MAC 1105.003 – College Algebra

Fall 2025 – A16 (August 18th – December 5th, 2025)

TR, 8:30 – 9:45AM

Building 009, Room 133

Instructor Information

Name: Dr. Matthew Peace, Assistant Professor of Mathematics
Email: matthew.peace@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.
Office: Building 009 – Room 126
Office Hours: MW: 7:30 – 8:00AM; M: 1:00 – 2:30PM; T: 9:45AM – 12:00PM; W: 1:00 – 1:30PM; R: 9:45 – 11:30AM
Office Phone: 386.754.4213
Other Available Hours: Contact me to set up another time.
Virtual Hours: M: 5:30 – 8:30PM
Virtual Office Location: Click here to join on Microsoft Teams.

Course Information

Credits: 3
Requirements Met: AATR, GE, GEC, GR
General Education Area: Mathematics
Prerequisites: Satisfactory placement test score (PERT, CPT, ACT or SAT) or successful completion of Intermediate Algebra, MAT 1033.

Course Description

In this course, students will develop problem solving skills, critical thinking, computational proficiency, and contextual fluency through the study of equations, functions, and their graphs. Emphasis will be placed on quadratic, exponential, and logarithmic functions. Topics will include solving equations and inequalities, definition and properties of a function, domain and range, transformations of graphs, operations on functions, composite and inverse functions, basic polynomial and rational functions, exponential and logarithmic functions, and applications.

Required Text

College Algebra, 8th edition, Robert Blitzer, Pearson, 2021. The actual text is not required but the MyLab Access Code is. There is a full e-copy of the text within MyLab. The license is available online when you register in MyLab or may be purchased in the bookstore. It comes free with the purchase of the textbook at the bookstore. **IMPORTANT: MyLab has a free trial option that will allow you to immediately start working on your homework even if you do not have funds to purchase access. Please use this trial while you wait for financial aid or other funds to come in.**

Calculators

Students are required to use SCIENTIFIC calculators. The TI-30XIIS is the permitted calculator for the course. If you have a different scientific calculator, please contact your instructor to seek approval. CAS and non-CAS graphing calculators, similar to the TI-83 & 84, are not allowed to be used. Students are not permitted to borrow

calculators or to use cell phones or any other electronic devices as calculators during exams. Work must be shown on all tests. Use of unauthorized electronics on any assessment will result in a grade of zero.

Preparation for Future Courses

We hope all students will gain understanding and proficiency in the algebra of basic mathematical systems and acquire the mathematical tools for future mathematics courses. In addition, we hope all students will develop habits necessary for success in mathematics – keeping up with the course by watching the video lectures and keeping up with the homework. In MAC 1105, we attempt to help students to develop these habits by requiring outside-of-class work. A minimum grade of 'C' in this course is required for MAC 1114, MAC 1140, or MAC 2233. Students are strongly advised to take their next mathematics course the term immediately after completion of MAC1105.

Gordon Rule

6A-10.030(2)(b), FAC, commonly known as the "Gordon Rule" states that each college shall require a minimum of six semester hours of mathematics as part of the graduation requirements for the A.A. Degree. Students who take six hours of math at the level of MAC 1105 (College Algebra), MGF 1130 (Mathematical Thinking), STA 2023 (Elementary Statistics), or higher, WITH A FINAL GRADE NO LOWER THAN A "C", will be considered to have fulfilled the mathematics requirement.

General Learning Outcomes

- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.
- **Quantitative Reasoning:** Students will apply mathematical concepts and reasoning to draw valid conclusions.

Course Learning Outcomes

Successful completion of this course will include meeting the following course-specific learning requirements:

Course-Specific Learning Outcome	Method of Assessment
• Students will solve an equation or an inequality using an appropriate technique.	• Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
• Students will define and describe functions, their properties, and graphs.	• Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
• Students will manipulate functions to simplify expressions and find new functions.	• Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
• Students will use transformations to write an equation for a function and to graph a function.	• Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
• Students will model and solve real world problems using functions.	• Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.

Critical Dates –Fall 2025

Date	Event
Monday, August 18	Fall A16 classes start
Monday – Friday, August 18 - 22	Add/Drop period for Fall A16
Monday, September 1	Labor Day – No Classes
Friday, November 7	Deadline for student-initiated withdrawals – A16
Tuesday, November 11	Veteran's Day – No Classes
Wednesday – Friday, November 26 – 28	Thanksgiving Break – No Classes
Saturday – Friday, November 29 – December 5	Final Exams as Scheduled

References

Figures, definitions, and other information contained in the course notes come from College Algebra**,** 8th Edition, Blitzer, Pearson, 2021 and previous editions of the text.

Course Outline

Unit 1: General Functions & Their Properties

- Introduction to Functions & Function Notation
- The Graph of a Function
- Transformations of Functions & Their Graphs
- Combinations, Compositions, & Inverse Functions

Unit 1 Test

Unit 2: Polynomial Equations & Functions

- Linear Equations & Inequalities
- Quadratic Equations & Functions
- Polynomial Equations & Functions Degree 3 and Higher

Unit 2 Test

Unit 3: Rational and Radical Equations & Functions

- Rational Equations & Functions
- Radical Equations & Functions

Unit 3 Test

Unit 4: Exponential and Logarithmic Equations & Functions

- Exponential Functions
- Properties of Logarithmic Expressions
- Logarithmic Functions
- Exponential and Logarithmic Equations

Unit 4 Test

Departmental Cumulative Final Exam

Schedule of Class Events

(The schedule is tentative and may be adjusted as needed)

Week 1: 8.18.25 – 8.24.25

Class Date	Before Class	During Class	After Class
8.19.25	• Purchase your textbook • Read Sections 2.1 and 2.2 in your textbook.	• Introduction to the course • Review the syllabus and coursework • Answer student questions • Introduction to Functions & Function Notation Part I	• Review the syllabus details; ask any remaining questions • Complete HW #1 on MyLab due 8.25.25.

Class Date	Before Class	During Class	After Class
8.21.25		• Introduction to Functions & Function Notation Part II	• Complete HW #2 on MyLab due 8.25.25.

Week 2: 8.25.25 – 8.31.25

Class Date	Before Class	During Class	After Class
8.26.25		• The Graph of a Function Part I	• Complete HW #3 on MyLab due 9.1.25.
8.28.25	• Read Section 2.5 in your textbook.	• The Graph of a Function Part II • Transformations of Functions & Their Graphs Part I	• Complete HW #4 on MyLab due 9.1.25 • Complete HW #5 on MyLab due 9.1.25

Week 3: 9.1.25 – 9.7.25

Class Date	Before Class	During Class	After Class
9.2.25	• Read Section 2.6 in your textbook.	• Transformations of Functions & Their Graphs Part II • Combinations & Compositions of Functions	• Complete HW #6 on MyLab due 9.8.25 • Start HW #7 on MyLab due 9.8.25 • Begin preparing for Unit 1 Test on 9.11.25.
9.4.25	• Read Section 2.7 in your textbook.	• Combinations & Compositions of Functions (continued) • Inverses of Functions	• Finish HW #7 on MyLab due 9.8.25 • Start HW #8 on MyLab due 9.10.25 • Continue preparing for Unit 1 Test on 9.11.25.

Week 4: 9.8.25 – 9.14.25

Class Date	Before Class	During Class	After Class
9.9.25	• Finish Unit 1 Review and note any problems or concepts you find difficult	• Inverses of Functions (continued) • Unit 1 Review	• Finish HW #8 on MyLab due 9.10.25 • Continue preparing for Unit 1 Test on 9.11.25.
9.11.25	• Finish preparing for Unit 1 Test on 9.11.25	• **Unit 1 Test**	• Take a break! 😊

Week 5: 9.15.25 – 9.21.25

Class Date	Before Class	During Class	After Class
9.16.25	• Read Sections 1.6 and 1.7 in your textbook.	• Linear and Absolute Value Equations & Inequalities in One Variable	• Complete HW #9 on MyLab due 9.22.25

Class Date	Before Class	During Class	After Class
9.18.25	Read Sections 5.2 and 5.5 in your textbook.	• Linear Systems of Equations & Inequalities in More than One Variable	• Complete HW #10 on MyLab due 9.22.25

Week 6: 9.22.25 – 9.28.25

Class Date	Before Class	During Class	After Class
9.23.25	• Read Section 1.5 in your textbook.	• Solving Quadratic Equations Part I Solving Quadratic Equations Part II & Transformations	• Complete HW #11 on MyLab due 9.29.25. • Begin HW #12 on MyLab due 9.29.25.
9.25.25	• Read Section 3.1 in your textbook	• Solving Quadratic Equations Part II & Transformations (continued) • Graphing Quadratic Functions	• Finish HW #12 on MyLab due 9.29.25. • Begin HW #13 on MyLab due 10.6.25.

Week 7: 9.29.25 – 10.5.25

Class Date	Before Class	During Class	After Class
9.30.25	• Read Section 3.2 in your textbook	• Graphing Quadratic Functions (continued) • Polynomial Equations & an Introduction to Polynomial Functions	• Finish HW #13 on MyLab due 10.6.25. • Begin HW #14 on MyLab due 10.6.25. • Begin preparing for Unit 2 Test on 10.9.25.
10.2.25		• Polynomial Equations & an Introduction to Polynomial Functions (continued) • Graphing Polynomial Functions	• Finish HW #14 on MyLab due 10.6.25. • Begin HW #15 on MyLab due 10.8.25. • Continue preparing for Unit 2 Test on 10.9.25.

Week 8: 10.6.25 – 10.12.25

Class Date	Before Class	During Class	After Class
10.7.25	Finish Unit 2 Review and note any problems or concepts you find difficult.	• Graphing Polynomial Functions (continued) • Unit 2 Review	• Finish HW #15 on MyLab due 10.8.25. • Continue preparing for Unit 2 Test on 10.9.25.
10.9.25	• Finish preparing for Unit 2 Test on 10.9.25	• **Unit 2 Test**	• Take a break! 😊

Week 9: 10.13.25 – 10.19.25

Class Date	Before Class	During Class	After Class
10.14.25	• Read Sections 3.3 and 1.2 in your textbook.	• Rational Expressions & Equations	• Complete HW #16 on MyLab due 10.20.25.
10.16.25	• Read Section 3.5 in your textbook.	• Properties of the Graph of a Rational Function • Graphing Rational Functions	• Complete HW #17 on MyLab due 10.20.25. • Begin HW #18 on MyLab due 10.27.25.

Week 10: 10.20.25 – 10.26.25

Class Date	Before Class	During Class	After Class
10.21.25	• Read Section 3.6 in your textbook.	• Graphing Rational Functions (continued) • Solving Polynomial and Rational Inequalities & Radical Equations	• Finish HW #18 on MyLab due 10.27.25. • Begin HW #19 on MyLab due 10.27.25. • Begin preparing for Unit 3 Test on 10.30.25.
10.23.25	• Read Sections 12.2 and 12.3 in your textbook.	• Solving Polynomial and Rational Inequalities & Radical Equations (continued) • Rational Exponents & Graphing Radical Functions	• Finish HW #19 on MyLab due 10.27.25. • Begin HW #20 on MyLab due 10.29.25. • Continue preparing for Unit 3 Test on 10.30.25.

Week 11: 10.27.25 – 11.2.25

Class Date	Before Class	During Class	After Class
10.28.25	• Finish Unit 3 Review and note any problems or concepts you find difficult.	• Rational Exponents & Graphing Radical Functions (continued) • Unit 3 Review	• Finish HW #20 on MyLab due 10.29.25. • Continue preparing for Unit 3 Test on 10.30.25.
10.30.25	• Finish preparing for Unit 3 Test on 10.30.25	• **Unit 3 Test**	• Take a break! 😊

Week 12: 11.3.25 – 11.9.25

Class Date	Before Class	During Class	After Class
11.4.25	• Read Section 4.1 in your textbook.	Exponential Expressions & Graphing Functions	Complete HW #21 on MyLab due 11.12.25.
11.6.25	• Read Sections 4.2 and 4.3 in your textbook.	• Properties of Logarithmic Expressions • Expanding & Condensing Logarithmic Expressions	• Complete HW #22 on MyLab due 11.12.25. • Complete HW #23 on MyLab due 11.12.25.

Week 13: 11.10.25 – 11.16.25

Class Date	Before Class	During Class	After Class
11.11.25	***NO CLASS (Veteran's Day)***	***NO CLASS (Veteran's Day)***	***NO CLASS (Veteran's Day)***
11.13.25	• Read Section 4.4 in your textbook.	• Graphing Logarithmic Functions • Solving Exponential Equations	• Complete HW #24 on MyLab due 11.17.25. • Complete HW #25 on MyLab due 11.17.25. • Begin preparing for Unit 4 Test on 11.25.25.

Week 14: 11.17.25 – 11.23.25

Class Date	Before Class	During Class	After Class
11.18.25	• Read Section 4.5 in your textbook.	• Solving Logarithmic Equations • Exponential Growth & Decay Models	• Complete HW #26 on MyLab due 11.24.25. • Begin HW #27 on MyLab due 11.24.25. • Continue preparing for Unit 4 Test on 11.25.25.
11.20.25	• Finish Unit 4 Review and note any problems or concepts you find difficult.	• Exponential Growth & Decay Models (continued) • Unit 4 Review	• Finish HW #27 on MyLab due 11.24.25. • Continue preparing for Unit 4 Test on 11.25.25.

Week 15: 11.24.25 – 11.30.25

Class Date	Before Class	During Class	After Class
11.25.25	• Finish preparing for Unit 3 Test on 11.25.25	• **Unit 4 Test**	• Prepare for the Final Exam on 12.4.25
11.27.25	***No Class (Thanksgiving Break)***	***No Class (Thanksgiving Break)***	***No Class (Thanksgiving Break)***

Week 16: 12.1.25 – 12.5.25

Class Date	Before Class	During Class	After Class
12.2.25	• ***NO CLASS (FINALS)***	• ***NO CLASS (FINALS)***	• ***NO CLASS (FINALS)***
12.4.25	• Finish preparing for the Final Exam on 12.4.25	• **Final Exam (The exam is from 8:30 – 11:15AM this day)**	• YOU ARE FINISHED!! 😊

Student Expectations

Attendance

Attendance is mandatory. Failure to attend class may inhibit your ability to successfully master the material of the course. Failure to attend class will also negatively impact your participation grade. Significant material is covered in class and students are responsible for all material presented in class.

To be successful in this class, it is imperative students spend time working through problems and concepts outside of class. This is a 3 – credit hour class which is widely thought in academics that students should spend 3 – hours a week on material (in class) AND 6 – hours a week on practice and study (homework and assessment preparation) for a total of 9 – hours per week.

Courtesy and Student Conduct Code

Students should not arrive late to class without an explanation afterward or leave early from class without advance permission. Self-restraint, courtesy and consideration for fellow students and the lecturer are imperative. In particular, please turn off cell phones. See *The Student Code of Conduct* in the Student Handbook**.** Failure to adhere will have a negative impact on your participation grade.

Testing Procedure

Tests will be given as indicated on the course outline. Other graded assignments and quizzes may be given as deemed necessary by the instructor. **Unit Tests and the Final Exam will be given in class**. If you are unable to take an assessment on the scheduled date, you must contact the instructor to schedule another date in advance of the testing date. Makeup assessments after the scheduled testing date will only be allowed in emergency situations with documentation provided.

The Test Center will only be utilized for testing in emergencies, where the instructor or another faculty/staff member cannot proctor the exam.

Formulas & Cheat Sheets

It is the policy of the department that formulas and other notes are not allowed on any unit exam or departmental final exam except otherwise noted in the course outline. These assessments will be "closed book and notes."

Grading Policies (Student Performance Measures)

Learning Activities

Homework (20%): Students are required to complete online homework in MyLab. All sections of each unit need to be completed by students and are part of your grade. Homework is due on a weekly basis.

Participation (5%): Participation is based on attending class, being on time to each class, and being engaged during the entire class session. Using cell phones or other computing devices during class (unless prompted by the instructor) will have a negative effect on your participation grade.

Unit Tests (50%): There are four tests in this course and each is worth 12.5% of your total grade.

Departmental Cumulative Final (25%): At the end of the semester, you'll take a departmental cumulative final exam.

Grading Scale

A: 90% – 100%
B+: 87% – 89.99%
B: 80% – 86.99%
C+: 77% – 79.99%
C: 70% – 76.99%
D: 60% – 69.99%
F: 59.99% or below
I: Incomplete (assigned for reasons as stated in college catalog)
W: Voluntary withdrawal by student before the withdrawal date

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

Succeeding in Any College Mathematics Course

Develop a systematic study routine between class meetings - study your notes, read the book and work the assigned problems. Your personal motivation and work ethics are the key to your success. You are ultimately responsible for mastering the material in any course.

Getting Help with Your Math

If you are having trouble with your math, **seek help early in the semester!** FGC has help available for you at the following places...

1. Your **Instructor** is available during regular office hours and sometimes by appointment to help with specific homework assignments. If your instructor is busy when you drop by, come back at another time. Check the resources they post on Canvas for you as well!
2. Form a **Study Group** with other students enrolled in the same course. Meet at a regular time and a place (e.g., the library, the math lab, an empty classroom).
3. The **Student Success Center** offers free peer-tutoring for most mathematics courses. The Center is currently located in the back of Building 008.
4. **Brainfuse** offers 24/7 general tutoring and specialized tutoring during specific hours. A link for Brainfuse is located in the left-hand course menu in Canvas.
5. **Khan Academy** can be found at http://www.khanacademy.org and has several videos on multiple topics.
6. **YouTube** has many math instructional videos. Just type in the topic in the search bar.

All of these services are offered to you **free** at Florida Gateway College! Take advantage of the available resources and **SUCCEED** in your math course!

Basic Technical Requirements

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.

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.