



FLORIDA GATEWAY COLLEGE

STA2023 D1R – Elementary Statistics

Spring 2026 – A16

Monday-Friday/9:20 AM – 10:10 AM

BCHS Room 1420

Instructor Information

Name: Leigh Ann Hays, Mathematics Instructor

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

Office: Room 1420

Office Hours: 7-7:30 AM, 12:46-3:30 PM

Office Phone: (904) 259-6286 Ext. 31420

Other Available Hours: 3:30-7:00 PM, use Remind App.

Course Information

Credits: 3

Requirements Met: AATR, GE, GEC, GR

General Education Area: Mathematics

Prerequisites: Successful completion of MAT 1033, Intermediate Algebra, or appropriate placement test score, AND Principles of Reading with a grade of C or better, or appropriate placement test score.

Course Description

Inferential and descriptive statistics; linear correlation and regression; measures of center, variation, and relative standing; discrete and continuous probability distributions including normal and t ; confidence intervals and hypothesis testing.

Required Text

Elementary Statistics, 8th Edition, by Ron Larson. Pearson, 2024. MyStatLab access kit. The actual textbook is NOT required. The MyStatLab Access Code is required. There is a full e-copy of the text within MyStatLab.

Calculators

Students are required to use SCIENTIFIC calculators. Non-CAS graphing calculators, similar to the TI-83 & 84, will be allowed on some exams as announced. Students are not permitted to borrow calculators or to use cell phones or any other electronic devices as calculators during exams.

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 1106, MATHEMATICS FOR LIBERAL ARTS I, or MGF 1107, MATHEMATICS FOR LIBERAL ARTS II, 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:

- Distinguish between population and sample data, and apply various sampling techniques.
- Construct confidence intervals for the population mean and proportion.
- Distinguish between discrete and continuous probability distributions.
- Test a hypothesis about a population mean and proportion.
- Construct frequency distributions and other graphical representations.
- Use probability rules to solve basic probability problems.
- Calculate mean and standard deviation of frequency distributions.
- Work with normal, binomial, and Poisson distributions.
- Compute the linear correlation, and formulate and use linear regression equations.

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

Unit A: Introduction to Statistics

MODULE	DATES	TOPIC(S)	Coursework & Assignments
	1/5-1/9	Course and Instructor Introduction Course Materials	Syllabus Enroll in MyLab Stats (MML) Course
Module 1	1/5-1/9 1/12-1/16	Statistical and Critical Thinking Types of Data Collecting Sample Data	Lecture & MML Coursework: Section 1.1 Section 1.2 Section 1.3
Review	1/19 – 1/23	Review for Unit A Quiz	Discussion Unit A Practice Quiz
Assess	1/19 – 1/23	Unit A Quiz	Unit A Quiz (Module 1)

Unit B: Graphs and Descriptive Statistics

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 2	1/19-1/23 1/27-1/31	Frequency Distributions for Organizing and Summarizing Data Histograms	Lecture & MML Coursework: Section 2.1 Section 2.2
Module 3	1/26-1/30	Graphs that Enlighten and Graphs that Deceive Scatterplots, Correlation, & Regression	Lecture & MML Coursework: Section 2.3 Section 2.4
Module 4	2/02 – 2/06	Measures of Center Measures of Variation	Lecture & MML Coursework: Section 3.1 Section 3.2
Module 5	2/9-2/13	Measures of Relative Standing and Boxplots	Lecture, & MML Coursework: Section 3.3
Review	2/19-10/13	Review for Unit B Test	Discussion Unit B Practice Test
Assess	2/12 – 2/13	Unit B Test	Unit B Test (Modules 2-5) in MML

Unit C: Probability and Probability Distributions

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 6	2/16-2/20	Basic Concepts of Probability Addition Rule and Multiplication Rule	Lecture & MML Coursework: Section 4.1 Section 4.2
Module 7	2/23-2/27	Complements and Conditional Probability Counting	Lecture, & MML Coursework: Section 4.3 Section 4.4
Module 8	3/2-3/6	Probability Distributions Binomial Probability Distributions Poisson Probability Distributions	Lecture & MML Coursework: Section 5.1 Section 5.2 Section 5.3
Review	3/9-3/13	Review for Unit C Test	Discussion Unit C Practice Test
Assess	3/12 – 3/13	Unit C Test	Unit C Test (Modules 6-8)

Unit D: Normal Distributions and Applications

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Assess	Mon, 3/23	Midterm Project	Submit Project Document
Module 9	3/23 – 3/27	The Standard Normal Distribution Real Applications of Normal Distributions	Lecture & MML Coursework: Section 6.1 Section 6.2
Module 10	3/30 – 4/03	Review of Biased and Unbiased Estimators The Central Limit Theorem	Lecture & MML Coursework: Section 6.4
Module 11	3/30 – 4/03	Estimating a Population Proportion	Lecture & MML Coursework: Section 7.1
Module 12	4/06 – 4/10	Estimating a Population Mean	Lecture & MML Coursework: Section 7.2
Review	4/06 – 4/10	Review for Unit D Test	Discussion Unit D Practice Test
Assess	4/9 – 4/10	Unit D Test	Unit D Test (Modules 9-12) Unit D Open Response in Canvas

Unit E: Hypothesis Testing and Final Exam

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 13	4/13 – 4/17	Basics of Hypothesis Testing	Lecture & MML Coursework: Section 8.1
Module 14	4/13 – 4/17	Testing a Claim about a Proportion Testing a Claim about a Mean	Lecture & MML Coursework: Section 8.2 Section 8.3
Review	4/20 – 4/24	Review for Unit E Quiz	Discussion Unit E Practice Quiz
Assess	4/20 – 4/24	Unit E Quiz	Unit E Quiz (Module 13-14)

Final Exam

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Cumulative Review	4/27 – 5/1	Review Modules 1 - 14	Final Exam Review
Final Exam	4/28 - 5/5	Final Exam	Final Exam (Modules 1-14)

Course Outline

Unit A: Introduction to Statistics

- §1.1: Statistical and Critical Thinking
- §1.2: Types of Data
- §1.3: Collecting Sample Data (Part I ONLY)

Unit A Quiz

Unit B: Graphs and Descriptive Statistics

- §2.1: Frequency Distributions for Organizing and Summarizing Data
- §2.2: Histograms (Part I ONLY)
- §2.3: Graphs That Enlighten and Graphs That Deceive (Bar charts and Graphs that Deceive ONLY)
- §2.4: Scatterplots, Correlation, and Regression §3.1: Measures of Center
- §3.2: Measures of Variation (Utilize technology for calculating s and s^2 . No paper and pencil calculations needed for those.)
- §3.3: Measures of Relative Standing and Boxplots (Part I ONLY)

Unit B Test

Unit C: Probability and Probability Distributions

- §4.1: Basic Concepts of Probability (Part I ONLY)
- §4.2: Addition Rule and Multiplication Rule
- §4.3: Complements and Conditional Probability (Part I and II ONLY)
- §4.4: Counting (Multiplication Counting Rule, Combinations and Permutations)
- §5.1: Probability Distributions
- §5.2: Binomial Probability Distributions
- §5.3: Poisson Probability Distribution

Unit C Test

Unit D: Normal Distributions and Applications

- §6.1: The Standard Normal Distribution
- §6.2: Real Applications of Normal Distributions
- §6.3: Sampling Distributions & Estimators (Cover concepts. Exclude Examples 3 and 5.)
- §6.4: The Central Limit Theorem (Skip Finite Population)
- §7.1: Estimating a Population Proportion (Part I ONLY)
- §7.2: Estimating a Population Mean (Focus on Part I)

Unit D Test

Unit E: Hypothesis Testing and Final Exam

- §8.1: Basics of Hypothesis Testing (Part I and II ONLY)
- §8.2: Testing a Claim about a Proportion (Part I ONLY)
- §8.3: Testing a Claim about a Mean (Focus on Part I)

Unit E Quiz

Cumulative Final Exam

Student Expectations

Attendance

Attendance is mandatory. ***More than five unexcused absences will result in withdrawal from the course.***

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.

Grading Policies (Student Performance Measures)

Learning Activities

- **Homework (15%):** Will be assigned on MyStatLab. Due dates will be announced weekly.
- **Instructor's Elective (10%):** There will be graded quizzes during the semester, which will count for 7% of your grade and a midterm project that is worth 3% of your grade.
- **Unit Assessments (55%):** Tests and Quizzes will be given in class. The book formula sheet will be permitted/provided on unit tests. No "cheat sheets" are allowed on unit tests! All necessary tables will be provided. ***Missed exams will be made up when the next exam is given. All exams, including the final, will be given as written or online, proctored exams.***
- **Comprehensive Department Final (20%):** The departmental final exam should be given during the final exam period. As always, exams must be proctored.

Grading Scale

Individual instructors may assign B+, C+, or D+ grades.

- A – 90% - 100%
- B – 80% - 89.9%
- C – 70% - 79.9%
- D – 60% - 69.9%
- F – 59.9% 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. 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. Through **Tutor.com**: available 24/7. To access, go to Canvas and choose the "Tutor.com" button.
5. **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.

Pearson MyLab & Mastering

Getting Started

Enter Your Canvas Course

1. Sign in to Canvas and enter your Canvas course.
2. Do one of the following:
 - Select **MyLab & Mastering** in Course Navigation, and then select any course link on the Pearson page.
 - Select any Pearson link from any module.
3. Go to *Get Access to Your Pearson Course Content*.

Get Access to Your Pearson Course Content

1. **Accept** the End-User License Agreement and Privacy Policy. (If you previously linked your Canvas and Pearson accounts, you go directly to the Pearson payment page. Skip to Step 3.)
2. To link your Canvas and Pearson accounts, do one of the following:
 - If you already have a Pearson account, enter your username and password.
Tip: To look up your Pearson account, select **Forgot your username or password?**
 - If you do not have a Pearson account, select **Create** and follow the prompts to create a new account.

3. To get access to your Pearson course, do one of the following:
 - Select **Access Code**, enter your access code, and select **Finish**.
 - Under Use a Credit Card or PayPal, select the button with the applicable price and enter your payment information.
 - Get temporary access without payment for 14 days. (You can [pay for full access](#) when temporary access expires or when you're ready.)
4. When the registration is complete, the You're Done page appears and you get a confirmation email. You can close the You're Done page and return to your Canvas course. From now on, when you select any of the MyLab & Mastering links in your Canvas course, your MyLab & Mastering course immediately opens in a new tab.

Note: In the future, it is recommended you enter your MyLab & Mastering course through Canvas.

Need Help?

See [Help](#) for MyLab & Mastering with Canvas.

Go to our [YouTube channel](#) where students and instructors can find getting started videos.

Contact Pearson [24/7 Technical Support](#). To provide them with your details in an export file, enter your Canvas course and go to **MyLab & Mastering>Diagnostics**. (If you don't have access to the Diagnostics page, please contact your instructor for this information.)

Using MyLab

The picture below is a typical screen shot from the entrance point of MyLab and Mastering. MyLab serves as a portal to get to MyMathLab. MyMathLab is where you will complete your required HW problems, your study plan, and any additional studying you would like to complete. Like Canvas, MyLab has a toolbar allowing you access to different portions of the site. The descriptions below will give you an idea of what resources are available and what work you should be doing.

Courses Hello, Matthew Peace Account Help & Support Sign Out

141MAC1105.011 course settings MyMathLab®

modify Course Home 141MAC1105.011 modify

Course Home

Homework

Quizzes & Tests

Study Plan

Gradebook

Chapter Contents

Tools for Success

Multimedia Library

Learning Guide

Purchase Options

Pearson Tutor Services

Discussions

Course Tools

Email

Chat & ClassLive

Document Sharing

HTML eBook

Announcements Manager

Course Home Manager

Assignment Manager

Study Plan Manager

December / January

Sun 29 Mon 30 Tue 31 Wed 1 Thu 2 Fri 3 Sat 4

My Upcoming Assignments View All Assignments

1.2: Rational Equations

1.5: Quadratic Equations

1.6: Other Types of Equations

Next Study Plan objective: Become familiar with the exercise area and practice entering answers.

Announcements View All Announcements

Welcome to MyMathLab

To get started, run [Browser Check](#) to make sure you can view course materials.

View [How to Enter Answers](#) to learn about entering answers with math notation.

Need extra help? Go to [Pearson Tutor Services](#) for detailed, personalized assistance.

Visit the [Study Plan](#) to practice and master personalized recommendations from the Knewton Adaptive Learning Engine.

We value your feedback! Please take a [5-minute online survey](#) to give us your input on how we can improve MyMathLab.

My Results

Overall Score 0%

Course Timeline

100% 80% Scores

12/26/13 Date Submitted 2/26/14

My Progress

Homework % Submitted 1/20

Study Plan 1/499

Your **graded work** on MyMathLab is based on Homework assignments for each section. Go to the “**Homework**” section and select which section you’d like to work on. If you have already shown mastery in a concept, it should not take you long to complete the problems. See the Homework section below for more information.

- Homework problems are graded, but if you do not get the correct answer, often times you will receive several attempts at the same problem. **Eventually, if you do not come to the correct answer, MyMathLab will display the solution and ask you to try a similar problem (but with different numbers). As long as you *EVENTUALLY* get the problem correct, you will get credit.** Again, your time spent on the Homework is documented along with your progress.
- In addition to the homework, at the beginning of each Chapter (or Unit) you can get an idea of what concepts you need to work on by developing your study plan.
 - Click on the “Study Plan” button on the main toolbar
 - Then click on “Take a Sample Test”
 - Choose the appropriate Chapter Assessment
 - Click “I am ready to Start” and begin the test.

Note: Do not spend a great deal of time on the assessments as they are meant to diagnose what areas you should work on. **The assessment does not affect your HW average**, however your time spent on the assessment is documented.

- After submitting the chapter assessment (**again this will not impact your grade**), a study plan is created. Return to the “Study Plan” section by going back to main menu or

clicking on “Back to Study Plan.” By each lesson (and also each concept) a pencil will appear on the sections you need to work on. If a graduation cap appears, it means you have shown mastery of the subject. The study plan will lead you to **non-graded exercises** for a particular concept you need to work on.

- At any time, you may retake the assessments (any amount of them) to show mastery of concepts. The study plan will be updated each time you take an assessment. ***Please note that the study plan is not your Homework and is not graded, however, your progress and time spent working on the study plan is documented.***
- To check your progress on MyMathLab, click on the “**Gradebook**” button. This will display any time spent on practice tests, homework, and tutorial exercises (study plan) as well as grades earned on homework.

Supplemental Resources in MyLab

- The “**ebook**” section has information about your textbook that can supplement your studying. It contains a summary video lecture for each section, a multimedia textbook section giving you an interactive version of your textbook, practice exercises associated with the textbook that are NOT tracked in MyMathLab (**neither grades, nor time spent will be documented in MyMathLab**), and a link to the study plan for that particular section. There is also a link to the FREE tutoring center you have access to.
- The “**Multimedia Library**” section gives you a way to search for a particular medium (animation, video, power point presentations) that you might find useful in any section.

Homework and Practice Exercises

Below is a screenshot from the Homework Exercises and those in your Study Plan.

MGF 1106 Shell Course Summer 2016 to Present Matthew Peace 8/14/16 7:45 PM

Homework: Section 1.1: Inductive and Deductive Reasoning

Score: 0 of 1 pt 14 of 24 (0 complete) HW Score: 0%, 0 of 24 pts

1.1.20

Use inductive reasoning to predict the next three numbers in the pattern.

16, 11, 6, 1, ...

Predict the next three numbers in the pattern.

16, 11, 6, 1,

Question Help

View an Example

Textbook

Ask My Instructor

Print

Enter your answer in the edit fields and then click Check Answer.

Clear All

Check Answer

When doing Homework or Practice Exercises make sure you are aware of the resources available to you. Let’s outline the “Question Help” features designed to assist you complete a problem.

1. **View an Example:** This is less interactive but gives you an example of a similar problem in step-by-step fashion with the option to return to the original problem at any time.
2. **Video** (not all problems have this option): This option will display a video where a solution will be given to that particular type of problem by the author of the book.
3. **Animation** (not all problems have this option): The animation option is similar to “View an Example” except that there is an audio voice over included with the solution. There is also more animation than in “View an Example.”
4. **Textbook:** This option open will open a window that turns to the relevant pages out of your textbook. This is an interactive version of the textbook that has practice problems for you to try and video examples.
5. **Ask My Instructor:** Click this option if you’d like to ask a specific question about this problem to your instructor. You will be able to type a message and a link to the problem you are working on will be included with the message.
6. **Print:** If you’d like to print the problem for later, click this button.
7. The navigation button in the top center will allow you to move to different problems.
8. On the left side of the page is your toolbox for inputting answers. See http://media.pearsoncmg.com/cmg/pmmg/player_tour/enteranswers.html for more details on special input procedures.
9. After selecting your answer choice (or inputting the answer) you may move onto another problem by using the exercise navigator above the problem. However, to check the accuracy of your solution, click **Check Answer** at the bottom of the page. You should always check your answer before moving on to another problem. Remember, you will only receive HW credit for those problems you eventually answer correctly.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of ebooks and articles at <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

The 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 (386-754-4554).

The SSC also partners with Brainfuse, an online service that provides live on-demand one-to-one tutoring, skills building, and expert writing assistance in a variety of college subjects. The system is easily accessed directly through the Canvas dashboard.

The TRiO program is also housed in the SSC. It offers coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

- Monday – Thursday 8 am to 6 pm (All year)
- Friday 9 am to 4:30 pm (Fall/Spring)
- Saturday 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at 386-754-4437, 386-754-4305, or 386-754-4307, 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

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health**. If you would like to speak to a counselor over the phone, please call **800- 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress and school, work or life issues, relationship issues, family concerns, anxiety, depression, grief, trauma, loss, self-esteem, or substance abuse. **Counseling sessions are completely confidential**. 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.

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

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 requirement needed to satisfactorily complete the courses **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.

Equity and Diversity

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 equity 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.

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 (<https://app.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.