



FLORIDA GATEWAY COLLEGE

MAC 1105.004 – College Algebra

Fall 2025 – A16 Syllabus

Tuesdays/Thursdays, 1:00pm – 2:15pm

Building 009, Room 233

Instructor Information

Name: Pedro Mora.

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

Office: Building 009 – Room 221.

Office Hours: MW 9:00am – 11:00am, TR 9:00am – 10:00am, 11:45am – 1:00pm

Office Phone: 386-754-4373.

Other Available Hours: Anytime by email.

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-10.30(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), 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
<ul style="list-style-type: none"> • Students will solve an equation or an inequality using an appropriate technique. 	<ul style="list-style-type: none"> • Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
<ul style="list-style-type: none"> • Students will define and describe functions, their properties, and graphs. 	<ul style="list-style-type: none"> • Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
<ul style="list-style-type: none"> • Students will manipulate functions to simplify expressions and find new functions. 	<ul style="list-style-type: none"> • Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
<ul style="list-style-type: none"> • Students will use transformations to write an equation for a function and to graph a function. 	<ul style="list-style-type: none"> • Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.
<ul style="list-style-type: none"> • Students will model and solve real world problems using functions. 	<ul style="list-style-type: none"> • Online homework, tests, quizzes, book homework, classroom participation, and comprehensive final test.

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
Friday, September 26	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
Friday, October 10	Fall A8 classes end
Monday, October 13	Fall B8 classes start
Monday – Wednesday, October 13 – 15	Add/Drop period for Fall B8
Friday, November 7	Deadline for student-initiated withdrawals – A16
Tuesday, November 11	Veteran’s Day – No Classes
Friday, November 14	Deadline for student-initiated withdrawals – B12
Tuesday, November 18	Deadline for student-initiated withdrawals – B10
Friday, November 21	Deadline for student-initiated withdrawals – B8
Wednesday – Friday, November 26 – 28	Thanksgiving Break – No Classes
Friday, December 5	Fall A16, B12, B10, and B8 classes end

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 Exam

Unit 2: Polynomial Equations & Functions

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

Unit 2 Exam

Unit 3: Rational and Radical Equations & Functions

- Rational Equations & Functions
- Radical Equations & Functions

Unit 3 Exam

Unit 4: Exponential and Logarithmic Equations & Functions

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

Unit 4 Exam

Departmental Cumulative Final Exam

Tentative Schedule of Class Events

8/19: Syllabus + 2.1	8/21: 2.2
8/26: 2.5	8/28: 2.6
9/2: 2.7	9/4: Review #1 + Quiz #1
9/9: Test #1 and Unit 1 HW due	9/11: 1.6 (abs. value eqns.) + 1.7
9/16: 5.2 and 5.5	9/18: 1.5
9/23: 3.1	9/25: 1.6 (polynomials eqns.) + 3.2
9/30: 3.2 (cont.)	10/2: Review #2 + Quiz 2
10/7: Test #2 and Unit 2 HW due	10/9: 3.3 + 1.2 (rational eqns.)
10/14: 3.5	10/16: 3.6
10/21: 1.6 (rational/radical exps , quad form)	10/23: Review #3 + Quiz 3
10/28: Test #3 and Unit 3 HW due	10/30: 4.1
11/4: 4.2	11/6: 4.3

11/11: Holiday – no classes	11/13: 4.4
11/18: 4.5	11/20: Review #4 + Quiz 4
11/25: Test #4 + Unit 4 HW due	11/27: Holiday – no classes
12/2: Final Exam (11:30a – 2:15p)	

	Topic	Section
Unit 1: General Functions & Their Properties		
1	Introduction to Functions & Function Notation Part I	2.1, 2.2
2	Introduction to Functions & Function Notation Part II	2.1, 2.2
3	The Graph of a Function Part I	2.1, 2.2
4	The Graph of a Function Part II	2.1, 2.2
5	Transformations of Functions & Their Graphs Part I	2.5
6	Transformations of Functions & Their Graphs Part II	2.5
7	Combinations & Compositions of Functions	2.6
8	Inverses of Functions	2.7
Unit 1 Exam		
Unit 2: Polynomial Equations & Functions		
9	Linear and Absolute Value Equations & Inequalities in One Variable	1.6, 1.7
10	Linear Systems of Equations & Inequalities in More than One Variable	5.2, 5.5
11	Solving Quadratic Equations Part I	1.5
12	Solving Quadratic Equations Part II & Transformations	1.5, 2.5
13	Graphing Quadratic Functions	3.1
14	Polynomial Equations & an Introduction to Polynomial Functions	1.6, 3.2
15	Graphing Polynomial Functions	3.2
Unit 2 Exam		
Unit 3: Rational and Radical Equations & Functions		
16	Rational Expressions & Equations	3.3, 1.2
17	Properties of the Graph of a Rational Function	3.5
18	Graphing Rational Functions	3.5, 2.2
19	Solving Polynomial and Rational Inequalities & Radical Equations	3.6, 1.6
20	Rational Exponents & Graphing Radical Functions	1.6, 2.5

Unit 3 Exam		
Unit 4: Exponential and Logarithmic Functions		
21	Exponential Expressions & Graphing Functions	4.1
22	Properties of Logarithmic Expressions	4.2
23	Expanding & Condensing Logarithmic Expressions	4.3
24	Graphing Logarithmic Functions	4.2
25	Solving Exponential Equations	4.4
26	Solving Logarithmic Equations	4.4
27	Exponential Growth & Decay Models	4.5
Unit 4 Exam		
Departmental Cumulative Final Exam		

Student Expectations

Attendance

Attendance is mandatory. Specific policies will be determined by your instructor.

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.

Testing Procedure

Assessments will be given as indicated on the course outline. Other graded assignments and quizzes may be given as deemed necessary by the instructor. **All assessments, including the final, will be given as written or online, proctored exams.** For face-to-face sections, the unit tests will be given in class, during normal class time. The final exam will be given in class according to the college wide final exam schedule.

Instructor's Test Policy:

- Tests must be taken and proctored through Honorlock (see the Honorlock Information page in Canvas for more information). Your surroundings and workplace (not just your head) must be visible throughout the entire testing session. No other people are allowed in the testing area. The instructor reserves the right to invalidate your test if other people or voices are detected in the testing area during the testing session, or if the student leaves the testing area multiple times or for a prolonged period of time. If the test is deemed invalid, you will receive a score of 0.
- The test schedule is provided on the syllabus; please do not schedule appointments during these times.
- There will be four tests worth 55% of your total grade. There will also be a comprehensive, departmental final exam worth 15% , respectively, of your total grade.
- The final exam score will replace your lowest unit test score (if applicable).

- e. Make-up tests will be considered on a case-by-case basis and, if allowed, will be given only if a valid, reasonable (medical, jury duty, religious, etc.), written, documented reason is provided. Should you miss a second test that grade will be recorded as a zero.
- f. If you are involved in a school-sponsored activity or any other activity which conflicts with a test date, you may supply written verification and must make arrangements to take the test within a week following the set test date.
- g. If you are caught cheating on a test, the above policy does not apply to you. You will receive a zero for the test, reported to the head of the department and to the dean of the college. The unit exams percentage will not replace this zero. Other disciplinary actions may also be taken by your instructor, the college and department.
- h. You must bring your own calculator to any test. If you do not have a calculator on test day, you will take the test without one.
- i. The test ends when the period ends. If you are late to the test, you will not receive extra time.
- j. ****No cell phones are allowed in the test room.****

Honorlock Testing Procedures for Online Courses

For online sections, all assessments will be administered remotely using our online homework platform MyLab and proctored via the online proctoring system Honorlock. To use Honorlock, 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. *Smartphones and tablets are not currently supported by Honorlock.*

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at www.honorlock.com/extension/install. 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, phone (**844-243-2500**), and/or email (support@honorlock.com).

Closely follow the directions and rules as outlined regarding room scans and testing in the appropriate environment.

ROOM SCAN

You must conduct a thorough room scan of your testing environment to earn credit on the test. You should complete a 360-degree rotation to show the area behind you, to your sides, below you, and in front of you. **You must also show your desktop and workspace.** You should only have your approved scientific calculator, pencil, and work shown print out to do your work. Please show the camera both sides of each page of paper you have to ensure it does not have any formulas, etc. Your cell phone and smart watch should be turned off and put away and cannot be used as a calculator.

Honorlock may let you move forward even with an incomplete room scan so please make sure to follow these directions. An incomplete room scan as well as failure to follow the other requirements below will result in a grade of "0."

OTHER REQUIREMENTS

- Your camera should be able to display your **face, hands, as well as your workspace** (desk/counter/surface that shows you writing) WHILE YOU ARE TESTING. You will need to adjust your camera position before the test to achieve this. There should also be ample ambient light that shows the testing environment.
- It's generally best to take your tests at a desk or table. You'll have more area to write and it's easier to show your workspace for the room scan. If you choose to or must take your test on a sofa, recliner, or bed, make sure it's clutter free and that your instructor will be able to tell there are no outside resources around.
- If there are pillows or other objects that could conceal your work area, please make sure to move them during the room scan to show there is nothing behind them.
- It's important that other electronics not be in your workspace including your phone. Avoid having multiple laptops or computers (including smart watches) in the workspace. Only have the computer or laptop you are taking the test on, in your workspace. Bluetooth capabilities should be disabled.
- There should be no use of Apple Handoff during the exam. If Honorlock flags the use of Apple Handoff, this will result in an automatic zero.
- DO NOT use a notebook. Either the work shown pages should be printed or use blank LOOSE pages.
- We understand that it may be impossible to have a perfectly quiet workspace, however, do your best to make sure it's just you in the immediate area.
- You should not leave the camera view for any reason until the test is submitted, so please make sure you have your laptop charger and other permitted materials prior to starting the test.
- Do not close out the Honorlock window until you have submitted the test on MyLab.

To maintain academic integrity, these rules must be followed. If you are not able to comply with the rules above, please contact your instructor prior to the first test, so you can discuss alternative arrangements to test, including coming to campus.

WORK SHOWN

You are required to submit work for each unit test and the final exam immediately after submission of your test. The work shown document should be downloaded and printed before the assessment. Do not write on the document before the assessment. During the assessment, show the steps to solve the problems in the appropriate numbered box. Then, immediately after the assessment, scan and upload one pdf of the work shown document into the assignment here on Canvas. The assignments are located within the appropriate module. Failure to upload work within 15 minutes of submitting your assessment will result in a grade of "0." Additional guidelines, requirements, and procedures will be communicated through Canvas.

It is at the instructor's discretion whether a student can continue to test via Honorlock. The result of a violation could prompt the requirement of testing on campus with the instructor.

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

HONORLOCK DISCLAIMER

If you are a dual-enrollment student and plan to test at your school, please note that some high schools block the use of Honorlock on their campus computers so you will not be able to test there. Also, if you are using a laptop issued by your school, you may run into the same problem mentioned above regarding high school blocking the use of Honorlock on their equipment. Please make the necessary arrangements to have the proper working computer and software prior to attempting the first test of the course.

Instructor's Late Policy

Homework and other assignments must be completed on or before the due date. Exams should be taken on schedule. If you need to miss an exam, you must contact the instructor to arrange for another testing date PRIOR to the exam due date. Makeup exams will only be allowed in emergency situations with documentation provided.

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. These assessments should be "closed book and notes."

Grading Policies (Student Performance Measures)

Learning Activities

Homework (15%): 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.

Instructor's Elective (10%): See below

Unit Exams (50%): There are four unit-exams 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

10% Instructor's Elective (4 in-class quizzes): To promote class participation, 4 quizzes will be given before each test (see class calendar). These are short, 10-point quizzes scheduled for approx. 15

minutes during class, and they will cover material corresponding to that test. The purpose of these is to help you prepare for the test by identifying weak points in your unit progress.

Late Submissions: Any graded assignments (mandatory or optional) that are turned in late will be subject to a 15% late penalty deduction on the original assignment score (not including any bonus or extra points) for the first missed class day. Each missed day after the first will result in an additional 5% deduction. This includes: reviews, tests, quizzes, supplements, etc.

Extra Credit

Each completed test review will be worth 3 bonus points for that test if you score a 70% or higher on the review (one per unit test).

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.
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. **Khan Academy** can be found at <http://www.khanacademy.org> and has several videos on multiple topics.

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.