other eligible persons is evaluated at the end of each semester and policies are administered by the Academic Dean's Office of Jacksonville College under the sanctioning legal guidelines of the Veterans Administration. Students who fail to achieve a cumulative GPA of 2.00 shall be placed on probation for the following semester. If the student achieves a semester GPA of 2.00 or better during the probationary semester, but has not achieved the required cumulative GPA of 2.00, the student may be continued on probation for one more semester. If the student on probation fails to achieve a semester GPA of 2.00 at the end of the first probationary semester, the student shall be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. A student who fails to achieve a cumulative GPA of 2.00 at the end of the second consecutive probationary semester shall be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. In either case, unsatisfactory progress shall result in enforced withdrawal from the college for the next long-term semester. However, a student may make appeal to the Academic Dean and a special admissions committee for a hearing and under special circumstances may not be forced to withdraw. The requirements for special admission shall be documented and agreed to by the student. A student who returns to the college subsequent to the date of the withdrawal status shall return on probation unless and until the cumulative GPA reaches 2.00 or more.

## VII. ACADEMIC REGULATIONS AND INFORMATION

The Academic Dean-Registrar is in charge of administrative matters pertaining to the student's academic work.

### ***PROGRAMS OF STUDY***

**Associate Degree**--This program is designed to provide the basic courses for the first two years of undergraduate education in the liberal arts and sciences. Students in this program would normally choose a "major" field of study and select elective courses related to the major.

**Junior College Diploma**--This two-year program may be terminal but also allows a student who lacks some of the course requirements for an Associate degree to receive a diploma and graduate from Jacksonville College.

**Continuing Education**--Certain regularly scheduled classes and special short courses are offered to the public as continuing education (non- college credit). Ten hours of course time will be counted as one (1.0) Continuing Education Unit (C.E.U.). A fee is charged specific to each course. No refunds will be given after the first scheduled meeting of the class.

### ***ENROLLMENT OF CURRENT HIGH SCHOOL STUDENTS***

A current junior or senior-level student in a U.S. high school may enroll as a student at Jacksonville College and receive college credit for courses taken and completed successfully ("concurrent enrollment"). Both college credit and high school credit for certain courses taken and completed successfully may be awarded by specific approval of the high school ("dual credit enrollment"). The high school must give permission for students to enroll and should indicate whether the course will be accepted for dual credit. Some courses may be offered on the high school campus. Both concurrent enrollment and dual credit enrollment students, whether on the college campus or on the high school campus, are subject to the published Jacksonville College admission procedures and requirements and other applicable policies. A course offered on the high school campus is administered by the same policies as those taught on campus, including instructor qualifications, course syllabus, student placement in English or mathematics classes, student grades, and evaluation of course instruction. The student may not enroll in college-level English or math if placement scores indicate that developmental education is needed in those areas. Developmental education cannot be provided while still in high school. Courses taken by current high school students are placed on an official Jacksonville College transcript that can be presented to another college/university for evaluation of transfer credit. The student should contact the transfer school to determine what courses are required and which Jacksonville College courses

satisfy those requirements. The college will provide library and other student services to students upon request. Each current high school student is assigned to a full-time college faculty member as academic advisor.

Home-schooled students are also eligible to participate in the dual credit/concurrent enrollment program. A home-schooled student may enroll in a maximum of two college classes per semester. The student must provide a high school transcript, verifying completion of the sophomore year and a letter of permission from the home school instructor in addition to the application credentials of all high school students. (See “Admissions Credentials Required for U.S. Citizens”).

## ***TESTING AND PLACEMENT***

Jacksonville College is committed to a continuing effort to insure a proper and effective education of all students. However, some students who come to the college are not fully prepared for college-level work, especially in the areas of English and mathematics. To assist these students in having a successful college experience, Jacksonville College requires that certain minimum scholastic standards be met before admission into college-credit English and mathematics courses. These standards are based on one or more of the following criteria:

- TOEFL score in English (for nonimmigrant aliens)
- ACT score in English and mathematics
- SAT score in English and mathematics
- TASP/THEA score in English and mathematics
- Jacksonville College English Department placement test scores
- Jacksonville College Mathematics Department placement test score

If the minimum standards are not met then the student may be required to enroll in developmental (non-credit) English and/or mathematics classes and demonstrate the required proficiency before admission into credit English and/or mathematics courses. Details of the testing and placement policies and procedures can be obtained by contacting the Academic Dean or the Director of Admissions.

## ***INDEPENDENT STUDY***

Classes that are conducted by independent study (where the student is not required to attend regular class sessions) must be justified in writing and approved by the Academic Dean and the instructor. The student is responsible for communicating with the instructor on a timely basis to obtain instructions, assignments, turn in assignments, and schedule examinations. Examinations shall be conducted by the instructor on the college campus and such examinations shall be substantially the same as those given to students in regular class sessions. The instructor shall document all work done by the student in independent study.



Upon initial enrollment in an independent study course, an additional course fee of \$100.00 is paid to compensate the instructor. This fee must be paid in full upon registration in the course and may not be carried as a charge to the student's account.

### ***ADVANCED CREDIT***

Jacksonville College may give advanced credit for courses listed in the section "Curricular Offerings" by request of the student. The student must fulfill the necessary requirements for the advanced credit depending upon the current policy for acceptance of the credit at a chosen transfer senior institution. The department chair of the academic department in which the credit is given shall make an assessment to verify that the credit awarded is appropriate. The credit will be posted on the student's academic transcript at the end of the semester of enrollment at Jacksonville College. Credit will be shown as "CR" ("credit") for each specific course. Such credit will not be used for calculation of grade-point average, but the hours will count toward graduation at Jacksonville College. A maximum of 15 hours will be given. A student cannot receive advanced credit for courses in which he/she is currently enrolled or has been previously enrolled. The fee for advanced credit is \$25.00 per semester hour; this cost is not covered by scholarship or financial aid monies.

### ***DISTANCE EDUCATION***

In order to meet the changing educational needs of its students, Jacksonville College provides distance educational opportunities via Internet and two-way interactive television. Occasionally, a hybrid course may be taught that combines face-to-face instruction with Internet delivery. Courses taught by distance education will meet the same learning outcomes as comparable courses taught by face-to-face delivery on the college campus and are awarded the same amount of credit as the comparable courses.

Students enrolling in distance education courses must have completed admissions requirements prior to registering for classes and must participate in a required on-campus or online orientation. In most cases the orientation will be offered at multiple times. Assistance for distance education students is available through the Office of the Academic Dean.

A student who enrolls in a distance education class is responsible for maintaining access to the equipment required for successful completion of the course. Computers with Internet access are available for student use in several locations on campus. Hours of operation are posted at each site. In addition, wireless network "Hotspots" are located at various locations on campus for students to connect to the Internet with laptop computers.



## ***STUDENT SUCCESS COURSES***

The Student Success course, STSU 1100, is designed to provide students with the knowledge and tools to become successful, not only in the academic area, but also in life as a whole. Completion of the class is required for all new students enrolling in a long-term (fall/spring) semester for nine semester hours or more and for all new transfer students who have less than twenty transfer hours. The one-semester hour course will count as degree hours for graduation from Jacksonville College.

Upon successful completion of at least 45 semester hours of transferable course work, the student is eligible to enroll in the capstone course STSU 2100, which is required for graduation with an Associate in Arts or an Associate in Science degree. Students who successfully complete this course will receive one sophomore credit hour toward graduation from Jacksonville College.

## ***ACADEMIC ADVISING***

Academic advising is provided by a faculty advisor assigned to each student enrolled at Jacksonville College, as well as by the Academic Dean, the Dean of Students, and the Admissions Office. The faculty advisor is a full-time faculty member in an academic field appropriate to the student's major or interest. These advisors will assist the student during registration for classes and throughout the semester.

During advising, the student and the advisor should be aware of the following information and policies:

1. The standard academic load shall be sixteen semester hours of college credit courses per semester, excluding STSU 1100/2100, physical education activity and applied music classes.

2. A student is considered to be "full-time" if he or she is taking at least twelve semester hours in a fall, spring, or (summer I plus summer II) semester; "half-time" for six to eleven semester hours, and "less than half-time" for less than six semester hours. "Part-time" refers to students taking less than twelve semester hours.

3. The Academic Dean must approve a student's program if the student is registering for nineteen or more semester hours.

4. No student may register for more than twenty-one semester hours in a long-term semester or ten hours in a summer semester.

5. Students who are employed may not register for classes that will be interrupted by their employment.

6. Developmental courses cannot be taken without approval of the Academic Dean if the student is qualified for the corresponding credit classes.

7. A student who has less than thirty semester hours of degree credit is classified as a **Freshman**; a **Sophomore** if thirty or more.

## ***CLASS ATTENDANCE***

Junior college students should be present in the classroom to facilitate the learning process and to develop proper learning habits. Therefore, regular and punctual attendance in classes and other required academic activities is mandatory for all students. If a student has excessive absences, appropriate learning cannot take place and the student may be removed from the class by the Academic Dean. Any consequences of removal from a class, such as effects on scholarships or financial aid, shall be the responsibility of the student. Absences shall be counted beginning with the first class following official enrollment of the student.

Instructors are encouraged to consider not only a punitive policy to reduce a student's grade for excessive absences or tardiness, but also a motivational policy whereby grades may be increased for limited absences. Such policies should be included in the course syllabus. Make-up work is at the discretion of the instructor; the student is responsible for requesting the work.

The instructor has a responsibility to consult with students who have excessive absences. The Academic Dean may also assist in this effort. Students may be recommended to the Academic Dean for withdrawal from class after six clock hours of absence, but only after the instructor has made a documented effort to contact the student. The student will be notified of an impending withdrawal by the Academic Dean. Reinstatement in the class shall be determined by the Academic Dean after consulting with the instructor. The student will be required to sign an agreement for conditions of reinstatement. The student will be allowed seven days from the date of the impending withdrawal notice to seek reinstatement. If withdrawn, the student will be charged the \$10.00 course change fee.

Absences due to official college business, sponsored by appropriate college personnel, shall not be counted or penalized. Such absences must be submitted by the sponsor to the Academic Dean for approval. All affected instructors will be informed of these types of absences by the Academic Dean. Jury duty is considered an excused absence; the student must provide verification of duty. Make-up work shall be given by the instructor for these types of absences but it is the responsibility of the student to request the work.

## ***ADDING AND DROPPING COURSES***

During the add/drop period only, a student may add a course or drop a course without receiving a grade. To do so the student must obtain the form and follow the procedure as set forth by the Academic Dean's Office. The student's account will be adjusted accordingly. A \$10.00 course change event fee is made for each change event during the add/drop period.

## ***WITHDRAWAL FROM CLASS OR COLLEGE***

A student may withdraw from a course after the last day to add/drop by obtaining the form and following the procedure as set forth by the Academic Dean's Office. The withdrawal must have the approval of the Academic Dean, the instructor and the Business Officer. Students may withdraw from a class through the date indicated on the academic calendar and receive a grade of "W." After this date, withdrawal will result in a grade of "WP" if the student is passing the course, or a grade of "WF" if the student is failing. Withdrawal after the last scheduled day of the class will not be approved.

A grade of "W" or "WP" is not included in calculation of grade-point average, but a grade of "WF" receives zero (0) grade points per semester hour.

In some cases, withdrawal from the college for that semester may be necessary. Withdrawal can be initiated by the student or by the Academic Dean for due cause. Due cause may include failure to satisfy financial obligations to the college or failure to attend classes. In any case proper withdrawal must involve use of the official withdrawal form and procedures by the student or by an official representative to secure an honorable withdrawal. The process must be initiated and concluded through the Academic Dean's Office. Official withdrawal from classes will take effect only when the student has been cleared by all appropriate departments, including clearance by the Business Office regarding financial obligations. Failure to attend classes or departure from the campus does not constitute official withdrawal. In an honorable withdrawal, through the date indicated on the academic calendar, a grade of "W" will be given, and after that date, grades of "WP" or "WF" will be given. If proper withdrawal is not concluded by the last scheduled day of classes, the student will receive grades as assigned by his or her instructors. Withdrawal after the last scheduled day of classes will not be approved.

## ***EXAMINATIONS***

Examinations and quizzes are given at regular intervals each semester. These tests, along with other requirements as set forth by the instructor, determine the final course grade reported to the Academic Dean. Final examinations during

scheduled times close the work at the end of each semester. No student shall be excused from the final examination. An unexcused absence from the final examination automatically results in failure of the course. Students who willfully miss an appointed test shall take a make-up test at the discretion of the instructor.

## ***GRADING SYSTEM AND REPORTS***

In order to receive credit in a course a student must complete the assigned work of the semester and must complete the final examination. Final examinations will be given by the instructor according to the published schedule with the following exceptions: physical education activity, applied music, choir, wind ensemble, vocal ensemble and laboratory classes (laboratory finals may be given at the discretion of the instructor). Occasionally, a unique and exceptional circumstance may dictate that a final examination be administered to an individual student at other than the scheduled time.

The final semester grade shall be determined by the instructor, based on appraisal of the student's progress in class. Examinations, daily grades, attitude, special work, etc. shall be considered in determining the grade. The semester hour is the basis of credit. As a general rule, one semester hour is given for each hour of recitation (lecture) a week per semester. Three hours of laboratory are usually considered to be the equivalent of one hour of lecture. Unofficial status grades are given at mid-term during long-term (fall/spring) semesters. At the end of each semester, the student receives by mail a letter grade as an official evaluation for each course taken. However, the final grade report may not be released if the student has not met all financial obligations to the college or has not completed all admission requirements. Student grades are also sent to the parent/guardian if the parent/guardian completes the *Parental Affidavit For Academic Information* or if the student has completed the *Student Consent For Release of Records*. Both forms are available in the office of the Academic Dean.

<u>Letter</u>	<u>Numerical</u>	<u>Interpretation</u>	<u>Grade Points per Semester Hour</u>
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Fair	2
D	60-69	Passing	1
F	0-59	Failing	0
W	----	Withdrew	N/A
WP	----	Withdrew Passing	N/A
WF	----	Withdrew Failing	0
I	----	Incomplete Work	N/A
CR	----	Advanced Credit	N/A

Any student receiving an “I” in a course may fulfill the course requirements and receive a proper grade within 45 calendar days after the end of the term in which the “I” is given. After the 45-day period, the “I” automatically becomes an “F.” The student is responsible for making arrangements with the instructor to fulfill the course requirements.

The grade-point average for a semester is calculated by first multiplying the course semester hours by the grade points per semester hour based on the course grade. These values are summed for all classes for the semester and the total value divided by the total semester hours attempted. Note that courses with grades of “W”, “WP”, “I”, and “CR” are not included in the calculation.

A cumulative grade-point average includes all courses taken at Jacksonville College and other collegiate work as shown on the Jacksonville College academic transcript

If the same course has been repeated, it is counted only one time, using the higher grade, for grade-point average calculation and for total hours completed.

### ***GRADE APPEAL PROCESS***

A student may contest a final semester grade by submitting a written appeal to the Academic Dean no later than 45 calendar days after the close of the semester in which the grade was given. The Academic Dean, the instructor and the student will meet to seek resolution of the problem. If satisfactory resolution cannot be obtained, then an *ad hoc* committee consisting of two faculty members and an administrator will be appointed by the Academic Dean to investigate the matter further and render a final decision. All proceedings shall be documented and placed into the student’s file.

### ***TRANSCRIPT OF GRADES***

A permanent record (transcript) is kept of students’ course work and grades. A transcript copy will be released only upon written request by the student if the student has met all financial obligations to the college and has completed all admission requirements. Each copy is \$3.00.

### ***PRESIDENT’S LIST***

At the close of each long-term (fall/spring) semester, those students who have excelled scholastically shall be recognized by appearing on the **President’s List**. This honor is reserved for students completing 12 hours or more and having an “A” grade for all hours attempted for the semester.

## ***DEAN'S LIST***

At the close of each long-term (fall/spring) semester, those students who have excelled scholastically shall be recognized by appearing on the **Academic Dean's List**. This honor is reserved for students completing 12 hours or more and having a semester grade-point average of 3.50 or more with no semester course grade lower than a "C."

## ***OTHER STUDENT HONORS***

**Who's Who Among Students in American Junior Colleges**--Once a year the faculty and administration select an elite group of sophomores whose academic standing, participation in extra-curricular activities and community service are decidedly above average.

**Academic Excellence Awards**--At the end of each spring semester, instructors choose outstanding students in their discipline to receive awards for academic excellence.

**C.R. Meadows Award**--At the end of the spring semester, the president of the college may choose an outstanding student to receive this award, given in memory of C.R. Meadows, an outstanding pastor and past President of Jacksonville College.

**Curtis M. Carroll Award**--The faculty select an outstanding student for this award at the end of each spring semester. The award is in memory of Curtis M. Carroll, past President Emeritus of Jacksonville College.

**Phi Theta Kappa**--Jacksonville College hosts the Alpha Beta Alpha chapter of Phi Theta Kappa, the international honor fraternity for junior colleges. To be eligible for membership a student must be of good moral character with full rights and privileges of citizenship in his/her country, possess recognized qualities of leadership, have established academic excellence according to the faculty, have completed twelve hours of courses leading to an associate degree and have at least a 3.50 grade-point average. No transfer work may be considered in determining grade-point eligibility. A student convicted of a felony or crime involving moral turpitude may not be considered for membership.

## ***SCHOLASTIC PROBATION***

The academic progress of all students is determined at the conclusion of each fall and spring semester. A student who does not attain a cumulative grade-point average (GPA) of 1.50 or more after a total of 15 semester hours have been attempted will be given a written notice of alert regarding satisfactory academic

progress. If a cumulative GPA of 1.50 or more is not attained after a total of 30 semester hours, the student will be placed on **Scholastic Probation**. Students on probation may carry a maximum of 14 semester hours during a fall or spring semester. This maximum number of hours may be reduced by the Academic Dean in the interest of the student. If a student on **Scholastic Probation** takes short-term (summer) classes, the GPA will be checked at the end of the summer term to determine effect on the **Scholastic Probation** status.

Transfer students who enter a long-term (fall/spring) semester with the equivalent status of **Scholastic Probation** from their transfer institution continue on **Scholastic Probation** at Jacksonville College.

### ***ENFORCED SCHOLASTIC WITHDRAWAL***

The academic progress of all students is determined at the conclusion of each fall and spring semester. A student who does not attain a cumulative grade-point average (GPA) of 2.00 or more after a total of 45 semester hours have been attempted will be placed on **Enforced Scholastic Withdrawal** and may not enroll for the next long-term (fall/spring) semester. However, a student may make appeal to the Academic Dean and a special admissions committee for a hearing and under certain circumstances may not be forced to withdraw. The requirements for special admission shall be documented and agreed to by the student. A student who returns to the college subsequent to the date of the withdrawal status shall return on **Scholastic Probation** unless and until the cumulative GPA reaches 2.00 or more. If a student on **Enforced Scholastic Withdrawal** takes short-term (summer) classes, the GPA will be checked at the end of the summer term to determine effect on the **Enforced Scholastic Withdrawal** status.

Transfer students who seek to enter Jacksonville College in a long-term (fall/spring) semester with the equivalent status of **Enforced Scholastic Withdrawal** from their transfer institution are subject to this same policy.

**Enforced Scholastic Withdrawal** also takes effect when a student does not obtain an honorable withdrawal from the college.

### ***STUDENT RESPONSIBILITY FOR STANDARD OF WORK***

Each student is responsible for knowing whether he/she has met all standards for academic performance, scholarship and financial aid requirements, or other requirements. Students placed on probation or withdrawal by Jacksonville College or who transfer from other institutions while on probation or withdrawal are held responsible for determining their scholastic status at all times, especially prior to registration and/or before receipt of a formal notification of status issued by the college. An ineligible student who nevertheless registers shall be withdrawn

by the Academic Dean, and the student shall not receive special consideration on his/her plea of lack of knowledge of scholastic status. Formal notification will be made through the postal service by Jacksonville College to students who are placed on probation or withdrawal, but the college cannot be responsible for receipt of such information.

## ***TRANSFER***

Honorable dismissal is granted by Jacksonville College to students who wish to transfer to another institution under the following conditions: acceptable conduct and character, minimum grade requirements met, academic file complete, proper withdrawal, and all financial obligations satisfied.

## ***ACADEMIC DISCIPLINE***

Misconduct or cheating in the classroom will not be tolerated. Discipline in the classroom is the responsibility of and under the control of the instructor. A final line of appeal is to the Academic Dean. If deemed necessary, the dean may refer the matter to the college disciplinary committee. Possible consequences for infraction of classroom rules may include:

1. Student-instructor conference
2. Written warning
3. Academic disciplinary probation (any additional misconduct could result in withdrawal of the student from the course or dismissal from college by the Academic Dean)
4. Direct withdrawal of the student from the course or dismissal from college by the Academic Dean
5. Other action as deemed necessary

If a student must be withdrawn from a class for academic disciplinary reasons, the student will receive an automatic grade of “WF.”



## **VIII. STUDENT LIFE**

Jacksonville College supports and encourages activities and services that are an integral part of a well-rounded campus life. The primary purpose of these programs and services is to supplement the quality of academic, social and religious aspects of student life.

Students are represented on six major committees: Chapel, Judicial, Intramural, Cafeteria, Strategic Planning, and Student Development. Purposes of these committees include evaluation of student services and program needs according to current school population, identification of student needs to help make college life better, and recommendation of services and programs that will aid in the areas of physical, mental and spiritual student growth.

For additional details concerning student life, consult the *Jacksonville College Student Handbook*.

### ***CHAPEL***

Chapel programs are scheduled from 10:00 a.m. to approximately 10:30 a.m. each Monday and 9:30 a.m. to approximately 10:00 a.m. on Thursday during long-term (fall/spring) semesters. The programs vary and may be inspirational, informative or entertaining in nature. Chapel attendance is required for all scholarship/award package recipients unless excused for valid reasons by the Dean of Students. If excused, the student may still be required to attend a study period in lieu of chapel attendance.

### ***RESIDENCE HALLS***

The residence halls, Collins Hall, Memorial Hall, and Pine Street Hall, are under the supervision of the Dean of Students. Single students under 21 years of age, not living with parents or guardian, must live in the college residence halls. All residence hall students will be charged for a 19 meal plan. A \$75.00 deposit along with a \$5.00 room key deposit is required of all students prior to moving into a residence hall. Any damage to property by the student shall be claimed from the room deposit by the Business Office.

### ***MAILBOXES***

In the interest of maintaining effective communication, all students are assigned mailbox numbers. A fee of \$3.00 per semester is charged to each student for this service. Student mailboxes are located in the Student Center. College communications as well as post office mail will be placed into the student boxes. It

is the responsibility of the student to check the mailbox periodically, since official college correspondence will be placed there.

## ***HEALTH SERVICES AND ADVISING/COUNSELING***

Students who pay the student services fee of \$200.00 in a fall or spring semester are eligible to receive limited health services as detailed in the *Jacksonville College Student Handbook*.

Personal/career advising is available to all students through the office of the Dean of Students. Career advising is designed to assist students in the preparation for a productive career in a particular field of study. A unit on choosing a career and major is also taught in the freshman orientation class, Student Success 1100. The Dean of Students may also assist students with academic advising.

Personal/spiritual advising is available to all students through the office of the Dean of Students and/or the Spiritual Life Coordinator. Many college personnel (administrators, faculty, and staff) are also able to assist students in the area of spiritual concerns.

Professional counseling services are available to, and may be required for, students identified as having drug and/or alcohol dependency problems. Information about substance abuse and treatment services will be made available to all students through Student Success 1100, the housing staff, literature distributed on campus, campus programs, and through the office of the Dean of Students.

## ***STUDENT ORGANIZATIONS***

Jacksonville College provides several organizations for the benefit of students and to make the college experience both pleasant and profitable. All students are encouraged to take advantage of the opportunity for participation after making application, fulfilling qualifications, and being admitted as a member.

**B.J. Albritton Ministerial Alliance**—This organization for ministerial students affords its members an opportunity to enjoy fellowship with other ministers and to participate in a program of spiritual emphasis.

**Jeff D. Welch Mission Team**—This organization provides students opportunity for spiritual emphasis and use of their talents to serve the Lord in various types of Christian activities.

**Phi Theta Kappa**—Jacksonville College hosts the Alpha Beta Alpha Chapter of Phi Theta Kappa, the international honor society for junior colleges. Membership is based on academic achievement, moral character, and leadership ability.

**Cross Act Company Drama Club**—This organization affords members the opportunity to maintain Christian fellowship, establish a better student, faculty, and community relationship, and secure the blessing of the Lord through theater. The Club is involved in two major productions during the school year selected by the faculty advisor.

**Student Government Association**—Executive officers are elected by the student body in a general election and representatives are elected from the various student organizations. The Association is responsible for planning spiritual, social, and educational activities during the school year.

**Choir**—Auditions are available for membership in the choir, wind ensemble, and vocal ensembles. The concert choir and ensembles perform throughout the school year in churches, on campus, and for civic, religious, and educational groups. An extended tour is taken each spring. Music scholarships may be awarded by the Department of Music and Arts.

**Cheerleaders**—The cheerleader squad leads Jaguar fans as they cheer the athletic teams during scheduled home games and selected away games. They perform chants, stunts, and choreographed routines. Tryouts are held in the spring with scholarships awarded to selected cheerleaders and the school mascot.

**Freshman and Sophomore Class Officers**—Officers for the freshman and sophomore classes are elected at the beginning of each school year to lead fellow classmates in activities that benefit the class and the college. Each class during the school year usually sponsors one major event.

**Webb Historical Society**—The Barnwell Anderson Chapter of the Walter Prescott Webb Historical Society provides Jacksonville College students who are interested in Texas History opportunities to pursue that interest. These students attend meetings and lectures that deal with the unique history of the state of Texas.

**Delta Psi Omega**—Delta Psi Omega is a national honor society for those students who excel in the dramatic arts. To qualify for this organization, students must participate in or work on the school's theater productions.

**Science Club**—The Science Club offers membership to any student who is interested in the sciences. The club meets monthly and plans educational ventures to area points of scientific interest.

## ***STUDENT OFFICE***

All students desiring to hold an office in any college-approved organization must have and maintain a certain minimum grade-point average. Consult the *Jacksonville College Student Handbook* for details.

## ***ATHLETICS***

The Jaguars, the men's basketball team, and the Lady Jaguars, the women's basketball team, compete in the Region XIV Junior College Athletic Conference and the National Junior College Athletic Association. To be eligible for intercollegiate varsity sports, a student must meet the standards as set forth by the NJCAA.

## ***PUBLICATIONS***

*The Guiding Light* is the college yearbook that gives a pictorial account of the school year. It features various student organizations, intramural and intercollegiate sports, religious and secular activities, and individual photographs of students, faculty, and staff members. Contents of the yearbook must avoid impugning the character of any individual, adhere to the standards and decency established by the college, follow the highest standards of accuracy and fairness, adhere to all copyright laws, and be subject to the approval of college administrators prior to the printing of each issue.

## ***DISCIPLINE***

Discipline outside the classroom is the responsibility of the Dean of Students. Each student is expected to know the requirements of conduct while enrolled at Jacksonville College and to abide by those regulations. Requirements are distributed in print to every student. Non-standard conduct will result in appropriate disciplinary action. This may range from a verbal warning to a dismissal from the college depending on the severity of the violation. At the same time the college firmly believes in the preservation of due process for all students in all disciplinary proceedings. The student has a right to appeal. Consult the *Jacksonville College Student Handbook* for details.

## ***ALUMNI AND EX-STUDENTS ASSOCIATION***

One of the greatest assets of Jacksonville College is the Alumni and Ex-students Association, which promotes the fellowship of former students and the interests of Jacksonville College. All students, ex-students, alumni, and faculty members are automatically eligible for membership in the Association. The Association has one regular annual meeting each year and sponsors the annual homecoming activities.

## **IX. GRADUATION: ASSOCIATE DEGREES, JUNIOR COLLEGE DIPLOMA**

Students may graduate on any of three annual dates in May, December or August. Specific dates are given in the section “Calendars 2010-2011.” A formal graduation ceremony (commencement) is held each May at the close of the spring semester.

### ***APPLICATION FOR GRADUATION***

An application for graduation must be completed in the Academic Dean’s Office by specified dates (see “Calendars 2010-2012”) for each of the three annual graduation times. The necessary fees must be paid or charged to the student’s account.

A student may apply for one of the following: Associate in Arts, Associate in Science, or Junior College Diploma. If a student qualifies for one of the Associate degrees, the other Associate degree may be obtained only with the successful completion of an additional 15 hours in residence. Students who lack 9 hours or less for graduation and who provide assurance that those courses will be completed by the end of the ensuing long semester may also participate in the May commencement ceremony. The degree or diploma will be awarded at the next scheduled graduation date upon completion of the requirements for graduation.

### ***GENERAL REQUIREMENTS FOR GRADUATION***

1. The student must satisfy all college admission requirements, including the submission of all college transcripts.

2. The student must apply for graduation and must satisfy, within seven years of initial enrollment, the graduation requirements in effect at the time of application for graduation as stated in the *Jacksonville College Bulletin* or may choose to graduate under the requirements stated in the *Jacksonville College Bulletin* in effect at the time the student first enrolled. If the courses required are no longer available, the student must satisfy, within seven years of initial enrollment, the graduation requirements of the catalog in effect at the time of application for graduation. This policy became effective with the Fall 2009 Addendum to the *2008-2010 Jacksonville College Bulletin* for those students enrolling in the fall semester of 2009 and thereafter.

3. The student must have a cumulative grade point average of at least 2.00. This includes all courses taken at Jacksonville College and all courses officially transferable to Jacksonville College from another institution. If a course is repeated, the semester hour credit is counted only once. The higher grade of the repeated course is used for grade-point average calculation.

4. A maximum of four (4) semester hours of physical education activity classes may be counted toward graduation.

5. The student must make satisfactory settlement of all financial accounts.

6. The student must receive the unanimous approval of the faculty, administration and Board of Trustees.

7. The student must participate in the May commencement ceremony unless specifically excused by the Academic Dean.

### ***REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE***

1. Completion of a total of at least 64 semester hours of credit. Fifteen of the 64 must be of sophomore level, and at least 32 must be completed at Jacksonville College.

2. Completion of the following specific courses:

English 1301 and 1302 (Grades of “C” or higher)

English Literature (6 hours) **or** English Literature  
(3 hours) and Speech (3 hours)

History 1301 and 1302

Government 2305 and 2306

Religion (6 hours)

Physical Education Activity (2 hours) (Students over 25 years of  
age, veterans, and those who have a physical disability may  
request permission for a waiver of this requirement.)

Foreign Language (6 hours)

Mathematics (3 hours)

Visual/Performing Art Appreciation Course (3 hours)

Capstone (1 hour)

3. Demonstrate computer proficiency (By exam or 3-hour course)

### ***REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE***

1. Completion of a total of at least 64 semester hours of credit. Fifteen of the 64 must be of sophomore level, and at least 32 must be completed at Jacksonville College.

2. Completion of the following specific courses:

English 1301 and 1302 (Grades of “C” or higher)  
English Literature (6 hours) **or** English Literature  
(3 hours) and Speech (3 hours)  
History 1301 and 1302  
Government 2305 and 2306  
Religion (6 hours)  
Physical Education Activity (2 hours) (Students over 25 years of  
age, veterans, and those who have physical disability may  
request permission for a waiver of this requirement.)  
Natural Science with laboratory (8 hours)  
Mathematics (3 hours)  
Visual/Performing Art Appreciation (3 hours)  
Capstone (1 hour)

3. Demonstrate computer proficiency (By exam or 3-hour course)

***REQUIREMENTS FOR THE JUNIOR COLLEGE DIPLOMA***

1. Completion of a total of at least 64 semester hours of credit; at least 24 must be completed at Jacksonville College.

2. Completion of the following specific courses: English 1301 and 1302 (Grades of “C” or higher).

***GRADUATION HONORS***

To graduate with **Honor**, the student must earn a cumulative grade-point average of 3.40 or more with no grade lower than a “C” included in the average. To graduate with **High Honor**, the student must complete at least 64 semester residence hours at Jacksonville College and earn a cumulative grade-point average of 3.80 or more with no grade lower than a “C” included in the average.

## X. SUGGESTED GENERAL COURSE SEQUENCE LEADING TO ASSOCIATE DEGREES

Jacksonville College strongly recommends that a student who plans to transfer to a senior college or university consult the catalog or communicate with appropriate officials at the transfer institution to insure that courses taken will satisfy the degree requirements at the senior institution.

### FRESHMAN YEAR

<u>First Semester</u>	Hours	<u>Second Semester</u>	Hours
ENGL 1301	3	ENGL 1302	3
HIST 1301	3	HIST 1302	3
BIOL, CHEM, PHYS (AS) or Foreign Language (AA)	4	BIOL, CHEM, PHYS (AS) or Foreign Language (AA)	4
COSC/Elective	3	MATH	3
STSU 1100	1	Visual/Performing Arts	3
Elective	3	Appreciation	
	17		16

### SOPHOMORE YEAR

<u>Third Semester</u>	Hours	<u>Fourth Semester</u>	Hours
ENGL 2322	3	ENGL 2323 or SPCH	3
GOVT 2305	3	GOVT 2306	3
RELI	3	RELI	3
Phys. Education Activity	1	Phys. Education Activity	1
PSYC, SOCI, or ECON	3	Electives	6
Elective	3	STSU 2100	1
	16		17

## XI. SUGGESTED COURSE SEQUENCE FOR SPECIFIC MAJORS

*Students are strongly encouraged to also consult the catalog of their senior college/university for specific requirements.*

### ART

<u>First Semester</u>	Hours	<u>Second Semester</u>	Hours
ENGL 1301	3	ENGL 1302	3
HIST 1301	3	HIST 1302	3
BIOL/CHEM/PHYS	4	BIOL/CHEM/PHYS	4



ARTS 1313	3
STSU 1100	1
Phys. Education Activity	1

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15

MATH	3
COSC 1301/Elective	3

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16

### Third Semester

	Hours
ENGL 2322	3
GOVT 2305	3
RELI	3
Phys. Education Activity	1

SPAN 1411	4
PSYC/SOCI	3

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17

### Fourth Semester

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
RELI	3
SPAN 1412	4

Visual/Performing Arts	3
Appreciation	
STSU 2100	1

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17

Other recommended course SPAN 2311 and SPAN 2312

## **BIOLOGY**

### First Semester

	Hours
ENGL 1301	3
HIST 1301	3
BIOL 1413	4
COSC 1301/Elective	3
STSU 1100	1
MATH 1314	3

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17

### Second Semester

	Hours
ENGL 1302	3
MATH 1316	3
BIOL 1411	4
HIST 1302	3
Visual/Performing Arts	3
Appreciation	
Phys. Education Activity	1

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17

### Third Semester

	Hours
ENGL 2322 or 2323	3
GOVT 2305	3
CHEM 1411	4
Phys. Education Activity	1
RELI	3
MATH 2413	4

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18

### Fourth Semester

	Hours
SPCH 1311	3
GOVT 2306	3
CHEM 1412	4
RELI	3
STSU 2100	1
MATH 2414	4

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18

Other recommended courses: SOCI 1301, SPCH 1315 and 1318

## **BUSINESS**

### **First Semester**

	Hours
ENGL 1301	3
MATH 1314	3
RELI	3
BUSI 1301	3
STSU 1100	1
HIST 1301	3
Phys. Education Activity	1
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
RELI	3
Visual/Performing Arts Appreciation	3
COSC 1301/Elective	3
HIST 1302	3
Phys. Education Activity	1
	<hr/> 16

### **Third Semester**

	Hours
ENGL 2322	3
ACCT 2401	4
ECON 2301	3
BIOL/CHEM/PHYS (AS) 4 or Foreign Language (AA)	4
GOVT 2306	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
ACCT 2402	4
ECON 2302	3
BIOL/CHEM/PHYS (AS) 4 or Foreign Language (AA)	4
GOVT 2306	3
STSU 2100	1
	<hr/> 18

## **CHEMISTRY**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
CHEM 1411	4
MATH 1314	3
STSU 1100	1
RELI	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
CHEM 1412	4
MATH 1316	3
COSC 1301/Elective	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
COSC 1315	3
Phys. Education Activity	1
Visual/Performing Arts Appreciation	3
MATH 2413	4
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
COSC 2315	3
MATH 2414	4
STSU 2100	1
RELI	3
	<hr/> 17

Other recommended courses: Physics, Psychology, Sociology

## **COMPUTER SCIENCE**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/PHYS	4
COSC 1301/Elective	3
STSU 1100	1
MATH 1314	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1316	3
BIOL/CHEM/PHYS	4
HIST 1302	3
MATH 2342	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
COSC 1315	3
Phys. Education Activity	1
RELI	3
Elective	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
COSC 2315	3
RELI	3
STSU 2100	1
Visual/Performing Arts Appreciation	3
	<hr/> 16

Other recommended courses: Humanities or Social Science areas

## **ELEMENTARY EDUCATION**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
PSYC/SOCI	3
ARTS 1313	3
STSU 1100	1
Phys. Education Activity	1
MATH 1314	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
COSC 1301/Elective	3
Visual/Performing Arts Appreciation	3
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 16

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
MATH 1350	3
BIOL/CHEM/PHYS	4
GEOG 1303	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
MATH 1351	3
BIOL/CHEM/PHYS	4
SPCH	3
STSU 2100	1
	<hr/> 17

## **ENGLISH**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
Foreign Language	4
COSC 1301/Elective	3
STSU 1100	1
RELI	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1314	3
Foreign Language	4
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
Phys. Education Activity	1
SPCH 1311	3
Foreign Language	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
Visual/Performing Arts Appreciation	3
STSU 2100	1
Foreign Language	3
	<hr/> 17

Other recommended courses: Mathematics

## **GOVERNMENT**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
SPAN 1411	4
COSC 1301/Elective	3
STSU 1100	1
RELI	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1314	3
SPAN 1412	4
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
Phys. Education Activity	1
GEOG 1303	3
ECON 2301	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
Visual/Performing Arts Appreciation	3
STSU 2100	1
MATH 2342	3
	<hr/> 17

Other recommended courses: Psychology, Sociology, World history, Texas History

## **HISTORY**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
COSC 1301/Elective	3
SPAN 1411	4
STSU 1100	1
RELI	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1314	3
SPAN 1412	4
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
Phys. Education Activity	1
GEOG 1303	3
HIST 2321	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
HIST 2322	3
Visual/Performing Arts	3
Appreciation	
STSU 2100	1
	<hr/> 17

Other recommended courses: Texas History, Sociology, Psychology, Economics

## **JOURNALISM**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/PHYS	4
COSC 1301/Elective	3
STSU 1100	1
Foreign Language	4
	<hr/> 18

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/PHYS	4
MATH	3
Foreign Language	4
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
RELI	3
Phys. Education Activity	1
Foreign Language	3
SPCH	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
RELI	3
Phys. Education Activity	1
Visual/Performing Arts	3
Appreciation	
PSYC/SOCI	3
STSU 2100	1
	<hr/> 17

## **MATHEMATICS**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
MATH 1314	4
Phys. Education Activity	1
STSU 1100	1
PSYC/SOCI/ECON	3
	<hr/>
	15

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
RELI	3
MATH 2413	4
	<hr/>
	17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1316	4
COSC 1301/Elective	3
HIST 1302	3
Phys. Education Activity	1
Visual/Performing Arts	3
Appreciation	
	<hr/>
	17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
RELI	3
MATH 2414	4
STSU 2100	1
	<hr/>
	18

## **MUSIC**

### **First Semester**

	Hours
ENGL 1301	3
BIOL/CHEM/PHYS	4
COSC 1301/Elective	3
STSU 1100	1
MUSI 1311 & 1116	4
MUSI 1181	1
MUAP 1181	1
MUEN 1141	1
	<hr/>
	18+

### **Summer I**

	Hours
HIST 1301	3
RELI	3

### **Second Semester**

	Hours
ENGL 1302	3
BIOL/CHEM/PHYS	4
MATH	3
MUSI 1312 & 1117	4
MUSI 1182	1
MUAP 1182	1
MUEN 1142	1
	<hr/>
	17+

### **Summer II**

	Hours
HIST 1302	3
RELI	3

**Third Semester**

	Hours
ENGL 2322	3
Foreign Language	4
*Visual/Performing Arts Appreciation	3
Phys. Education Activity	1
MUSI 2311 & 2116	4
MUSI 2181	1
MUAP 2181	1
MUEN 2141	1
	<hr/> 18+

**Summer I**

	Hours
GOVT 2305	3

**Fourth Semester**

	Hours
ENGL 2323/SPCH 1311	3
Foreign Language	4
STSU 2100	1
Phys. Education Activity	1
MUSI 2312 & 2118	4
MUSI 2182	1
MUAP 2182	1
MUEN 2142	1
	<hr/> 16+

**Summer II**

	Hours
GOVT 2306	3

\*Recommend Art or Drama Appreciation rather than Music Appreciation.

MUSI 1270 is also recommended.

+Additional ensembles and/or applied music credit hours may be required.

Note: Completion of the Texas Core requires an additional Social Science course.

**PHYSICAL EDUCATION****First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL 1408	4
STSU 1100	1
PHED 1304	3
PHED 1321	3
	<hr/> 17

**Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
MATH 1314	3
COSC 1301/Elective	3
Phys. Education Activity	1
BIOL 1409	3
	<hr/> 16

**Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL 2401	4
RELI	3
PHED 1301	3
Phys. Education Activity	1
	<hr/> 17

**Fourth Semester**

	Hours
ENGL 2323/SPCH	3
GOVT 2306	3
BIOL 2402	4
RELI	3
PHED 1308 or 1322	3
STSU 2100	1
	<hr/> 17

## **PHYSICAL THERAPY**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL 1413	4
MATH 1314	3
STSU 1100	1
COSC 1301/Elective	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1316	3
BIOL 1411	4
HIST 1302	3
PSYC/SOCI	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL 2401	4
Phys. Education Activity	1
RELI	3
Visual/Performing Arts Appreciation	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
RELI	3
BIOL 2402	4
STSU 2100	1
Elective	3
	<hr/> 17

Other recommended courses: Mathematics, Humanities, Physics, Chemistry

## **PHYSICS**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
MATH 1314	3
Phys. Education Activity	1
PSYC/SOCI	3
STSU 1100	1
	<hr/> 14

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
MATH 1316	3
COSC 1301/Elective	3
Phys. Education Activity	1
Visual/Performing Arts Appreciation	3
	<hr/> 16

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
PHYS 2425	4
RELI	3
MATH 2413	4
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
PHYS 2426	4
RELI	3
MATH 2414	4
STSU 2100	1
	<hr/> 18

Other recommended courses: Chemistry



## **PRE-ENGINEERING**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
CHEM 1411	4
COSC 1301/Elective	3
STSU 1100	1
MATH 1314	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
Phys. Education Activity	1
CHEM 1412	4
HIST 1302	3
Visual/Performing Arts Appreciation	3
MATH 1316	3
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
PHYS 2425	4
Phys. Education Activity	1
RELI	3
MATH 2413	4
	<hr/> 18

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
MATH 2414	4
RELI	3
PHYS 2426	4
STSU 2100	1
	<hr/> 18

Other recommended courses: Mathematics, Computer Science, Physics, Social Sciences  
Note: Completion of the Texas Core requires an additional Social Science course.

## **PRE-MEDICAL**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL	4
COSC 1301/Elective	3
STSU 1100	1
MATH 1314	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1316	3
BIOL	4
HIST 1302	3
Visual/Performing Arts	3
Appreciation	
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
CHEM/PHYS	4
Phys. Education Activity	1
RELI	3
MATH 2413	3
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
CHEM/PHYS	4
RELI	3
STSU 2100	1
PSYC/SOCI	3
	<hr/> 17

Other recommended courses: Sciences

## **PRE-NURSING: ADN-LVN TRANSITIONAL CURRICULUM**

### **First Semester**

	Hours
ENGL 1301	3
PSYC 2301	3
SOCI 1301	3
BIOL 2401	4
STSU 1100	1
Humanities elective	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
PSYC 2314	3
BIOL 2420	4
BIOL 2402	4
	<hr/> 14

## **PRE-NURSING: BSN**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
CHEM 1411	4
COSC 1301/Elective	3
STSU 1100	1
RELI	3
MATH 1314	3
	<hr/> 20

### **Second Semester**

	Hours
ENGL 1302	3
MATH 2342	3
CHEM 1412	4
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 17

### **Summer I**

	Hours
BIOL 2401	4

### **Summer II**

	Hours
BIOL 2402	4

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
Phys. Education Activity	1
PSYC 2301	3
SOCI 1301	3
BIOL 1322	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
STSU 2100	1
BIOL 2420	4
PSYC 2314	3
Visual/Performing Arts Appreciation	3
	<hr/> 17

## **PSYCHOLOGY**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/PHYS	4
COSC 1301/Elective	3
STSU 1100	1
PSYC 2301	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/PHYS	4
MATH 1314	3
PSYC 2314	3
Phys. Education Activity	1
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
RELI	3
Phys. Education Activity	1
Visual/Performing Arts Appreciation	3
SOCI 1301	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
RELI	3
STSU 2100	1
MATH 2342	3
PSYC 2315	3
	<hr/> 16

Other recommended courses: Sociology, Foreign Language, Economics

## **RELIGION**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/PHYS	4
RELI 1301	3
STSU 1100	1
SOCI 1301	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/PHYS	4
RELI 1302	3
COSC 1301/Elective	3
	<hr/> 16

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
Phys. Education Activity	1
SPCH 1311	3
RELI 1311	3
MATH 1314	3
	<hr/> 16

### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
Phys. Education Activity	1
RELI 2322	3
RELI 1312	3
Visual/Performing Arts Appreciation	3
STSU 2100	1
	<hr/> 17

Other recommended course: Psychology, Speech, Religion

## **SECONDARY EDUCATION**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
RELI	3
MATH 1314	3
Phys. Education Activity	1
STSU 1100	1
Visual/Performing Arts Appreciation	3

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17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
PSYC/SOCI	3
Elective In major field	3

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### **Second Semester**

	Hours
ENGL 1302	3
COSC 1301/Elective	3
RELI	3
HIST 1302	3
Elective In major field	3
Phys. Education Activity	1

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16

### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
SPCH	3
STSU 2100	1
Elective (in field)	3

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## **SOCIOLOGY**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL/CHEM/PHYS	4
COSC 1301/Elective	3
STSU 1100	1
RELI	3

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17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
PSYC 2301	3
Phys. Education Activity	1
SOCI 1301	3
Visual/Performing Arts Appreciation	3

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16

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/PHYS	4
MATH 1314	3
RELI	3
Phys. Education Activity	1

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17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
MATH 2342	3
STSU 2100	1
SOCI 1306	3
PSYC 2314	3

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16

Other recommended courses: Economics, Geography, Psychology

## **SPANISH**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
SPAN 1411	4
COSC 1301/Elective	3
STSU 1100	1
RELI	3
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
BIOL/CHEM/PHYS	4
Phys. Education Activity	1
SPAN 2311	3
Elective	3
	<hr/> 17

### **Second Semester**

	Hours
ENGL 1302	3
MATH 1314	3
SPAN 1412	4
HIST 1302	3
RELI	3
Phys. Education Activity	1
	<hr/> 17

### **Fourth Semester**

	Hours
ENGL 2323 or SPCH	3
GOVT 2306	3
BIOL/CHEM/PHYS	4
SPAN 2312	3
STSU 2100	1
Visual/Performing Arts Appreciation	3
	<hr/> 17

## **SPEECH**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
BIOL//CHEM/PHYS (AS) or Foreign Language (AA)	4
COSC 1301/Elective	3
STSU 1100	1
SPCH 1311	3
	<hr/> 17

### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
RELI	3
Phys. Education Activity	1
PSYC/SOCI	3
Visual/Performing Arts Appreciation	3
	<hr/> 16

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
BIOL/CHEM/PHYS (AS) or Foreign Language (AA)	4
MATH 1314	3
SPCH 1315	3
Phys. Education Activity	1
	<hr/> 17

### **Fourth Semester**

	Hours
MATH	3
GOVT 2306	3
RELI	3
STSU 2100	1
SPCH 1318	3
Elective	3
	<hr/> 16

Other recommended courses: Psychology, Sociology, Foreign Language, Theater

## **THEATER/DRAMA**

### **First Semester**

	Hours
ENGL 1301	3
HIST 1301	3
MATH 1314	3
RELI	3
DRAM 1310	3
DRAM 1120	1
STSU 1100	1

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17

### **Second Semester**

	Hours
ENGL 1302	3
HIST 1302	3
COSC 1301/Elective	3
RELI	3
DRAM 1351/2361	3
DRAM 1121	1

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### **Third Semester**

	Hours
ENGL 2322	3
GOVT 2305	3
Phys. Education Activity	1
BIOL/CHEM/PHYS or	
SPAN 1411	4
DRAM 1321	3
DRAM 2120	1

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### **Fourth Semester**

	Hours
ENGL 2323	3
GOVT 2306	3
Phys. Education Activity	1
BIOL/CHEM/PHYS or	
SPAN 1412	4
DRAM 1352/2362	3
DRAM 2121	1
STSU 2100	1

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Other recommended courses: Speech, Music 1306, applied music, choir, ensembles

## **XII. CURRICULAR OFFERINGS**

### ***TEXAS COMMON COURSE NUMBERING SYSTEM***

1=Freshman level

01=Course identifier

**EXAMPLE:            BUSI 1301**

Course abbreviation  
for Business

Semester hours of credit=3

2=Sophomore level

02=Course identifier

**EXAMPLE:            BIOL 2402**

Course abbreviation  
for Biology

Semester hours of credit=4

Jacksonville College subscribes to the Texas Common Course Numbering System. The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes single unique course alphabetic prefixes and numbers to identify freshman and sophomore level courses that are common among member colleges and universities. Such courses are noted on the following pages with the symbol “\*”.

Jacksonville College courses that are not a part of the common course numbering system may transfer as equivalent courses or electives. The student should consult the admissions office of the transfer institution for confirmation of transferability of these courses.

If a particular course has a “Prerequisite,” that course may not be taken unless the prerequisite requirement is met.

### ***TEXAS CORE CURRICULUM***

The core requirements for the state of Texas follow. These requirements may be satisfied at Jacksonville College upon completion of the listed courses.

#### **Communication:**

ENGL 1301 (3 credit hours); ENGL 1302 (3 credit hours);  
SPCH 1311 or 1315 or 1318 (3 credit hours)

**Mathematics** (select one course) (3 or 4 credit hours):  
MATH 1314 or 1316 or 1350 or 1351 or 2342 or 2413 or 2414

**Laboratory Sciences** (Select two courses) (8 credit hours)  
BIOL 1408, 1409, 1411, 1413, 2401, 2402, 2420  
CHEM 1405, 1407, 1411, 1412  
PHYS 1401, 1402, 2425, 2426

**Visual/Performing Arts** (Select one course) (3 credit hours):  
ARTS 1301; DRAM 1310; MUSI 1306; DRAM 2361;  
DRAM 2362

**Humanities** (Select one course) (3 credit hours):  
ENGL 2322, 2323; HUMA 1301; SPAN 2311, 2312

**Social/Behavioral Science:**  
GOVT 2305 and 2306 (6 credit hours)  
HIST 1301 and 1302 (6 credit hours)  
(Select one course) (3 credit hours):  
ECON 2301, 2302; GEOG 1303; PSYC 2301, 2314, 2315; SOCI 1301, 1306

## ***DEPARTMENT OF BUSINESS***

### **ACCOUNTING**

#### **\* ACCT 2401-Principles of Accounting I**

Accounting procedures for proprietorships. Solid foundation of principles for both service and merchandising business entities. A required course for all business majors. Prerequisite: High school accounting, or experience as approved by the instructor. Lab required.

#### **\* ACCT 2402-Principles of Accounting II**

Continues the study of accounting principles. Major emphasis of study is partnerships, corporations, and managerial accounting. A required course for all business majors. Prerequisite: ACCT 2401. Lab required.

### **BUSINESS**

#### **\* BUSI 1301-Business Principles**

A survey of each functional area of business for the prospective business major or entrepreneur. Emphasis on terminology, the workings of the American



business system, and current ethical issues. Students are introduced to career opportunities in business.

**\*BUSI 1307-Personal Finance**

Course covers topics to include personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or owning a home, wills and trusts.

**ECONOMICS**

**\* ECON 2301-Principles of Economics I**

Macroeconomics. Covers government deficits, taxation, inflation, international trade, monetarism, Keynesian, and classical theories and other macroeconomics topics.

**\* ECON 2302-Principles of Economics II**

Microeconomics. A social business science emphasizing the nature and scope of economics, the concepts of supply and demand, decision making, and entrepreneurship.

***DEPARTMENT OF HEALTH AND  
PHYSICAL EDUCATION***

**\* PHED 1110, 1111, 2110, 2111-Women's Aerobics Activity**

Aerobics activities for women.

**\* PHED 1112, 1113, 2112, 2113-Bowling Activity**

Basic knowledge and skills of bowling activities taught at the lanes. Bowling lane use fee required.

**\* PHED 1114, 1115, 2114, 2115-Tennis Activity**

Basic knowledge and skills of tennis taught on the court.

**\* PHED 1116, 1117, 2116, 2117-Men's Varsity Basketball Activity**

Participation in men's varsity basketball activities by basketball athletes.

**\* PHED 1120, 1121, 2120, 2121-Varsity Cheerleading Activity**

Participation in varsity cheerleading activities.

**\* PHED 1122, 1123, 2122, 2123-Men's General Physical Activity**

Fundamental knowledge of and participation in various physical education activities. Skills of organized games and body-building exercises are taught and practiced.

**\* PHED 1124, 1125, 2124, 2125-Women's General Physical Activity**

Fundamental knowledge of and participation in various physical education activities. Skills of organized games and body-building exercises are taught and practiced.

**\* PHED 1126, 1127, 2126, 2127-Women's Varsity Basketball Activity**

Participation in women's varsity basketball activities by women basketball athletes.

**\* PHED 1128, 1129, 2128, 2129-Water Aerobics**

A study of and participation in basic fitness concepts and exercises, which can be accomplished in the water. Pool use fee is required.

**\* PHED 1301-Introduction to Physical Education**

A fundamental course for students who are considering a career in teaching physical education which will cover the background of physical education, concepts and fundamental teaching principles, principles of physical fitness and the related areas of recreation as well as health education.

**\* PHED 1304-Personal and Community Health**

A fundamental course in the principles of "How to Live" for obtaining optimum personal health. Topics include nutrition, mental health, stimulants and narcotics, exercise, sleep, rest, sanitation, community service, and public health agencies.

**\* PHED 1308-Sports Officiating**

A course designed to provide basic knowledge and skills for officiating various sports, including basketball and football.

### **\* PHED 1321-Coaching Football**

A study of skills and coaching techniques of football. The latest techniques of offensive and defensive football are stressed, with emphasis on the problems that will confront football coaches.

### **\* PHED 1322-Coaching Basketball**

A study of skills and coaching techniques of basketball. The latest techniques of offensive and defensive basketball are stressed, with emphasis on the problems that will confront high school coaches.

## ***DEPARTMENT OF LITERATURE AND LANGUAGES***

### **LANGUAGES**

#### **READ 0100-Reading Lab**

This course is designed to help the student develop strategies for effective reading and critical analysis of textbook and literary readings. It is coordinated with READ 0300 to emphasize the acquisition of vocabulary and development of literal and inferential comprehension skills. Non-credit. Student must also enroll in READ 0300.

#### **READ 0300-Developmental Reading**

Designed to improve reading skills necessary for college-level academic work. Non-credit. Student must also enroll in READ 0100.

#### **WRIT 0100-Writing Lab**

Designed to develop fundamental writing skills through a practical approach, the writing lab presents instruction in a simple, step-by-step method. Instruction moves sequentially from sentence to paragraph to essay with varied exercises as the student progresses through academic writing assignments. The course coordinates with WRIT 0300 in providing hands-on practice in the writing processes of developing ideas, organizing, drafting, and editing. Non-credit. Student must also enroll in WRIT 0300.

#### **WRIT 0300-Developmental Writing**

Designed to improve writing skills necessary for college-level academic work. Non-credit.

**\* COMM 1131, 1132, 2131, 2132-College Publications Lab: Yearbook**

A course designed for students Interested In desktop publishing, writing, and photography. Students gain practical publishing experience while producing the *Guiding Light*, the yearbook of Jacksonville College. Course meets 3 hours per week. Laboratory fee of \$35 applies.

**\* ENGL 1301-Composition and Rhetoric I**

This course is designed to develop the student's ability to think for himself and express thoughts in correct, clear language. Regular writing assignments that illustrate the various principles studied are required, leading to the documented research paper that requires individual conference and extensive library work. Prerequisite: READ 0300/WRIT 0300 or acceptable placement scores/exemptions.

**\* ENGL 1302-Composition and Rhetoric II**

This course is a continuation of ENGL 1301 with further emphasis on critical and analytical thinking through evaluations of various types of literature. A documented research paper that requires individual conferences and extensive library work is required. Prerequisite: Grade of "C" or better in ENGL 1301.

**\* SPAN 1411/1412-Beginners Spanish I/II**

This course is designed for the beginning Spanish student and consists of grammar, pronunciation, composition, oral practice, and reading. Laboratory for practice (one hour per week).

**\* SPAN 2311-Intermediate Spanish I**

Continued development of oral expression and listening comprehension with increased emphasis on reading and writing skills. Prerequisites: SPAN 1412 or successful completion of two years of high school Spanish.

**\* SPAN 2312-Intermediate Spanish II**

Grammar review and expansion, cultural readings, and continuing study of conversational and compositional skills. Prerequisite: SPAN 2311

**\* SPCH 1311-Introduction to Speech Communication**

A study of basic human communication principles, both verbal and non-verbal, in the contexts of interpersonal, group and public settings. Practice in research, construction and delivery of speeches is included.

### **\* SPCH 1315-Public Speaking**

Instruction in the planning, organization and delivery of various types of speeches including informative, persuasive and group presentations. This course focuses on the role of research, evidence, audience analysis, ethical issues and persuasive techniques in public speaking. Study of model speeches and evaluations of professional and student speeches is included.

### **\* SPCH 1318-Interpersonal Communication**

A study of the human communication process within relationships with an emphasis on development of interpersonal relationship skills. This course includes theory and practice in managing interpersonal communication dilemmas and oral presentations on interpersonal relationship topics.

## **LITERATURE**

### **\* ENGL 2322-Survey of English Literature I**

ENGL 2322 is a comprehensive survey of English literature from the Anglo-Saxon Age through the Neo-Classical Age. Emphasis is given to the growth and development of literature with consideration of the historical background. This course requires a documented term paper as well as extensive reading and library work. Prerequisite: ENGL 1301 and ENGL 1302 with a grade of "C" or better in both.

### **\* ENGL 2323-Survey of English Literature II**

ENGL 2323 focuses on masterworks in English literature from the Romantic Age to the present. This course requires a documented term paper as well as extensive reading and library work. Prerequisite: ENGL 1301 and ENGL 1302 with a grade of "C" or better in both.

## ***DEPARTMENT OF MATHEMATICS***

### **MATH 0106/0108-Math Lab for Developmental Algebra**

A required non-credit course that accompanies Math 0306 and Math 0308. Computer-based, hands-on practice to develop skills for problem solving in algebra.

### **MATH 0306-Elementary Developmental Algebra**

A non-credit course that reviews beginning arithmetic and algebraic concepts. Includes operations on integers, rational and real numbers; simplifying algebraic expressions; working with absolute values, radicals, exponents, and the concepts of ratio and proportion; solving and graphing linear equations and inequalities, and systems of equations; operations with polynomials and factoring. This class is designed for those students with little or no high school algebra. Concurrent enrollment in MATH 0106 is required.

### **MATH 0308-Intermediate Developmental Algebra**

A non-credit course that offers a brief review of topics from Elementary Developmental Algebra, then extends the concepts of absolute values, radicals, exponents, solving and graphing linear equations and inequalities, and systems of equations and inequalities; operations with polynomials, special products, and factoring. This course provides a foundation for continued work with rational expressions and equations, quadratic equations and inequalities, and complex numbers. Concurrent enrollment in MATH 0108 is required. Prerequisite: MATH 0306 or acceptable placement score.

### **\* MATH 1314-College Algebra**

A brief review of real numbers, exponents, radicals, expressions, products and factoring, complex numbers, linear and quadratic equations. A study of equations, relations, and functions, including polynomial, rational, logarithmic and exponential; inequalities, matrices, systems of equations; theory of equations; sequences and series, and variation. Prerequisite: MATH 0308 or acceptable placement score/exemption.

### **\* MATH 1316-Plane Trigonometry**

A study of trigonometric functions of angles using degree and radian measure; graphs of trigonometric functions, inverse functions; identities; solutions of trigonometric equations; solution of general triangles; parametric equations, polar coordinates, and complex numbers. Prerequisite: MATH 1314 or acceptable placement score/exemption.

### **\*MATH 1332-Contemporary Mathematics**

A course in modern algebra and geometry designed for the liberal arts student. Topics include logic, mathematical and statistical reasoning; set theory and number theory; problem solving; an introduction to probability; financial management. Appropriate applications are included. Prerequisite: MATH 0308 or acceptable placement score/exemption.

### **\* MATH 1350-Fundamentals of Mathematics I**

Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314.

### **\* MATH 1351-Fundamentals of Mathematics II**

Elementary concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Prerequisite: MATH 1314.

### **\* MATH 2342-Statistics**

A study of elementary statistics designed to meet the needs of business, education and social and behavioral science students. Topics include probability, random variables, sampling, collection, tabulation and analysis of data, normal and binomial distribution, statistical inferences, linear regression and correlation and testing of hypotheses. Prerequisite: MATH 1314.

### **\* MATH 2413-Calculus I**

A study beginning with the Cartesian Plane, algebraic curves, functions and inverse functions, progressing to limits, continuity and the derivative. Trigonometric, logarithmic and exponential functions and their derivatives as well as applications of the derivative will be discussed. The definite and indefinite integral will be introduced. Prerequisite: MATH 1314 and MATH 1316 or acceptable placement score/exemption.

### **\* MATH 2414-Calculus II**

A thorough investigation of integration, with emphasis on techniques of integration and application of integration, including area, volume, centroids, work, arc length and fluid pressure. Included are hyperbolic functions, conic sections, polar coordinates, parametric equations, sequences and series. Prerequisite: MATH 2413.

## ***DEPARTMENT OF FINE ARTS***

The Department of Fine Arts offers instruction in music, art, and drama, as well as performing organizations to students who major or minor in music or theater and for those majoring in other fields. At Jacksonville College the student may (1) prepare to enter a senior institution in the field of music, (2) prepare to enter a senior institution in the field of theater, (3) study music, theater or art as a cultural enhancement.

The music program is divided into three areas: (1) music courses, (2) applied music, and (3) performing ensembles. Students may earn credit in any of these areas, and music majors must earn credit from all three. Applied music is offered in piano and voice. The credit received is determined by the number of lessons and hours of practice each week. One thirty-minute lesson and six hours practice per week will merit one semester hour, and two thirty-minute lessons and twelve hours practice will merit two semester hours credit. Each student in applied music must participate in recitals and chapel services on campus and perform for examination at the close of each semester. Practice rooms are available for students to use and may be scheduled by the instructor. Applied music students are required to attend all recitals.

Music award packages are available to qualified students. An application and audition are required before choir and/or vocal ensemble awards may be granted. All music majors and students with music awards are required to enroll for choir, vocal ensembles, or wind ensemble each semester. Any student, upon audition and approval of the director, may enroll in choir regardless of major. All students should consult a catalog of the senior college of their choice to assist them in fulfilling music requirements while at Jacksonville College.

The theater program is divided into three areas: (1) drama courses, (2) acting, and (3) technical theater. Students may earn credit in any of these areas, and theater majors and those with theater awards must earn credit from all three.

Theater award packages are available to qualified students. An application and audition are required before awards may be granted. All theater majors and minors with awards are required to enroll in at least one theater class each semester and be involved in all productions of the theater program. Any student, upon audition and/or approval of the director, may be involved in the performance and technical aspects of productions, regardless of major. An application and audition must be presented to the department staff before scholarships may be granted. All students should consult a catalog of the senior college of their choice to assist them in fulfilling theater requirements while at Jacksonville College.



## **ART**

### **\* ARTS 1301-Art Appreciation**

Survey of the visual arts in western and nonwestern cultures with emphasis on understanding creative history through various categories, media, principles of art, content, and cultural context.

### **\* ARTS 1313-Introduction to Art**

An introduction and study of the essential elements of creative art theory, principles, content, materials, and techniques.

### **\* ARTS 2316/2317-Painting I/II**

Basic course for those wishing to develop skills in painting. Through a series of projects beginning with a simple thumbnail and enlargement, students will consider composition, the ordering of space, the illusion of depth, and the interaction of color through value balance and color mixing. Projects include acrylic paintings, pastel paintings, murals and refined drawings.

## **DRAMA**

### **\*DRAM 1120/1121/2120/2121-Theater Performance**

Emphasis on techniques and procedures in mounting productions. In this theater course, all phases of theater through actual participation culminating in a production will be covered. Required for all theater majors and all students receiving theater scholarships.

### **\* DRAM 1310-Theater Appreciation**

An introduction to theater arts including an overview of playwriting, dramatic criticism, dramatic structure, performance, and techniques of theater.

### **\* DRAM 1320/1321-Theater Practicum I/II**

Emphasizes techniques and procedures in mounting productions. Students will become acquainted with all areas of production including acting, costuming, set design and construction, make-up, lighting, sound design, direction and stage management. Participation in this class will culminate in an actual production. Prerequisite: DRAM 1310

### **\* DRAM 1351-Acting I**

Covers theory and practice of acting with students gaining practical experience in development of vocal techniques and physical techniques. Prerequisite: DRAM 1310

### **\* DRAM 1352-Acting II**

A continuation in the theory and practice of acting and practical experience in problems of creating characterization with emphasis on developing vocal and physical skills. Prerequisite: DRAM 1351

### **\* DRAM 2361-Theater History I**

A survey of the history of theater from its beginnings into the 18<sup>th</sup> century. Greek, Roman and European drama in the Middle Ages and Renaissance will be covered as well as theater in Shakespearian England, early Spain, and France.

### **\* DRAM 2362-Theater History II**

A survey of the history of theater from 1700 through contemporary times. Developments in English, Italian, French, Eastern European, American, Asian, and African theater into the modern era will be covered.

## **MUSIC**

### **\* MUSI 1181/1182-Piano Skills I and II**

Designed for the student who has limited or no previous piano/keyboard experience. Emphasis is placed on basic techniques of piano playing, music reading, harmonization, and sight-reading, using a variety of repertoire. Advancement from one level of piano skills to the next requires successful completion of the previous level with a grade of "C" or better.

### **\* MUSI 2181/2182-Piano Skills III and IV**

Emphasizes advanced harmonization, accompaniment, sight-reading, score reading, improvisation, and technical skills. Advancement from one level of piano skills to the next requires successful completion of the previous level with a grade of "C" or better.

### **MUSI 1270-Church Music**

This course is designed for church music directors and includes a study of hymns, tempos, worship styles, selection of music, seasons of music, children's graded choir program, choral conducting, and possible internship. May not transfer to some colleges.

### **\* MUSI 1301-Fundamentals of Music**

A study of the elements of music notation, construction of major and minor scales, rhythmical and melodic notion and simple dictation.

### **\* MUSI 1306-Music Appreciation**

This course provides a basic survey of Western art music from the Gregorian chant to the contemporary age. Emphasis is placed on the elements of music, terminology, forms, styles, and the lives and works of prominent composers within a historical context.

### **\* MUSI 1311/1312-Music Theory and Ear Training I/II**

Skills in reading and writing basic music notation are developed. Four-part harmony, non-harmonic tones, seventh chords and modulation are studied and correlated with ear training, keyboard harmony and sight-singing. Concurrent enrollment in MUSI 1116/1117 is required. Prerequisite for MUSI 1312: MUSI 1311 with a grade of "C" or better.

### **\* MUSI 1116/1117-Music Theory and Ear Training I/II Laboratory**

MUSI 1116 is the required laboratory for MUSI 1311; MUSI 1117 is the required laboratory for MUSI 1312.

### **\* MUSI 2311/2312-Advanced Music Theory and Ear Training I/II**

Part-writing and score analysis are emphasized in studying modulation, altered tones and instrumental writing. Also includes contemporary harmony. Areas of study are correlated with ear training, keyboard harmony and sight-singing. Concurrent enrollment in MUSI 2116/2117 is required. Prerequisite for MUSI 2311: MUSI 1312 with a grade of "C" or better; for MUSI 2312: MUSI 2311 with a grade of "C" or better.

### **\* MUSI 2116/2117-Advanced Music Theory Ear Training I/II Laboratory**

MUSI 2116 is the required laboratory for MUSI 2311; MUSI 2117 is the required laboratory for MUSI 2312.

## **APPLIED MUSIC**

### **\* MUAP 1169, 1170, 2169, 2170, 1269, 1270, 2269, 2270-Piano**

### **\* MUAP 1181, 1182, 2181, 2182, 1281, 1282, 2281, 2282-Voice**

### **\* Other applied music courses are available for various instruments.**

## **MUSICAL ENSEMBLES**

### **\* MUEN 1141/1142/2141/2142-Choir I/II/III/IV**

The choir makes many public appearances, conducts an extensive tour each semester, and serves the college as an excellent recruitment group. Students are admitted into this organization on the basis of musical ability. May be repeated for credit. Annual choir uniform fee required.

### **\* MUEN 1124/1125/2124/2125-Wind Ensemble I/II/III/IV**

The wind ensemble consists of band instrumentalists who have qualified by auditions. This organization accompanies the choir and vocal ensembles, as well as performing separately. May be repeated for credit.

### **\* MUEN 1154/1155/2154/2155-Vocal Ensemble I/II/III/IV**

Vocal ensembles are selected from strict auditions. Concerts are given as well as performances with the choir. The select vocal ensembles consist of Quartet, Trio and the Jacksonville College Singers. May be repeated for credit.

## ***DEPARTMENT OF RELIGION***

### **RELI 1301-Survey of the Old Testament**

An introductory survey of the literature and message of the Old Testament that includes the Pentateuch, the Historical Books, the Poetical Books, and the Prophets.

### **RELI 1302-Survey of the New Testament**

An introductory survey of the literature and message of the New Testament that includes the Gospels, the Acts, the Pauline letters, the General Letters, and the Apocalypse.

### **RELI 1311-Fundamentals of Preaching**

An introductory survey of the art and craft of preparation, planning, and delivery of sermons and speaking in the church environment for general and special occasions.

### **RELI 1312-Leadership Ministry**

An introductory survey of the leadership process in the environment of Christian church ministry.

## **RELI 2301-Life of Christ**

A survey of the essential elements of the life of Christ with emphasis placed upon His teachings and relevance to contemporary society. Prerequisite: RELI 1302.

## **RELI 2302-Life of Paul**

A survey of the life of Paul and his writings with emphasis placed upon the contemporary applications to personal Christian life choices and global issues. Prerequisite: RELI 1302.

## **RELI 2322-Minor Prophets**

A survey of the Minor Prophets and their spiritual application for today's society. Prerequisite: RELI 1301.

## ***DEPARTMENT OF SCIENCE***

### **BIOLOGY**

#### **\* BIOL 1408/1409-Introductory Biology I/II**

BIOL 1408 is an introduction to principles of biology for non-science majors. Topics include the chemical basis of life, cell biology, and heredity. Laboratory (three hours per week) is correlated with lecture subject matter. Laboratory use fee required.

BIOL 1409 continues an introduction to principles of biology for non-science majors. Plants and animals will be studied with emphasis on structure, function, diversity, classification, and ecology. Laboratory (three hours per week) required. Laboratory use fee required. Prerequisite: BIOL 1408 or approval of instructor.

#### **\* BIOL 1411-Botany**

A study of the principles of plant life. Representatives of the major plant divisions will be studied in the laboratory (three hours per week) with emphasis on seed plant structures and their functions. Laboratory use fee required.

#### **\* BIOL 1413-Zoology**

A study of the principles of animal life. Laboratory (three hours per week) includes studies of representative examples of the animal phyla. Laboratory use fee required.

### **\* BIOL 1322-Nutrition**

This course is designed primarily for students majoring in nursing, home economics, and biology. Emphasis will be placed upon the metabolism, absorption, distribution, and excretion of substrates, including vitamins and minerals. The course will also promote health and disease prevention through nutrition and will investigate selected disorders of the various body systems.

### **\* BIOL 2401/2402-Human Anatomy and Physiology I/II**

BIOL 2401 is a study of the structures and functions of the organ systems of the human body. Laboratory (three hours per week) includes dissections of animal specimens for comparison. Laboratory use fee required.

BIOL 2402 is a continuation of BIOL 2401. Laboratory (three hours per week). Laboratory use fee required. Prerequisite: BIOL 2401 or approval of instructor.

### **\* BIOL 2420-Microbiology**

Characteristics and activities of microorganisms and their relation to health and disease. Laboratory (three hours per week). Laboratory use fee required.

## **CHEMISTRY**

### **\* CHEM 1405/1407-Applied Chemistry I/II**

In CHEM 1405 the basic concepts of chemistry are introduced with minimal use of mathematics. Laboratory (three hours per week) experiments are correlated with lecture discussions. For non-science majors. Laboratory use fee required.

CHEM 1407 is a continuation of CHEM 1405 with emphasis on the applications of chemistry in our contemporary world. For non-science majors. Laboratory (three hours per week) required. Laboratory use fee required. Prerequisite: CHEM 1405 or approval of instructor.

### **\* CHEM 1411/1412-General Chemistry I/II**

CHEM 1411 is intended for students majoring in the sciences, engineering or in pre-professional programs. The fundamental theories, laws and descriptive aspects of chemistry are developed. Problem solving is stressed. Laboratory (three hours per week) experiments are correlated with lecture discussion. Laboratory use fee required.

CHEM 1412 is a continuation of CHEM 1411 with emphasis on solutions, kinetics, radioactivity, and chemical equilibrium. Laboratory (three hours per week). Laboratory use fee required. Prerequisite: CHEM 1411 or approval of instructor.

## **COMPUTER SCIENCE**

### **\* COSC 1300-Computer Literacy**

An introductory course covering the application and terminology of computers. Topics include history, social impact, system hardware, applications to private, office and educational use, logic structure and program development. The student will also have an introduction to hands-on use.

### **\* COSC 1301-Microcomputer Applications**

Introduction to the use of microcomputers as a data processing and problem solving tool. Fundamental concepts, theory, and development of solutions for business oriented problems will be presented using spreadsheet and database packages. Opportunities to develop original program solutions will also be incorporated.

### **\* COSC 1315-Introduction to Computer Programming**

An introductory course designed to develop abilities in programming for business and scientific applications. Topics include program definition, flow charting, documentation techniques, and development of basic programming concepts.

### **\* COSC 2315-Business and Scientific Programming**

An advanced course in programming methods. Topics include file structures, data base structures and sub-structures. Prerequisite: COSC 1315.

## **PHYSICS**

### **\* PHYS 1401/1402-College Physics I/II**

PHYS 1401 provides the fundamentals of classical mechanics, heat, and sound. Primarily for architecture, education, pre-medical, pre-dental, and pre-veterinary students. Laboratory (three hours per week) experiments are correlated with lecture discussion. Laboratory use fee required. Prerequisite: A solid mathematical and scientific foundation.

PHYS 1402 is a continuation of PHYS 1401 that provides the fundamentals of classical electricity and light with an introduction to contemporary physics. Laboratory (three hours per week) experiments are correlated with lecture discussion. Laboratory use fee required. Prerequisite: PHYS 1401.

**\* PHYS 2425/2426-University Physics I/II**

PHYS 2425 is a course in mechanics for students in science and pre-engineering. Laboratory (three hours per week) experiments are correlated with lecture discussion. Laboratory use fee required. Prerequisite: A solid mathematical and scientific foundation.

PHYS 2426 is a course in electricity, magnetism, and introduction to optics for students in science and pre-engineering. Laboratory (three hours per week) experiments are correlated with lecture discussion. Laboratory use fee required. Prerequisite: PHYS 2425.

***DEPARTMENT OF SOCIAL SCIENCE***

**GEOGRAPHY**

**\* GEOG 1303-World Geography**

A study of the major cultural divisions and climatic regions of the earth. Physical environments and human activities are related with emphasis on selected regions and countries.

**GOVERNMENT**

**\* GOVT 2305-American Government**

A survey of the American constitutional governmental system including its structure, origins, development and present-day issues. Emphasis is on the rights, privileges and obligations of citizenship; political parties and ideologies; bureaucracies; and, the impact of public opinion, pressure groups and the mass media on public policy. Prerequisite: sophomore standing or permission of the instructor.

**\* GOVT 2306-State and Local Government**

A survey of the nature, organization and principles of state and local governments within the United States with particular attention to Texas government structure. Emphasis is on the powers of state government, regulatory policies and



agencies, voting characteristics, elections, political parties and issues of state and local importance. This class satisfies requirements for Texas State Teacher Certification. Prerequisite: sophomore standing or permission of instructor.

## **HISTORY**

### **\* HIST 1301/1302-History of America I/II**

A survey of American history from discovery to the present. HIST 1301 concerns developments through Reconstruction; HIST 1302 is devoted to the period from Reconstruction to the present. Emphasis is given to the various political, cultural, economic, and social movements that have combined to produce our heritage. Prerequisite HIST 1302: HIST 1301 or permission of Instructor.

### **\* HIST 2301 –Texas History**

A survey of the history of Texas from the Spanish period to the present, including Anglo-American settlement, the revolution, the republic, and later development.

### **\* HIST 2321/2322-History of World Civilization I/II**

A survey of world civilization from ancient times to the present. HIST 2321 is concerned with developments from ancient times to the seventeenth century. HIST 2322 concerns world history from the seventeenth century to the present. Attention is given to social, political and cultural developments as well as economic trends. Prerequisite for HIST 2322: HIST 2321 or permission of instructor.

## **HUMANITIES**

### **\*HUMA 1301-Introduction to the Humanities**

An interdisciplinary, multi-perspective assessment of cultural, political, philosophical, and aesthetic factors critical to the formulation of values and the historical development of the individual and of society.

## **PSYCHOLOGY**

### **\* PSYC 2301-Introduction to Psychology**

A general introduction to the science of behavior, surveying the broad field of psychology, methods of investigating and theories of the three major schools of psychology.

### **\* PSYC 2314-Human Growth and Development**

The study of the interaction of biological and environmental influences in the growth of the person from conception to maturity. Developmental theories of Freud, Erikson and Piaget are integrated into each stage of development.

### **\* PSYC 2315-Psychology of Personal Adjustment**

An introduction to the dynamics of lifespan adjustment and the means that an individual employs to maintain equilibrium. Prerequisite: PSYC 2301 or permission of instructor.

## **SOCIOLOGY**

### **\* SOCI 1301-Introduction to Sociology**

This course deals with human nature and human behavior in group life; culture and personal traits; organization, disorganization, and reorganization of society and the social processes involved; the influence of society and the culture upon individuals and groups; basic principles of leadership for the group leader.

### **\* SOCI 1306-Social Problems**

Analysis and study of contemporary social problems, their likely causes, how they affect us, and what can be done about them.

## **STUDENT SUCCESS**

### **STSU 1100-Student Success**

Development of the knowledge and tools to become successful, not only in the academic area, but also in life as a whole.

### **STSU 2100-Capstone**

This course is designed to provide the student with an opportunity to reflect upon the desired learning outcomes of the Jacksonville College experience. A portfolio assessment of this experience will be produced as a result of the course. Prerequisite: 45 hours of course credit or permission of instructor.

## ***HISPANIC STUDIES CURRICULUM***

The Hispanic Studies Curriculum is offered in an agreement with the Southern Baptists of Texas Convention. The curriculum is taught in Spanish and is designed for the leadership of Hispanic churches. Descriptions are available in Spanish from the Office of the Academic Dean.

### **RELI 1370-How to Understand the Bible**

An introduction to the doctrinal, historical, and literary nature of the Bible and other general questions involved in reading the Bible with understanding. The course also deals with the authority, purpose, and message of biblical interpretation.

### **RELI 1372-New Testament Survey I**

A survey of the historical and cultural background of the New Testament, along with the life, ministry, and teachings of Jesus. The course also covers the process by which the gospels were written and explores the similarities among the synoptic gospels and the uniqueness of the Gospel of John. Also covered are the authorship, purpose, and content of the book of Acts.

### **RELI 1373-New Testament Survey II**

A survey of all the epistles of the New Testament, from Romans through Revelation. Included are the general epistles of the apostle Paul, his pastoral epistles, and the general epistles.

### **RELI 1374-Old Testament Survey I**

A survey of (1) the historical and cultural background of the Old Testament, (2) the books of the Pentateuch (Genesis through Deuteronomy), and (3) the books known as the Former Prophets (Joshua, Judges 1 and 2, Samuel, and 1 and 2 Kings).

### **RELI 1375-Old Testament Survey II**

A survey of all the prophetic books of the Old Testament (Isaiah through Malachi) as well as miscellaneous books known as the Writings (Psalms, Job, Proverbs, Ruth, Song of Songs, Ecclesiastes, Lamentations, Esther, Daniel, Ezra, Nehemiah, and 1 and 2 Chronicles).

**RELI 1376-Christian Doctrine**

A survey of Christian doctrines, with emphasis upon revelation, the nature and work of God, Jesus Christ, humankind and sin, the Holy Spirit, salvation, and last things or eschatology.

**RELI 1377-Pastoral Ministry**

A study of the life and work of the pastor from an historical and biblical perspective.

**RELI 1378-Church History**

A study of the history of Christianity from New Testament times until the modern era. The course focuses on the great movements and heresies in Christian history as well as other factors which have influenced Christianity.

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