



FLORIDA GATEWAY COLLEGE

PSY2012 – 0I3 – General Psychology I

SPRING 2026 – A16 Syllabus

Online/Asynchronous

(class does not “meet”)

Instructor Information

Name: Sandra R. Johnston, Associate Professor of Psychology

Email: sandra.johnston@fgc.edu or through Canvas message. I will respond to your correspondence within one business day.

Office: Building 02 (Montgomery Building)/Room 23

Office Hours:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
TBA	TBA	TBA	TBA	N/A

* I am not on campus on Fridays

Office Phone: 386-754-4241

Other Available Hours: Per Request as Needed (PRN)/by appt.

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC, GR

General Education Area: Group 2 Social Science

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

Course Description

In this course, students will gain an introduction to the scientific study of human behavior and mental processes. Topics may be drawn from historical and current perspectives in psychology. Such topics might include neuroscience; sensation and perception; states of consciousness; learning; memory; intelligence; motivation and emotion; personality; development; psychological disorders/treatment; and health psychology.

Required Textbook

Grison, S., & Gazzaniga, M. S. (2022). *Psychology in your life* (4th ed.). W. W. Norton & Company.

- ISBN: 978-0-393-87752-6

State Course Learning Outcomes:

- Students will be able to identify basic psychological theories, terms, and principles from historical and current perspectives.
- Students will be able to recognize real-world applications of psychological theories, terms, and principles.
- Students will be able to recognize basic strategies used in psychological research.
- Students will be able to draw logical conclusions about behavior and mental processes based on empirical evidence.

General Learning Outcomes:

- **Information Literacy:** Students will locate, evaluate, and use information effectively and ethically.
- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.

Critical Dates – Spring 2026

Date	Event
Wednesday, December 10	Spring H Term start
Wednesday – Friday, December 10-12	Add/Drop period for Spring H
Monday, December 29	Deadline for student-initiated withdrawals – H
Tuesday, January 6	Course End Date – H
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President’s Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Thursday, May 7	Course End Date – A16, B12, B10, B8

Grading Policies (Student Performance Measures)

	Learning Opportunity/Assignment	Description	Weight re: Final GPA
1.	Course Participation	Course participation: Includes a variety of assignments, e.g., classroom attendance, discussion/activity prompts, short-answer prompts/exercises, module entrance/exit tickets, and/or completion of assignment pre-requisites (brief quizzes on instructions for assignment requirements). * Assignment category (course participation) is <u>NOT</u> eligible for three (3) day, post due date, grace period. Requesting exceptions may result in “rabbit hole” grading penalties.	10%
2.	Chapter Quizzes	Completion of a timed, yet open book, chapter quiz for each chapter covered (multiple choice, T/F, short-answer, timed quizzes). * Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20%/day deducted from final score).	20%
3.	Exploring Subconscious Beliefs & Self-Concepts via AI	Students will explore how subconscious beliefs shape their perceptions, emotions, and behaviors by engaging in a guided self-inquiry process using Artificial Intelligence (AI). Students will apply psychological concepts from cognitive, developmental, and personality psychology to identify limiting beliefs, emotional blind spots, and personal growth opportunities. * Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20% deducted from final score).	15%
4.	PowerPoint Presentation	Student will prepare and submit a PowerPoint Presentation on an approved psychological disorder. The presentation should fully encapsulate the characteristics of the disorder/topic, e.g., origin, symptoms, treatments, factors, etc. PowerPoint presentation must follow APA writing style, with in-text citations, and a reference page. * Assignment category <u>IS</u> eligible for three (3) day, post due date, grace period, yet with penalty (20% deducted from final score).	20%
5.	General Learning Outcome Project/Paper: “Psychology	This objective of this assignment is to gauge FGC’s general learning outcomes of students’	

	<i>In Your Life” – Contextual Analysis & Reflection.</i>	critical thinking and information literacy skills. Via a Psych Journal/Paper that will be submitted in three increments, students will demonstrate an integrative understanding of foundational psychological concepts by thoughtfully applying them to personal experiences, observations, or real-world events based on instructional prompts. Through reflective writing, students will enhance their psychological literacy, develop self-awareness, and strengthen their ability to think critically about mental processes and human behavior. * Assignment category is <u>NOT</u> eligible for three (3) day, post due date, grace period. NO LATE SUBMISSIONS WILL BE ACCEPTED	25%
6.	Final Exam	There will be a comprehensive final exam in this course, specific to theories, concepts, terms/terminology, etc. This final exam will be open note yet timed. * Assignment category is <u>NOT</u> eligible for three (3) day, post due date, grace period. NO LATE SUBMISSIONS WILL BE ACCEPTED.	10%
			100%

GRADING SCALE

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F
Returning Grades:	Grading typically occurs within one week, notwithstanding any unexpected occurrences, e.g., instructor illness, etc., and/or holidays/college closures. Grading of more extensive assignments, e.g., papers, projects, etc., may take up to two weeks. This permits sufficient and appropriate time for the instructor to grade and provide feedback.

- Students must achieve a “C” or better to pass this course, as a component of their general education course requirements.

Schedule of Class Events

Module	Dates	Topic(s)	Coursework
1	Monday: 01/12 - Sunday: 01/18	• Course Welcome & Introduction • Syllabus Review • Ch. 1: Psychology In Your Life	1) Read Announcements/Review Module Components 2) Take Syllabus Quiz 3) Course Participation: Complete DB Prompt/Reply to Peer(s) 4) Read instructions for “Taking Chapter Quizzes”. 4a) Complete pre-req quiz on “Taking Chapter Quizzes”. 4) Read chapter: 4a) Watch lecture video(s)/review PPT’s 4b) Take chapter quiz 5) Complete Exit Ticket
2	Monday: 01/19 - Sunday: 01/25	• Ch. 2: The Role of Biology in Psychology	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPT’s 2b) Take chapter quiz 3) Course Participation: Read instructions for assignment: “Exploring Subconscious Beliefs & Self-Concepts via AI” 3a) Complete pre-req quiz on “Exploring Subconscious Beliefs & Self-Concepts via AI” 4) Complete Exit Ticket 5) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 1
3	Monday: 01/26 – Sunday: 02/01	• Ch. 3: Consciousness	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs 2b) Take chapter quiz. 3) Submit assignment: “Exploring Subconscious Beliefs & Self-Concepts via AI” 4) Complete Exit Ticket 5) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 1

Module	Dates	Topic(s)	Coursework
4	Monday: 02/02 - Sunday: 02/08	Ch. 4: Development Across the Lifespan	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs 2b) Take chapter quiz 3) Complete Exit Ticket 4) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 1
5	Monday: 02/09 - Sunday: 02/15	Ch. 5: Sensation & Perception	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Complete Exit Ticket 4) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 1
6	Monday: 02/16 – Sunday: 02/22	Ch. 6: Learning	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Course Participation: Review instructions for completing: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> . 3a) Complete pre-req quiz on “: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> .” 4) Complete Exit Ticket
7	Monday: 02/23 – Sunday: 03/01	Ch. 7: Memory	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Submit Part 1 of assignment: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> . 4) Complete Exit Ticket
8	Monday: 03/02 – Sunday: 03/08	Ch. 8: Thinking & Intelligence	1) Read Announcements/Review Module Components 2) Read chapter:

Module	Dates	Topic(s)	Coursework
			2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Complete Exit Ticket 4) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 2
9	Monday:03/09 - Sunday: 03/15	Ch. 9: Motivation & Emotion	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Course participation: Review instructions for assignment: “Psych Disorder PPT” 3a) Take Pre-Req quiz for Psych Disorder PPT 4) Complete Exit Ticket 5) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 2
10	Monday: 03/16 – Sunday: 03/29	Ch. 10: Sex, Gender & Sexuality	SPRING BREAK: Fri: 03/20 – Fri: 03/27 1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s). 2b) Take chapter quiz 3) Submit assignment: “Psych Disorder PPT”. 4) Complete Exit Ticket 5) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 2
11	Monday:03/30 – Sunday: 04/05	Ch. 11: Health & Well-Being	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs. 2b) Take chapter quiz 3) Complete Exit Ticket 4) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> : Work on Psych Journal prompt(s) for Part 2

Module	Dates	Topic(s)	Coursework
12	Monday: 04/06 – Sunday: 04/12	Ch. 12: Social Psychology	1) Read Announcements/Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs 2b) Take chapter quiz 3) Complete Exit Ticket 4) Read Instructions for: “Psychology In <i>Your Life</i> ” – <i>Contextual Analysis & Reflection</i> ”: Work on Psych Journal prompt(s) for Part 2
13	Monday: 04/13 – Sunday: 04/19	Ch. 13: Self & Personality	❖ <i>Tuesday: 11/11: Veteran’s Day Holiday – College Closed</i> 1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs 2b) Take chapter quiz 3) Complete Exit Ticket 4) Submit Part 2 of assignment: “Psychology in <i>Your Life</i> ”.
14	Monday: 04/20 – Sunday: 04/26	Ch. 14: Psychological Disorders	1) Read Announcements/Review Module Components 2) Read chapter: 2a) Watch lecture video(s)/review PPTs 2b) Take chapter quiz 3) Complete Exit Ticket
15	Monday: 04/20 – Thursday: 04/29	Ch. 15: Psychological Treatments	1) Read Announcements/Review Module Components 2) Read chapter: 3a) Watch lecture video(s)/review PPTs 3b) Take chapter quiz 3) Complete Exit Ticket
16	Thursday: 04/30 – Thursday: 05/06	FINAL EXAM WEEK	Students will take a comprehensive final exam. Students are permitted to use notes for the exam, which will be timed. The exam will be open from Thursday, 04/30 at 12:01 A.M. and close on Sunday, 05/03– at 11:59 PM, EST. NO LATE SUBMISSIONS PERMITTED ONE ATTEMPT

*** All assignments are due on the last (end) date of the module denoted in the aforementioned “Schedule of Class Events”, by 11:59 PM, Eastern Standard/Daylight Time, unless otherwise indicated by instructor.**

- Please note that the syllabus includes **highlights** of classroom sessions and activities for which you should prepare. Each class session may include additional learning activities or may be modified. Students will be notified promptly of any changes.

Student Expectations

Attendance 	- You have <u>voluntarily registered for and are enrolled in an asynchronous</u> (class does not “meet” on a date/at a time), <u>online course</u>. Students are expected to “attend” class, which occurs via logging in/on and completing assignments on time. - It is <u>strongly recommended</u> that you log in at least once every day, and if only for checking announcements. - Students should read all announcements.
Courtesy & Student Conduct Code 	- PSY 2012 is an introductory course in the study of the human mind, mental activity, and subsequent human behaviors. Accordingly, during this course we will consider and discuss a range of topics which may be controversial or sensitive in nature. - The thoughts and opinions of each individual student are valued and welcome in this course, however it is imperative that students maintain an open mind while being respectful of all. Unprofessional or disrespectful conduct will result in grading sanctions, which will be at the discretion of the instructor. - Each student is expected to conduct themselves in a professional manner and for all forms of communication, inclusive of dialogue in online discussion forums, emails to instructors, etc.
Plagiarism 	- Plagiarism in this course, and at FGC is unacceptable, and strictly prohibited. - Plagiarism is the practice of using another person’s ideas, words, and work, while submitting as your own. Plagiarism is also known as (a/k/a): copying, piracy, theft, stealing, appropriation, cribbing, and poaching. It includes using direct quotes, while not citing the source, not using in-text citations, and/or a reference page. The utilization of Artificial Intelligence (AI) as one’s work is considered plagiarism. This includes use to obtain better wording, sentence restructuring, paraphrasing, etc. Using Grammarly, or any similar system to re-phrase, word, write, “make it sound better”, etc., is prohibited. It is imperative that the student submit their own work, words, and writing as the spirit of these assignments is to assess knowledge of

	subject matter and critical thinking, while developing communication skills and abilities re: writing. • Note: This is Gordon Rule course (FL law), which <i>mandates</i> that students in Florida’s postsecondary (college) institutions demonstrate college-level communication (the student’s written words), and computation skills – your skills, not that of a system, or with assistance. • All writing assignments will be checked for plagiarism via the Turnitin system, which the student will acknowledge upon submission of the assignment in Canvas. This system assesses and alerts the student and instructor (at higher levels) for plagiarism. • Students whose papers are flagged for the instructor must be prepared to provide additional information for review, e.g., version histories, information re: detailed process on how they wrote the paper, etc. • Evidence and determination of plagiarism will result in a non-negotiable grade of zero for the assignment, with possible institutional sanctions, e.g., failure of the course, expulsion from the college, etc. ○ The matter is non-negotiable as the student, via the syllabus, has knowledge of what is and is not acceptable re: plagiarism, as well as acknowledges, prior to submission, that the assignment has not been plagiarized. It is the student’s responsibility to ensure that they do not plagiarize. • Students <u>will not</u> be permitted the opportunity to re-submit the plagiarized assignment. Time simply does not permit for such. Requesting to do so could result in additional course points lost (see Rabbit Hole deductions).
Due Dates & Deadlines 	• This course is offered in a <u>very achievable cadence/rhythm, so long as the student does not procrastinate</u>. <i>Procrastination is a personal human behavior, that only the person (who procrastinates) can address/change.</i> • Modules will “lock” and be inaccessible to students after the established and published deadline. The modules lock <u>at</u> 11:59 p.m., EST/EDT. • Deadlines (due dates) are an important aspect of life, especially in our <i>professional endeavors, e.g., college endeavors, careers, etc.</i> ○ A component of the college experience includes preparation beyond the academic subject matter, e.g., time management, meeting deadlines, developing contingency plans, etc. ○ Adherence to deadlines is important for time management on the part of the student and the instructor. ○ <u>A student’s failure to meet deadlines, and subsequent pleas for exceptions, negatively affects and impacts every process and person associated with this course, inclusive of, and primary of which, is the student.</u> • All assignments are due by the dates/times clearly posted in Canvas, and this syllabus. Plan your work, and work your plan! • Modules/assignments are open for one full week. Students should anticipate and plan for technology issues, working ahead and with alternative resources for course accessibility, e.g., library, local “hot spot”, etc. • <u>Consistent, dependable, and unrestricted access to technology, e.g., internet, computer, is a requirement for this online course.</u>

	• The course is set and cannot be customized for individual student needs and personal schedules. It is the student’s responsibility to work their schedule around the course.
Late Work 	• See “Grading Policies (Course Performance Measures) for assignments which are and are not eligible for late/grace period submission, yet with sanctions (auto 20% deduction in score for every day late). • Students who miss assignments due to unavoidable circumstances, e.g., hospitalization, death in the family, accident, call to military duty, etc., should contact the instructor, providing credible, documentable proof on why the assignments could not be completed in a timely manner. This includes verification of family lineage. • Approval of the documentation and allowance of late submission, without penalty, will be at the discretion of the instructor. • Failure to provide the documentation and contact the instructor in a timely manner may result in ineligibility, and/or “rabbit hole” penalty deductions.
Rabbit Hole Grading Deductions 	• Your instructor reserves the right to make appropriate “rabbit hole” grading deductions for students who request late work allowances when not applicable, beyond the grace period, and/or without documentation to substantiate just cause, e.g., medical excuse, military orders, etc. • Documentation must substantiate just cause, and for the length of time the assignment was open, inclusive of the grace period. • Documentation that does not substantiate just cause, and/or represents conflicting dates, cannot be aligned as a direct cause for the student’s inability to complete their assignment on time, etc., <u>will result in significant rabbit hole penalties/grade deductions, and at the discretion of your instructor.</u> Time simply does not permit, with such actions taking precious time from all. As such, student-initiated ventures down “rabbit holes” will result in grade deductions at the discretion of the instructor.
Gordon Rule Requirement 	• This course is a Gordon Rule course. In accordance with the State of Florida’s Rule 6A-10.030, all courses designated as Gordon Rule (“GR”) in the college catalog will include the requirement that students demonstrate the ability to produce college-level, discipline-based writings. Such courses include, but are not limited to, those in the Communications, Humanities, and Social Sciences categories. • This requirement will be met in each class through the student’s successful completion of multiple and substantive <i>college-level writing assignments</i> as designed and assessed by the instructor in such a way as to measure both course-specific learning and development of writing skills over the progress of a given semester. • In addition to demonstrating a satisfactory understanding of the written English language, all such assignments submitted by a student should exhibit critical thinking skills and be directly related to the discipline’s specific General Learning Outcome(s). • Plagiarism, inclusive of the use of Artificial Intelligence (AI), will be graded in context with the course/college policy, e.g., non-negotiable grade of zero.

Student Support & 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 required 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 or Color 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: CLOSED

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 – 7:30 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 Registration & Records 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 will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

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, Registration & Records).

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, sex, 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, Associate Vice President 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 Registration & Records Office 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, quality higher education programs and lifelong learning opportunities.