



FLORIDA GATEWAY COLLEGE

BSC2085 003 – Anatomy and Physiology I Fall 2025 – A16

Tuesday/Thursday, 8:30a – 9:45a
Building 017, Room 009

Instructor Information

Name: Dr. Juan Guzman, Professor of Anatomy and Physiology

Email: juan.guzman@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.

Office: Building 17, CR 008/office 007

Office Hours: M 11:30-12:00noon / T 2:30-4:00pm / W 3:00-4:00pm. / TR 2:30-4:00pm

Office Phone: 386-754-4250

Other Available Hours: You can email me at: juan.guzman@fgc.edu

Virtual Hours: M 2:15-5:00pm / T 9:45-11:30am / W 12:00-2:30pm / TR 9:45-11:30am

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC

General Education Area: Group 1 Science

Prerequisites: Completion of REA0017, ENC0025, and MAT0028 or MGF1100 with a grade of C or better, or ENC0027C and MAT0028 or MGF1100 with a grade of C or better, or score out on appropriate placement test.

Corequisite: BSC2085L

Course Description

The first course in human anatomy and physiology is a survey of the chemistry, structure, and function of the human body to include the following topics: cells and cytology, tissue and histology, the integumentary system, skeletal system, muscular system, and nervous system. The course is designed for students in health-related, biological, and physical education programs.

Required Texts/Learning Resources

Marieb, E., & Hoehn, K. (2018). Human Anatomy & Physiology (11th. Ed.). Pearson (LLF)(w/Mod Mastering Access), 9780135161944

- or -

Marieb, E., & Hoehn, K. (2018). *Modified Mastering A&P with Pearson eText* (11th ed.). Pearson. ISBN-13: 978-0134763415

White, Long Sleeve, Three-Quarter Length Lab Coat (Can be purchased at the FGC Bookstore or Online)

General Learning Outcome

- **Scientific Reasoning:** Students will apply empirical evidence to evaluate natural phenomena.

Course Learning Outcomes

At the end of the course, you will be able to:

- Demonstrate the ability to identify and evaluate scientific information based on models and methodology to evaluate information
- Demonstrate and apply the scientific method to identify an issue for experimentation
- Demonstrate an understanding of proper lab techniques including the proper use of equipment and materials to facilitate an understanding of the principles of Anatomy and Physiology
- Analyze the data by applying scientific quantitative methods to re-evaluate the experiment
- Interpret, draw conclusion and realize limitations from scientific models and schematic data to develop ideas for an original product
- Demonstrate and apply knowledge of the major concepts in Anatomy and Physiology and integrate the information into a structured understanding and awareness of biological processes and the effect on society.
- Demonstrate Technological abilities by the Utilization of PowerPoint during the regular class presentations.
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Critical Dates – Fall 2025

Date	Event
Monday, August 18	Fall A16 and A8 classes start
Monday – Wednesday, August 18-20	Add/Drop period for Fall A8
Monday – Friday, August 18-22	Add/Drop period for Fall A16
Monday, September 1	Labor Day – No Classes
Monday, September 15	Fall B12 classes start
Monday – Wednesday, September 15-17	Add/Drop period for Fall B12
Thursday, September 25	Deadline for student-initiated withdrawals – A8
Monday, September 29	Fall B10 classes start
Mon. – Wed., Sep. 29 – Oct. 1	Add/Drop period for Fall B10
Wednesday, October 10	Fall A8 classes end
Thursday, October 13	Fall B8 classes start
Thursday – Monday, October 13-15	Add/Drop period for Fall B8
Monday, November 11	Veteran’s Day – No Classes
Tuesday, November 08	Deadline for student-initiated withdrawals – A16
Monday, November 16	Deadline for student-initiated withdrawals – B12
Thursday, November 11	Deadline for student-initiated withdrawals – B10
Monday, November 22	Deadline for student-initiated withdrawals – B8
Wednesday – Friday, November 26-28	Thanksgiving Break – No Classes

Date	Event
Monday, December 5	Fall A16, B12, B10, and B8 classes end

Schedule of Class Events

Week 1: 8/18 – 8/24

Class Date	Before Class	During Class	After Class
8/19	<ul style="list-style-type: none"> Be familiar with the Chapters of the textbook and power points, you may watch the lectures recorded in FGC media library. 	<ul style="list-style-type: none"> Take notes, ask questions to clarify your doubts, be attentive and please do not chat with your cell phones or computers. 	<ul style="list-style-type: none"> Mastering home works and quizzes are due Sunday at the end of the week at 11:59 pm
8/21	<ul style="list-style-type: none"> Read the syllabus and Chapters 1 and 2 	<ul style="list-style-type: none"> Please take notes. Ask questions. Be attentive to the information provided by your instructor. 	<ul style="list-style-type: none"> Be enrolled in My Lab & mastering Read Chapter 1 Human Body & Orientation Mastering Introduction to quiz & homework Take Chapter 1 Mastering Quiz Take Chapter 1 Mastering Homework

Week 2: 8/25 – 8/31

Class Date	Before Class	During Class	After Class
8/26	<ul style="list-style-type: none"> Read chapter 2 from your text book, watch the videos on FGC Media library and My Lab and Mastering Emphasize on Atoms structure, molecules, compounds, and Homeostasis. 	<ul style="list-style-type: none"> Please take notes. And be attentive provided by your instructor. 	<ul style="list-style-type: none"> Read Chapter 2 Chemistry & Biochemistry. Watch the videos on My Lab and mastering. Chapter 2 Mastering Quiz Chapter 2 Mastering Homework
8/28	<ul style="list-style-type: none"> Please read organic compounds and watch 	<ul style="list-style-type: none"> Please take notes. Intervene in class 	<ul style="list-style-type: none"> Chapter 2 Mastering Quiz

Class Date	Before Class	During Class	After Class
	the videos on My Lab and Mastering.		<ul style="list-style-type: none"> Chapter 2 Mastering Homework.

Week 3: 9/1 – 9/07

Class Date	Before Class	During Class	After Class
9/1	<ul style="list-style-type: none"> NO SCHOOL 	<ul style="list-style-type: none"> NO SCHOOL 	<ul style="list-style-type: none"> NO SCHOOL
9/2	<ul style="list-style-type: none"> Please read chapter 3 Cells, focus on Plasma membrane 	<ul style="list-style-type: none"> Please take notes. Intervene in class. 	<ul style="list-style-type: none"> Chapter 3 Mastering Quiz Chapter 3 Mastering Homework.
9/4	<ul style="list-style-type: none"> Focus on membrane transport and cell division. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. 	<ul style="list-style-type: none"> Chapter 3 Mastering Quiz Chapter 3 Mastering Homework.

Week 4: 9/08 – 9/14

Class Date	Before Class	During Class	After Class
9/09	<ul style="list-style-type: none"> Please read chapter 4 Tissues; focus on Classification of epithelia. And their function and location 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.
9/11	<ul style="list-style-type: none"> Please make emphasis on classification of connective tissue and glands (Exo and Endo) 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Chapter 4 Mastering Quiz Chapter 4 Mastering Homework. Prepare the material for your Midterm exam.

Week 5: 9/15 – 9/21

Class Date	Before Class	During Class	After Class
9/16	<ul style="list-style-type: none"> Please read chapter 5: Integumentary system; Tissues; focus on Structure of the skin 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.

Class Date	Before Class	During Class	After Class
9/18	<ul style="list-style-type: none"> Please make emphasis on Hair, finger and toe nail structure, Cancer of the skin and classification of burns. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Chapter 5 Mastering Quiz Chapter 5 Mastering Homework.

Week 6: 9/22 – 09/28

Class Date	Before Class	During Class	After Class
9/23	<ul style="list-style-type: none"> Please read chapter 6: I Bones and Skeletal tissues; Tissues; Focus Hyaline Cartilage, Bone structure, classifications of the bones. bones developing and remodeling and repairing. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.
9/25	<ul style="list-style-type: none"> Bones developing and remodeling and repairing. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Design presentations if asked. 	<ul style="list-style-type: none"> Chapter 6 Mastering Quiz Chapter 6 Mastering Homework.

Week 7: 09/29 – 10/5

Class Date	Before Class	During Class	After Class
09/30	<ul style="list-style-type: none"> Please read chapter 7: The skeleton: Axial and Appendicular. Make emphasis on: The skull, vertebral column and thoracic Cage. Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Be ready for your Power point group presentation 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.
10/2	<ul style="list-style-type: none"> Make emphasis on: Appendicular skeleton: Pectoral, pelvic girdle, Upper and lower limbs. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. 	<ul style="list-style-type: none"> Chapter 7 Mastering Quiz Chapter 7 Mastering Homework.

Class Date	Before Class	During Class	After Class
	<ul style="list-style-type: none"> Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> Be ready for your Power point group presentation 	

Week 8: 10/6 – 10/12

Class Date	Before Class	During Class	After Class
10/07	<ul style="list-style-type: none"> Please read chapter 8: Joints: Classification Make emphasis on: Fibrous, cartilaginous and Synovial. Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Be ready for your Power point group presentation 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.
10/09	<ul style="list-style-type: none"> Make emphasis on Movement of the synovial joints and diseases related to joints. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Be ready for your Power point group presentation 	<ul style="list-style-type: none"> Chapter 8 Mastering Quiz Chapter 8 Mastering Homework.

Week 9: 10/13 – 10/19

Class Date	Before Class	During Class	After Class
10/14	<ul style="list-style-type: none"> Please read chapter 9: Muscles and Muscles tissue: Skeletal: make emphasis of the Microscopic anatomy and sliding filament model. Nerve impulse, Generation of ATP by the muscles. Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> Please take notes. Intervene in class. Be ready for your Power point group presentation Midterm exam on October 17th., from chapters 1-8 	<ul style="list-style-type: none"> Please watch the videos provided by My lab and mastering and FGC media library.
10/16	<ul style="list-style-type: none"> Please read Smooth muscles micro anatomy and differences from Skeletal muscles. 	<ul style="list-style-type: none"> Intervene in class. Be ready for your Power point group presentation 	<ul style="list-style-type: none"> Chapter 9 Mastering Quiz Chapter 9 Mastering Homework.

Week 10: 10/20 – 10/26

Class Date	Before Class	During Class	After Class
10/21	<ul style="list-style-type: none">• Please read chapter 10: The Muscular system: Skeletal: Make emphasis on Lever system, fascicle arrangements.• Watch the My lab and Mastering videos.	<ul style="list-style-type: none">• Please take notes.• Intervene in class.• Be ready for your Power point group presentation	<ul style="list-style-type: none">• Please watch the videos provided by My lab and mastering and FGC media library.
10/23	<ul style="list-style-type: none">• Please read Origin, Insertion, Innervation and action of the important skeletal muscles: Neck, thoracic and abdominal regions, upper and lower limbs and pelvis	<ul style="list-style-type: none">• Intervene in class.• Be ready for your Power point group presentation	<ul style="list-style-type: none">• Chapter 10 Mastering Quiz• Chapter 10 Mastering Homework.

Week 11: 10/28 – 11/2

Class Date	Before Class	During Class	After Class
10/28	<ul style="list-style-type: none">• Please read chapter 11: Fundamentals of Nervous tissue and nervous tissue: Make emphasis on Neuroglia, Classification of neurons, Action potential and graded potential.• Watch the My lab and Mastering videos.	<ul style="list-style-type: none">• Please take notes.• Intervene in class.	<ul style="list-style-type: none">• Please watch the videos provided by My lab and mastering and FGC media library.
10/30	<ul style="list-style-type: none">• Make emphasis on the synapse, Neuro transmitters and their receptors	<ul style="list-style-type: none">• Intervene in class.• Be ready for your Power point group presentation	<ul style="list-style-type: none">• Chapter 11 Mastering Quiz• Chapter 11 Mastering Homework.

Week 12: 11/3 – 11/09

Class Date	Before Class	During Class	After Class
11/4	<ul style="list-style-type: none"> • Please read chapter 12: The central Nervous system: • Make emphasis on The Brain: adult structure, and higher mental functions. • Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> • Please take notes. • Intervene in class. 	<ul style="list-style-type: none"> • Please watch the videos provided by My lab and mastering and FGC media library.
11/6	<ul style="list-style-type: none"> • Read Brain protection and spinal cord structure 	<ul style="list-style-type: none"> • Please take notes. • Intervene in class. • Due date for the Research project 	<ul style="list-style-type: none"> • Chapter 12 Mastering Quiz • Chapter 12 Mastering Homework.

Week 13: 11/10 – 11/16

Class Date	Before Class	During Class	After Class
11/11	<ul style="list-style-type: none"> • NO SCHOOL 	<ul style="list-style-type: none"> • NO SCHOOL 	<ul style="list-style-type: none"> • NO SCHOOL
11/13	<ul style="list-style-type: none"> • Please read chapter 13: The Peripheral nervous system and Reflex activity: • Make emphasis on Sensory receptors; cranial nerves. • Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> • Please take notes. • Intervene in class. 	<ul style="list-style-type: none"> • Please watch the videos provided by My lab and mastering and FGC media library
	<ul style="list-style-type: none"> • Read spinal nerves; the reflex arc, spinal reflexes developmental aspects of peripheral nervous system 	<ul style="list-style-type: none"> • Intervene in class. • Be ready for your Power point group presentation 	<ul style="list-style-type: none"> • Chapter 13 Mastering Quiz • Chapter 13 Mastering Homework.

Week 14: 11/17 – 11/23

Class Date	Before Class	During Class	After Class
11/18	<ul style="list-style-type: none"> • Please read chapter 14: The Autonomic nervous system: • Make emphasis on differences from somatic. origin of Sympathetic and para sympathetic. • Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> • Please take notes. • Intervene in class. 	<ul style="list-style-type: none"> • Itemize activities, coursework, assignments
11/20	<ul style="list-style-type: none"> • Origin of Sympathetic and para sympathetic. • Watch the My lab and Mastering videos. 	<ul style="list-style-type: none"> • Please take notes. • Intervene in class. 	<ul style="list-style-type: none"> • Itemize activities, coursework, assignments

Week 15: 11/24– 11/30

Class Date	Before Class	During Class	After Class
11/25	<ul style="list-style-type: none"> • Please read chapter 14: The Autonomic nervous system: • Make emphasis on Neuro transmitters and receptors Review at home for the final exam with more emphasis on the topics posted in Canvas and FGC Media library 	<ul style="list-style-type: none"> • Please take notes. • Inter Review for the final exam vene in class. 	<ul style="list-style-type: none"> • Chapter 14 Mastering Quiz • Chapter 14 Mastering Homework. • Review at home the topics posted in Canvas, finish your on line activities if not done before.
11/27	• NO SCHOOL	• NO SCHOOL	• NO SCHOOL

Week 16: 12/1 – 12/07

Class Date	Before Class	During Class	After Class
12/2	<ul style="list-style-type: none"> • Week of exams please • Watch the on-line reviews 	<ul style="list-style-type: none"> • Week of exams 	<ul style="list-style-type: none"> • week of exams
12/4	<ul style="list-style-type: none"> • Final exam: 8:30-9:45a 	<ul style="list-style-type: none"> • Includes chapters 1-14 	<ul style="list-style-type: none"> •

Midterm/ Final exam Dates

Midterm exam	Chapters: 1-8	Oct. 16 th .
Final exam	1-14	Dec. 04 th .
Research project	Check guidelines in Canvas	Nov. 07 th .

Student Expectations

Attendance

- . - Attendance is mandatory.
- . - Excessive absences (3 or more assignments / classes), will lead to an administrative withdrawal and a final grade of F.
- . - If you miss a class you will be responsible for reviewing the topics covered.
- . - There will be Oral Make-ups for missed justified exams, the student has to set an appointment and the date of the Makeup will be according to the Jury availability.
- . - There will be no retakes.
- . - There will be not withdrawing of students from the classes. This is your responsibility.
- . - Early leaving of classes without permission will be considered as unattended class.

Courtesy and Student Conduct Code

Netiquette: Always maintain a respectful communication

Always maintain a decent and appropriate behavior in class and also in all the on-line communications.

Be strict and check for grammar and spelling errors.

Write in a professional way.

Late Work

The student should contact the Instructor to authorize the acceptance of a late work.

Additional Student Expectation

I expect my students to read every day the covered material in an orderly manner, and review the concepts of anatomy and physiology also do all activities from the first to the last day to succeed in the class and in their health care field career.

Additional Student Expectation

I expect to get from my students the highest level of knowledge from my courses, reflected on the passing grades and their success.

Grading Policies (Student Performance Measures)

Learning Activities

Participation (40 %= all HomeWorks 20% and all quizzes 20%online mastering): This occurs through being an active student, attending (Reading) each week the Chapters covered, online canvas

power points, and FGC Media library video lectures on your own, and participating throughout the week in class activities by completing the home works and quizzes of the week in a timely manner.

Midterm Exam (20%): Read and study chapters 1-2-3-4-5-6-7-8 We will review throughout the semester, during lectures and lab activities, that allow you to engage in the content with the professor and fellow classmates. It's important that you follow the standards and are engaged throughout. To remember in the future the basic concepts of Anatomy & Physiology.

Final Exam (20%): Read and study chapters 1 to 14 There will be several activities during labs, to review the chapters listed and concepts from the previous chapters, the exam will evaluate the second group of chapters (6) with emphasis on the bones, muscular and nervous system; the assignments throughout the course help you to understand the information.

Research Project (20%): As a requirement of the college, and at the end of the course, you will have design and to complete a project that includes reflection. This is 20% of your grade, so it's imperative you spend time to complete it correctly. It's good practice, as most of your courses will have a big assignment at the end.

Home works	20%
Quizzes	20%
Research Project	20%
Midterm exam	20%
Final exam	20%
Passing grade	70%

Grading Scale

- A – 90% - 100%
- B – 80% - 89.9%
- C – 70% - 79.9%
- D – 60% - 69.9%
- F – 59.9% or below

Returning Grades

I will grade most assignments within one week of the due date. For more expansive assignments, I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Minimal technical skills require for this course include the ability to use Microsoft Office products and navigate the Internet.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (<https://www.fgc.edu/academics/library/>). The library has more than 70 computers with 50 pages daily of free B&W printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (<https://www.fgc.edu/academics/library/research-help-and-guides/>).

Phone- 386-754-4401

Email- library@fgc.edu

[Ask-A-Librarian](#) text and chat

Fall & Spring Semester Library Hours

Monday – Thursday: 7:30 am – 7:30 pm

Friday: 9:00 am – 4:00 pm

Saturday: 1:30 pm – 5:30 pm

Sunday: CLOSED

Summer Semester Library Hours

Monday – Thursday: 7:30 am – 6:30 pm

Friday: CLOSED

Saturday & Sunday: CLOSED

Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

Fall Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

Spring Semester SSC Hours

Monday--Thursday: 8:00am – 6:00 pm

Friday: 9:00am – 4:30pm

Summer Semester SSC Hours

Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (<https://www.bettermynd.com/students>) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (<https://app.bettermynd.com/register>)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (<https://www.fgc.edu/students/complaints-and-appeals/>), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the [College Catalog](#) for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Enrollment Services by 4:30 p.m. on the deadline posted on the [Academic Calendar](#) or it is considered late.**

To withdraw from a course, the following steps must take place:

1. The student obtains the instructor's authorization and last date of attendance in person or via email.
2. The student meets with an academic advisor, who will sign the form (Building 14). Or, if an online student, emails the advisor a statement requesting a withdrawal from the course. The email must include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Enrollment Services).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper [netiquette](#) throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Civil Rights and Compliance Statement

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 007, Room 107

Phone: (386) 754-4393

Email: Accessibility.Services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a [similarity report](#), which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or [Draft Coach](#). If needed, that would allow you time to review the [library's research and help guides](#) or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, higher quality education programs and lifelong learning opportunities.

Good Luck,
Dr. G.