



# FACULTY HANDBOOK

**149 SE College Place**

**Lake City, FL 32025**

**Main Number: (386) 752-1822**

**Security: (386) 754-4490**

**Weekends and Evenings: Campus Extension 1010**

**Mobile Phone: (386) 623-2398**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the 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.

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Coordinator of Accessibility Services (386) 754-4393. The Accessibility Services Office is located in Building 014, Room 104, 149 SE College Place, Lake City, FL 32025.

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, 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](mailto:cassandra.buckles@fgc.edu) or (386) 754-4313.

**Updated: August 2026**

## BOARD OF TRUSTEES

---

### Baker County

---

- Mr. Robert C. Brannan III
- Ms. Sherrye Raulerson

### Columbia County

---

- Mr. John Medina

- Ms. Suzanne M. Norris
- Mr. Chip Parker

## Dixie County

---

- Ms. Michelle Cannon

## Gilchrist County

---

- Mr. Lindsey Lander
- Dr. James Surrency

## Union County

---

- Ms. Renae Allen

## EXECUTIVE OFFICERS

---

- Lawrence M. Barrett, Ed.D., President
- L. Michelle Hollway, Vice President, Business Services
- Kristopher Brady, Ed.D., Vice President, Academic Affairs
- Kacey Mimbs, Vice President, Student Services
- Cassandra Buckles, Associate Vice President, Human Resources
- Lee Pinchouck, Associate Vice President, Resource Development
- Christine Boatright, Dean, Institutional Effectiveness and Academic Success

## GENERAL INFORMATION

---

Florida Gateway College (FGC) has established a strong tradition of providing high-quality postsecondary educational opportunities to the citizens of North Central Florida. What began as a School of Forestry in 1947 has now grown to be a comprehensive public state college serving approximately 4,500 students a year.

The College traces its growth from the Columbia Forestry School, which utilized structures that remained from a World War II-era air base. In 1961, when the state of Florida created Lake City Junior College on the campus of the old forestry school, the College became one of 28 two-year institutions envisioned in the state's master plan. In those early days, Lake City Junior College had fewer than 400 students.

The inclusion in 1970 of “community” in the College's title emphasizes the broad spectrum of transfer and occupational programs offered in addition to continuing education and community service courses. The college officially changed its name to Florida Gateway College on July 1, 2010. Florida Gateway College began offering its first baccalaureate degree in 2012 and now has six robust baccalaureate degree programs.

Today, the campus of FGC is an attractive site, nestled in one hundred acres of southern pines, with 25 modern buildings surrounded by crepe myrtle and azalea shrubbery. The College offers outstanding programs in liberal arts and sciences. A significant number of students who begin their college career in these programs earn associate degrees and then successfully transfer to senior institutions where they maintain superior records when compared to their university counterparts.

The College also offers outstanding opportunities in diverse occupational programs such as business administration, public safety, manufacturing, water/wastewater, agribusiness, and cosmetology. The College provides comprehensive training in health science fields such as registered nursing, practical nursing, emergency medical services, and physical therapist assistant. Each year, the College strives for excellence by offering new programs that meet the needs of the district.

The College's district encompasses five North Central Florida counties: Baker, Columbia, Dixie, Gilchrist, and Union. This 2,683 square mile district is an area twice the size of Rhode Island. The region around the College is commonly referred to as Florida's Crown and the Gateway to Florida. The College district is situated midway between the Atlantic Ocean and the Gulf. The geographic area around the College would generally be considered rural.

The moderate climate, hospitality of the community, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world. The main campus is located approximately six miles east of downtown Lake City, Florida on Highway 90, with additional sites in Baker (Olustee) and Dixie counties.

## MISSION STATEMENT

---

*Mission Statement is annually reviewed and approved by the Board of Trustees. The last review was on June 11, 2026.*

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.

## CIVIL RIGHTS COMPLIANCE STATEMENT

---

We at Florida Gateway College are a community of a variety of racial, ethnic and class backgrounds, national origins, religious and political beliefs, physical abilities, ages, genders, and sexual orientation. Our educational activities and everyday interactions are enriched by our acceptance of one another, and as members of the community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

In order to maintain this atmosphere, bigotry will not go unchallenged within this community. We shall strive to educate each other on the existence and effects of all forms of individual prejudices, especially when such prejudice results in physical or psychological abuse, harassment, intimidation, or violence against persons or property. We will not tolerate such behavior nor will we accept jest, ignorance, or substance abuse as an excuse, reason, or rationale for it.

All who work, live, study, and teach at Florida Gateway College should be committed to these principles which are an integral part of FGC's focus, goals, and mission.

Florida Gateway College affirms its Equal Access/Equal Opportunity Policy in accordance with all applicable state and federal laws, regulations, and rules. The College reaffirms its commitment to provide equal access and equal opportunity for all programs, services, and activities offered by the College, without discrimination. Discrimination 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 against a student, employee, or applicant is prohibited. The Civil Rights and Compliance Officer for the College is Cassie Buckles, Associate Vice President of Human Resources, 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call 386.754.4313.

Florida Gateway College provides any faculty member, employee, or student the right to pursue a grievance according to FGC Board of Trustees policy 6Hx12:6-10, which can be found on the FGC website, and in administrative offices on campus.

FGC also provides policies and grievance procedures that protect against harassment and/or discrimination (6Hx12: 6-23).

## FACULTY ADMINISTRATIVE INFORMATION

---

### OFFICES

---

See the Website for individual office contact information:

- Office of the President
- Human Resources
- Registration & Records
- Institutional Effectiveness and Academic Success
- Academic Affairs

- Academic Quality
- Health Sciences
- Workforce, Career, and Technical Education
- Resource Development and the Foundation for FGC
- Business Office
- Information Technology
- Campus Security
- Student Services
- Marketing
- Admissions

## **ACCESS TO POLICIES AND PROCEDURES**

---

The College faculty and staff may access the Board of Trustees Policies and Procedures on the College website under About FGC. This enables them to access current and complete information concerning College operations, which directly affect faculty and staff.

## **FACULTY QUALIFICATIONS**

---

The minimum qualifications for faculty vary depending on level and subject area. Please see the Credentialing Manual for further information.

## **APPOINTMENT OF ADJUNCT FACULTY**

---

Adjunct faculty members are contracted for each course taught. Subsequent contracts are subject to the needs of the College. Contracts must be signed by the appropriate dean, vice president, and President. The contracts state course title, course number and section, the teaching period, days and time the class will meet, and the amount of remuneration. Under no circumstances does this contract carry with it a guarantee of future employment.

Adjunct faculty compensation for credit courses is determined by the total number of students enrolled in the course. In some cases, classes assigned to adjunct faculty must be reassigned to full-time faculty, and the College reserves the right to do so.

Adjunct faculty members do not hold academic rank, nor do they qualify for the benefits provided to full-time employees of Florida Gateway College. The College provides the BENCOR FICA Alternative Plan as retirement benefit for all adjunct faculty. Contact Human Resources for more information. All personnel who teach for the College on an adjunct basis are invited to express an interest in and submit an application for an available full-time teaching faculty position appropriate to their discipline(s) and department(s). Beyond the invitation to make application, there shall be no other commitments or implication of a commitment to adjunct faculty for consideration for a full-time position.

## **INSTRUCTIONAL WORK SCHEDULE**

---

The current instructional work schedule policy and procedure can be found on FGC's website under About FGC > Policies & Procedures > Policies Relating to Instructional Personnel.

## **ACADEMIC RANK**

---

Full-time faculty may hold academic rank. The academic rank has no relationship to the establishment of instructional salaries. All full-time faculty members who are not on a continuing contract may be awarded the title of assistant professor. All full-time faculty members may be awarded continuing contract status after five years and are eligible to be awarded the title of associate professor, and then professor after five additional years and the approval of the submitted portfolio.

All adjunct faculty members will be classified as instructors.

## **SALARY PAYMENT**

---

All personnel must be paid via direct deposit. All full-time faculty members will receive payment according to the established payroll schedule. The pay dates are the 15th and the last working day of the month. Payment for overload and part-time instructors (excluding hourly-compensated instructors) will be equal installments and be paid on the 15th and the last day of the month during the period of the contract. Payment for summer terms will be at the next applicable pay period after receipt of the Recommendation and Contract in Human Resources. Adjunct faculty members are enrolled in the FICA Alternative Plan administered by the BENCOR Company. FICA contributions are made to the BENCOR Company and invested as directed by the faculty member.

## **AVAILABILITY OF TAX-SHELTERED ANNUITIES**

---

Full-time instructors, adjunct instructors, and part-time employees are eligible to participate in Tax Sheltered Annuities available through the College. To participate, contact Human Resources.

## **RESPONSIBILITIES AND CONDITIONS OF EMPLOYMENT**

---

The responsibilities of full-time teaching faculty are as follows:

1. Conduct assigned classes in accordance with the catalog description at times listed in the College course schedule and the written stipulations of the supervisor.
2. Meet every class, including the final examination, at the assigned time and in the assigned room.
3. Maintain standards of teaching worthy of accreditation.
4. Seek out means of improving instruction through professional societies, meetings, workshops, and the current literature of the field.
5. Adjust, as far as possible, teaching methods to student needs.
6. Punctually submit to the appropriate dean:
  - Office hours when faculty will be available to students submitted each term by deadline set by division vice president.
  - A copy of the digital syllabus 60 days prior to term start.
  - Revised rosters accurately identifying students who never attended class by required deadline.
  - Other forms and reports as may be necessary.
7. May not dismiss a class for the entire period without approval by the appropriate dean.
8. Maintain grades in Canvas for student access throughout the term. Submit grades in Banner by the established deadline located in the Academic Calendar
  - Grades must be entered throughout the semester promptly in accordance with the term and the guidelines set by the appropriate dean (i.e. AA: 16-week term - 1 week; 8-week term - five days).
9. Maintain appropriate communication with students in Canvas throughout the term.
  - All communication with students must go through Canvas email.
  - Communicate promptly in accordance with the term and the guidelines set by the appropriate dean (i.e. AA: 16-week term - 1 week; 8-week term - five days).
10. Provide academic guidance for students.
11. Exercise reasonable care in the use and security of all college property, including equipment, technology, and instructional resources.
  - Report any damaged, missing, or malfunctioning property promptly to the appropriate dean.

- No college property is to be removed from campus, including laptops, desktop computers, and keyboards, without the express permission of the appropriate dean. Unauthorized removal of college property from the premises or its conversion to personal use will be considered grounds for discipline and/or dismissal per FGC Policy 6Hx12:3-01
2. Attend all faculty meetings (Collegewide, division, or department)
  3. Participate as members of campus committees.
  4. Participate in community service or community-based organizations.
  5. Conduct independent studies and special assignments as needed and/or assigned.
  6. Participate in determining course schedules for upcoming terms.
  7. Submit textbook change requests and/or orders and all other forms to appropriate offices in a timely manner.
  8. Update Materials and Assignments for courses as needed.
  9. Demonstrate Professionalism in all areas: Dress, Punctuality, Actions, Confidentiality.
  10. Abide by the Code of Ethics and observe all regulations stated within the College Policies and Procedures Manual, this handbook and/or as enumerated by the appropriate supervisor.
  11. Hold the required minimum office hours per week and be available to students and others in office during scheduled time.
  12. Participate in programmatic assessment activities, including student learning outcomes assessment and reporting and program review.
  13. Other duties as assigned.

## PROFESSIONAL CONDUCT FOR EDUCATORS

---

Florida educators shall be guided by the ethical principles outlined in Florida Administrative Code 6A-10.081, which includes an obligation to the student, an obligation to the public, and an obligation to the profession.

Ethical principles outlined in FAC 6A-10.081 outline these as:

- a. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- b. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- c. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

## KEYS/FOBS

---

The department's administrative assistant will fill out a key request form for each key that each instructor will need. After receiving appropriate administrative approval, the request will be sent to Security. The key/fob will be given to the instructor and will be the responsibility of the instructor until the instructor leaves the employment of the College and returns the key/fob.

## PARKING

---

There are limited Staff/Faculty parking places. They are filled on a "first come, first served" basis. You should obtain a parking decal from the Public Safety office in Building 007.

## FACULTY ID

---

All full-time faculty and adjunct Nursing and Health Sciences faculty must have an employee ID made by the Student Life office located in Building 007, “The Hall”. Employees must have completed full onboarding with Human Resources before they are able to obtain their employee ID.

## PRINTING/COPYING

---

Copiers are available in most classroom buildings. Please see the department administrative assistant for information on accessing copiers.

## CLASSROOM SUPPLIES

---

Check with the appropriate department administrative assistant for supplies such as markers, pens and pencils, paper, and other day-to-day materials. Personal purchase of materials for class and/or students, without prior authorization of the vice president, will not be reimbursed.

## OFFICE SPACE

---

Full-time faculty will be assigned office space with a desk, chair, computer, monitor, and keyboard/mouse. College property may not be removed from the college campus without approval from the appropriate dean.

## TRAVEL PAPERS/PROFESSIONAL MEETINGS

---

All Travel/Temporary Duty Requests must be approved by all parties **prior** to the travel. Any travel which is not approved in advance is unauthorized travel and expenses may not be reimbursed. Please remember that out-of-state travel must be approved by the President and out-of-country travel must be approved by the Board of Trustees.

Instructors may request funds for professional development from Staff and Program Development (SPD). Money is available for faculty to attend professional meetings and for program development. Even if money is not available for per diem, you may still be able to get temporary duty. See the division assistant for the forms. The academic vice president authorizes expenditures from the SPD account.

All **student** travel must also be approved in advance. To begin the approval process, please contact the Student Life Office at 386-754-4316.

## PURCHASE OF SPECIALIZED MATERIALS AND SUPPLIES

---

If supplies are needed, faculty members should consult with the appropriate dean well in advance of the date they are needed.

No materials, supplies, etc., are to be purchased in the College's name without proper authorization. Only appropriate administrators are authorized to sign purchase requisitions. All purchases must be made through the department, using proper procedures.

**Note:** No faculty member will be reimbursed for any supplies purchased without proper and prior authorization.

## TEXTBOOK ADOPTION

---

Textbook and instructional material adoptions are reviewed by the appropriate dean's office to ensure compliance with State Board of Education guidelines and Florida Statute 1004.085. Some programs may require specific textbooks due to external accreditation or state program requirements.

## DESK COPIES OF TEXTBOOKS

---

Publishers may offer desk or examination copies of textbooks to faculty. Contact your division office for publisher information.

## EVALUATION OF FACULTY

---

Formal evaluations using the approved evaluation instrument will occur annually for faculty at the assistant and associate professor ranks. The portfolio submission is a compilation of evaluations from years 1-5 (for those moving to associate professor) and years 6-10 (for those moving to professor). All assistant professors and associate professors must submit supporting documentation for each evaluation. In cases where faculty performance is below an acceptable range, the administrator may choose to evaluate a faculty member more often than is noted here.

Faculty at the rank of professor will be formally evaluated every fifth year using the approved evaluation instrument (including supporting documentation). During the other four years in the cycle, faculty will submit a review of success rates, student evaluations, Growth Opportunity plans (GO Plans), and goal progress.

Part-time faculty will be observed at least one time per calendar year, complete the formal evaluation instrument, and be required to meet or communicate with their administrative designee.

The formal evaluation instrument is comprehensive and incorporates opportunities to reflect on professional growth, supervisor observations, and faculty self-evaluation. In terms of supervisor observations, supervisors will observe one full class session each calendar year, and may alternate between observing traditional and online courses, when applicable. During the observation, the appropriate supervisor notes effective methodologies and those needing improvement, which are then included within the formal evaluation instrument. The faculty evaluation form includes sections on Teaching and Learning, Professional Engagement, and Service to the College and Community. Each section also requires faculty to reflect on prior goals while setting ones for the upcoming evaluation cycle.

All full-time faculty will participate in the GO Plan observation process, coordinated by the Academic Quality Department. GO Plans include pop-in observations, distinct from formal supervisory observations conducted by a faculty member's administrative designee. Observations are conducted in the modality or modalities in which the faculty member teaches and may occur at any point during the evaluation cycle.

Following each GO Plan observation, the Academic Quality coach will follow up with the observed faculty member to discuss the face-to-face session or the reviewed online modules. The purpose of the follow-up is to discuss growth opportunities, identify one or more instructional goals for implementation, and determine whether any further follow-up is needed. For online GO Plan observations, the Academic Quality coach will also complete the Online Standards checklist as part of the review and provide it during the follow-up.

Student evaluations of the course and instruction will be conducted at the end of each term. These evaluations will be anonymous. Evaluations are delivered electronically to students for response, and the anonymous compilation of student feedback is disseminated to faculty electronically for their review immediately after the respective term. The appropriate supervisor meets with the faculty member to discuss the student feedback, and to incorporate that feedback into the faculty evaluation. In cases where faculty performance is below an acceptable level, administration reserves the right to seek more frequent feedback from students and to collect student evaluation of instruction in-class via paper and pencil questionnaires in cases where not enough data is collected, or where accrediting agencies call for additional information.

## **PROCESS USED TO GRANT CONTINUING CONTRACTS**

---

Full-time faculty on a tenure track line will be hired as assistant professor. Upon the awarding of continuing contract, faculty will be titled associate professor. Faculty who are titled associate professor may apply for the title of professor upon completion of an additional five years of effective service.

All full-time faculty members hired on a continuing contract track are required to submit a portfolio in January of their fifth full academic year of continuous service. The portfolio will include five years of formal evaluations with supporting documentation.

Submitted portfolios will be reviewed by a committee solely comprised of faculty on continuing contract. A portfolio must meet a minimum score of "12" for the committee to recommend its acceptance to the Vice President of Academic Affairs and final approval is granted by the College President. Upon acceptance of the portfolio, an assistant professor will be awarded a continuing contract and promote to associate professor at the beginning of the next academic year.

Similarly, after an additional five years of effective service, and formal evaluations with supporting documentation, an associate professor may choose to submit a second portfolio with additional requirements set forth in the evaluation document. Upon acceptance of the portfolio, an associate professor will promote to professor at the beginning of the next academic year.

The appropriate supervisor meets with new faculty in their first full term of instruction to review the requirements set forth for the continuing contract. The appropriate supervisor will also review with associate professor level faculty the requirements for professor level status.

## TERMINATION OF FACULTY ON CONTINUING CONTRACT

---

In accordance with State Board of Education Rule 6A-14.0411(7)(a), faculty on continuing contract may be dismissed by the Board upon recommendation of the President at any time during the college year. See Board Policy 6Hx12:3-03 for further information.

## COMPUTERS

---

Computer labs are available for class instruction. Instructors wishing to teach classes using computers should contact the coordinator or director to schedule those classes.

You should never share your Username and Password with anyone else.

Each instructor has access to MyFGC (Self-Service Banner) to access course information and information on students in that instructor's classes. Tutorials are located on the Office of Registration and Records web page.

Any employee designated as an advisor also has access to MyFGC to access information on students. This may include the student's transcript, class schedule, or other information.

If you require additional information that cannot be obtained through MyFGC, you may request access to Banner. Such requests should be submitted through your supervisor, who will forward his or her approval to the Director of Record/Registrar. Upon determination that access is required, the request will be forwarded to Information Services. Information Services will notify the instructor of their access to Banner.

By accessing student information, you agree to comply with all rules and regulations relating to student records, including FERPA. Please see the section on FERPA for more information.

## LAPTOP COMPUTER POLICY

---

Due to loss of laptop computers owned by the college, the college has instituted the following policy for faculty:

1. Faculty will sign out laptop computers from the division office indicating that they take full responsibility for the machine.
2. All faculty members will keep their office doors closed and locked when they are not in their office.
3. The Academic Affairs Vice President will inform faculty as appropriate that access to laptops may be revoked or restricted based upon the breaking of any of these rules.
4. The college laptops and computers can be tracked and monitored by the Information Technology Department.

## FLORIDA GATEWAY COLLEGE COMPUTER USE GUIDELINES

---

User access to technology resources owned and operated by Florida Gateway College impose specific responsibilities and obligations and are granted subject to college policies and local, state and federal laws. Appropriate use of these facilities must always be legal and ethical, reflect academic honesty, and abide by college standards. The use of shared resources including Internet access, network-drive storage, and available network bandwidth should show restraint and good judgment. All users must demonstrate respect for system security mechanisms; intellectual property; ownership of data and application software; freedom from intimidation, harassment and unwarranted annoyance. Appropriate use of technology resources includes authorized research, access to authorized areas of the network and shared resources, use of telephones, fax, e-mail, computers and application software intended for academic, administrative or other College work-related purposes. State law restricts the use of state facilities for personal gain or benefit.

## GUIDELINES AND AGREEMENTS GOVERNING THE USE OF THE COLLEGE'S INFORMATION TECHNOLOGY RESOURCES

---

1. All use of college technology resources MUST BE consistent with the business of the College.

- Information placed on the system must relate only to instructional/educational responsibilities assigned to the employee or student.
  - Use of the system for any personal profit-oriented, commercial, or business purpose is strictly prohibited.
  - Threatening, obscene, or defamatory statements are prohibited.
  - Anyone using the system is responsible for adhering to these guidelines and the prohibitions listed herein. A user shall indemnify the College from any damage or injury resulting from inappropriate/illegal use.
2. No individual shall place any device or peripheral on the College's network system without the express knowledge and consent of the Office of Information Technology.
  3. All user accounts including log-on, e-mail access and FTP (File Transfer Protocol) are for use by the individual or individuals assigned. Sharing, or lending an account to any individual not assigned to it is strictly prohibited.
  4. Use of College resources to gain unauthorized access to any account not assigned to the individual is expressly prohibited.
  5. Use or interfacing of other organizations' networks or computing resources must comply with the rules of that network and must not interfere with the security of the College's network.
  6. The following activities are prohibited:
    - Using College IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).
    - Using College IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
    - Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
    - Attempts to circumvent or interfere with established network security devices including firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
    - Attempts to modify system equipment and/or software.
    - Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
    - The installation of unauthorized or unlicensed software.
    - Attempts to obtain unauthorized access to either local or remote computer systems or networks.
    - Harassing or threatening of persons or organizations on or off campus.
    - To every extent possible, student/employee social security numbers will not be kept on PCs.
  7. Only authorized personnel are permitted to install or delete software on the College's computers. Any exception must be approved by the Executive Director of Information Technology in conjunction with the Vice President of Business Services.
  8. The College reserves the right to investigate possible inappropriate or unacceptable use. The College has the right to terminate the agreement and the user's privileges with or without cause immediately upon actual or written notice to the user.

Employees will abide by the terms and conditions listed in this document. FGC reserves the right to withdraw computer use and/or access privileges for non-compliance of the provisions of this document.

## **CLASS-RELATED INFORMATION**

---

## **ACADEMIC FREEDOM**

---

Academic freedom is supported and encouraged, and faculty and students are expected to uphold the following principles pursuant to Policy 6Hx12:4-00:

- The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;
- The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member's academic area (or related academic areas) in an atmosphere of free inquiry; and
- The right of members of the academic community to pursue learning free from disruption with due process for all concerned.

## CANVAS

---

Faculty will be assigned their courses in Canvas seventy-five (75) days prior to the start of the semester. As new courses are created in Banner within the 75-day timeframe, they will immediately become available to the instructor(s). Courses can be accessed by going to [FGC's Canvas login page](#).

Instructors interested in accessing and/or copying a completed course created and/or taught by someone else need to make the request to the Associate Dean of Academic Quality. Each request will be vetted with the appropriate program administrator.

Students will be entered into Canvas courses fifteen (15) days before the start of the semester. Course rosters will synchronize daily to reflect any enrollment change. The term date commences three (3) days prior to the start of the term. On this date, students can view published courses. Information Technology will run a force publish of courses at 12:00 am on the date the term begins to ensure every course offering is visible to students. Instructors teaching dual enrollment courses in a school district with an early start date need to contact the Associate Dean of Academic Quality to get the term date for their course(s) amended. The term date concludes two (2) weeks after the end of a course.

In the case that a student with a grade of "I" (Incomplete) requires an extension beyond the conclusion of the term to finish the course requirements, the instructor must make the request to the appropriate dean and include a copy of the Incomplete Grade Request Form with signatures. After submission and approval of the extension, Information Technology and Academic Quality will make the missing task(s) available to the student and instructor(s) until the last day to submit grade changes for "I" grades received in the previous term. The instructor(s) will be responsible for amending the assignment dates to accommodate the request.

## PRISON EDUCATION PROGRAM

---

The courses in the Prison Education Program (PEP) occur in the [Lantern learning management system](#). The username and password are the same as they are for the College's normal Canvas instance. Faculty teaching in the Prison Education Program need to begin developing their courses immediately upon availability to ensure approval of all content with the Florida Department of Corrections. Any multimedia or additional website requests must be sent to the Prison Education Program Liaison so they can work with the FDOC. Faculty planning to teach in-person at the correctional facility must upload all course materials they plan to share on classroom podium computers to the [podium computer field repository](#). The upload process is found on the repository's homepage.

## CURRICULUM AND ASSESSMENT

---

Faculty are responsible for ensuring the content, quality, and effectiveness of the curriculum by systematically completing the following tasks:

- Identify appropriate student learning outcomes at the course, discipline/program, and institutional levels and assess the achievement of these outcomes
- Evaluate and analyze the results of assessment data, report results, and determine actions for improvement. Refer to the Institutional Effectiveness Handbook for instructions.
- Implement and monitor the curriculum and keep it current in terms of content, the technology included in the curriculum, and the technology used in instructional delivery
- Serve on standing and ad hoc committees of the college that make recommendations regarding college policies and procedures, particularly the academic program policies and procedures

- Initiate appropriate procedures for the administrative approval of curriculum changes. Refer to the Educational Affairs Committee Handbook for instructions on appropriate procedures.

## COURSE SYLLABI

---

Each term, primary instructors will submit syllabi via the electronic platform, routed to the appropriate Dean's office. In accordance with Florida State Rule 6A-14.092, all syllabi must be submitted **60 days** before the start of the term. Each course syllabus will also be posted within Canvas.

Syllabi should include:

- Instructor name and title
- Office telephone number and location; instructor email address
- Office hours including virtual hours, where allowed
- Textbook(s), lab manuals, and other resource requirements
- The course curriculum
- Learning activities (projects, papers, presentations, reading, oral participation, tests, etc.)
- How student performance will be measured (grading scale, grade breakdown, etc.)
- Applicable learning resources (published materials, videos, films, slides, charts, models, specimens, etc.)
- Attendance requirements
- Course Calendar (includes all required readings, assignment titles and descriptions)
- Goals, objectives and student expectations including student learning outcomes
- Mandatory Syllabus Statements (lab hours, online tutoring information, Canvas, other available support)

## GRADING SYSTEM

---

The assignment of grades is the sole responsibility of the instructor. Posting grades (e.g., on your office door) by name or social security number is a violation of the Family Education Rights and Privacy Act (FERPA) and, as such, is not permitted.

Final grades are entered into MyFGC and must be entered no later than the date published for submission of final course grades in the academic calendar. Directions for submission of grades are available at the Tools and Tutorials link on the Registration and Records web page.

**Be sure to enter the last date attended for any F, I, or U grade.** You may change a grade until grades are rolled into academic history. This happens throughout the term. After that time, you will not be allowed to change grades online and should submit a grade change form to the Office of Records.

Please contact the Office of Records if you have questions or problems with grade submission. If you submitted your grades, but have been notified that they are missing, contact the Office of Records.

The grades of "A", "B+", "B", "C+", "C", "D+", "D", and "S" are passing grades. Grades of "F" and "U" are failing grades. Grade of "I" is an interim grade. Grades of "W", "S", "AU", and "N" are final grades carrying no credit. (Note: All General Education Gordon Rule Math and Writing courses require a "C" or higher to pass.)

The quality of a student's performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows:

| Grade | Assigned Points             |
|-------|-----------------------------|
| A     | 4 grade points per credit   |
| B+    | 3.5 grade points per credit |
| B     | 3 grade points per credit   |

| Grade                                                                                                                                                                                                     | Assigned Points                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| C+                                                                                                                                                                                                        | 2.5 grade points per credit                                                                                                       |
| C                                                                                                                                                                                                         | 2 grade points per credit                                                                                                         |
| D+                                                                                                                                                                                                        | 1.5 grade points per credit                                                                                                       |
| D                                                                                                                                                                                                         | 1 grade point per credit                                                                                                          |
| F                                                                                                                                                                                                         | 0 grade points per credit                                                                                                         |
| N                                                                                                                                                                                                         | No credit                                                                                                                         |
| S                                                                                                                                                                                                         | Satisfactory: No grade point credit applies                                                                                       |
| U                                                                                                                                                                                                         | Unsatisfactory: No grade point credit                                                                                             |
| W                                                                                                                                                                                                         | Withdrawal: No credit. A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period. |
| AU                                                                                                                                                                                                        | Audit: No credit. A student may not be changed to audit after the add/drop period.                                                |
| I                                                                                                                                                                                                         | Incomplete: No credit                                                                                                             |
| "Incomplete grades should be used only for emergency reasons, e.g., sickness, accident, etc. Faculty who give a grade of "I" must submit the grade, and when work is completed, file a Grade Change form. |                                                                                                                                   |

A course for which the grade of "I" has been awarded MUST be completed by the deadline shown on the academic calendar, and another grade ("A", "B+", "B", "C+", "C", "D+", "D", "F") must be awarded by the instructor based upon course work which has been completed or the "I" automatically becomes the grade of "F".

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" or 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.

## ATTENDANCE

Regular attendance is expected and is a course requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. After the last date to withdraw from a course, an "F" grade may be assigned for excessive absences. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. Failure of the student to adhere to the instructor's attendance requirements may result in an "F" grade in the course. The instructor must supply a last date of attendance for any "F" grades.

Attendance in online courses should be measured by **academic engagement**. At Florida Gateway College, students who are "academically engaged" in online courses have completed a graded assignment and/or a measurable task within each week or module.

## CLASS ROSTERS

Faculty are responsible for reviewing class rosters and accurately reporting student nonattendance by the established deadlines. If there is any student in your class who is not on the class roster, he or she should contact the Office of Registration and Records at [records@fgc.edu](mailto:records@fgc.edu) to

report the discrepancy. Prompt reporting of roster discrepancies and nonattendance is essential for enrollment verification, financial aid compliance, and other institutional requirements.

The Office of Registration and Records will communicate roster verification procedures to faculty each term via email. These communications will include instructions for accessing and completing class rosters, reporting students who have not attended or participated, and applicable roster deadlines based on the course's part of term. For online courses, students who have **never been academically engaged** should be reported for nonattendance.

Students who have been reported by their instructors as never attending on the rosters submitted to Registration and Records will be dropped from their classes. Accurate and timely roster verification is essential to ensure students receive the financial aid and refunds for which they are eligible. Inaccurate reporting may result in improper tuition and fee refunds or incorrect financial aid awards, requiring adjustments and, in some cases, repayment by the College, the student, or both.

Any corrections needed after submission of the rosters to Registration and Records must be submitted by the faculty member to the supervisor. If approved, the vice president or designee will send the official authorization to the Office of Registration and Records to process the corrections.

Class roster updates are transmitted from Banner to Canvas on a scheduled basis, rather than real time. If a student is dropped in error and has to be reinstated, the student will not regain access to Canvas until the next scheduled roster update occurs.

Should instructors have any questions about class rosters or the monitoring of student attendance, they should contact their immediate supervisor.

---

## FINAL GRADE ROSTER

An instructor should not submit an audit ("AU") on the Final Grade Roster for any student who has not already officially received that designation ("AU") on the Revised Roster. An instructor may not post a grade of "W".

Grades are due into MyFGC by the posted date in the Academic Calendar. After the deadline, the Vice President of Academic Affairs is notified of all missing grades. Any late grades should still be entered into MyFGC by the instructor.

---

## AWARDING GRADES OF "F" and "I"

Remember: if you award final grades of "F", "I", or "U", you will need to also indicate on the final grade roster within MyFGC the student's last date of attendance. This is required for financial aid purposes. See the incomplete statement above.

---

## MID-TERM GRADE WARNINGS

FGC does not provide mid-term grades. Instructors will consult with their students regarding mid-term warning grades. Mid-term grades should not be entered into MyFGC.

Instructors are responsible for responding to each Early Alert notification by the established deadline to ensure timely student support.

**Note:** It is the instructor's option to give a failing grade ("F"). However, the instructor can do this only after the last date for a student-initiated withdrawal. The last date of attendance must be entered on the final grade roster.

---

## CHANGE OF GRADE FORM

In the event a grade must be changed (if an "I" was assigned, for instance), this is the form to fill out and submit to the Office of Records. This form should not be submitted by a student. **WARNING!!** If an "I" grade is not changed by the deadline shown on the academic calendar, the "I" will be converted to an "F".

---

## FINAL EXAM POLICY

The College shall set aside appropriate times during each term/semester for faculty to administer a final examination in each college credit course.

Each faculty member who teaches a college credit course shall administer a final examination during the examination time set aside by the College. At the faculty member's discretion, he/she may provide other appropriate instructional activity during the specified time, and in lieu of a final examination, or may continue instruction during the scheduled final exam period. It is the faculty member's responsibility to consult with the appropriate Dean and then the Vice President concerning the method to be used, reaching an agreement which is consistent with concepts for each course.

Faculty members teaching classes on schedules not covered by the examination schedule will make, in consultation with the classes, arrangements for an examination time, and inform the appropriate Dean and Vice President of those arrangements.

Students shall not be required to take more than three examinations on the same day. When the examination schedule would cause students to be scheduled for more examinations on the same day, provisions will be made for alternative testing arrangements for those students who petition for them. Faculty members are expected to make reasonable accommodations for students to avoid having students take more than three examinations on the same day.

Students are expected to take tests and examinations. The Final Exam Schedule is published in the College Schedule of Classes each term. Instructors will receive a copy of the exam schedule, and are to announce the exam date, and post the exam schedule.

Instructors are required to keep the final examination papers or evaluative instruments of students on file for one semester, in case any question arises concerning grades.

## **AUDITING COURSES**

---

Auditing a course allows the student to attend classes without taking examinations or receiving credit. A grade of "AU" is assigned.

Auditing a course requires the instructor's permission and must be done when registering for the course at the beginning of the semester. The student needs permission from the instructor to audit a class. The audit option is designed to give students an opportunity to take courses to gain perspective, to review subject material, or for enjoyment, without academic penalty.

A student auditing a course is not allowed to change to credit status. Courses taken for audit do not count as hours enrolled for the following areas: Veteran's certification, Financial Aid awards, international student enrollment requirements, early admission program requirements, or dual enrollment.

## **ABSENCE OF AN INSTRUCTOR FROM A CLASS**

---

If an instructor must miss a class because of illness or some other reason, he or she must notify the appropriate coordinator, director, or supervisor, as soon as possible. Every attempt should be made to reach the supervisor.

If an instructor feels that a substitute is needed in his/her absence, he or she should contact the supervisor as soon as possible.

It is the responsibility of the instructor to obtain both the residence and business telephone numbers of each student in a class if the instructor wishes that information. Since students often do not inform the Registrar of changes, do not count on the college database for this information.

## **DELAY OF AN INSTRUCTOR IN MEETING A CLASS**

---

If an instructor must be late for a class session, he or she must notify, as soon as possible, the supervisor or vice president so that adequate provision can be made for the class. If an instructor must call after 4:30 p.m., he/she should call the Security campus extension 386-754-1010 to get a message to the appropriate supervisor.

## **COLLEGE CREDIT HOURS OF INSTRUCTION**

---

State Board of Education rules define the required minimum number of hours of instruction (or equivalent) for the credits the colleges and universities of the state may grant. The Florida Gateway College instructional calendar is prepared each year to ensure that all day and evening classes are scheduled to meet or exceed these requirements, including class breaks and examination time. It is of great importance, therefore, that all instructors adhere to the scheduled hours of instruction. If absence from class is necessary, the instructor should contact the

division coordinator, director, executive director, dean, or vice president about arranging a substitute instructor or about scheduling class make-up time. Since exam week is a part of the instructional schedule.

**Note:** All classes should meet during that week at the times scheduled for final examinations.

In college credit classes, fifteen hours in class equals one credit hour. For a student to be considered a full-time student, he/she must take at least 12 credit hours. To complete an Associate in Arts degree in two years, a student should take at least 15 hours per fall/spring term.

## **CLASSROOM CONTROL**

---

The progress of a class must not be jeopardized by permitting the continued presence of any student whose behavior in any way could adversely affect the class. While the responsibility for the administration of classroom discipline ordinarily rests with the instructor, if an issue or concern arises, the appropriate supervisor or dean must be contacted immediately. If required, the supervisor or dean will contact the Code of Conduct Officer, who handles all disciplinary problems which are referred to Student Conduct. Additionally, the Code of Conduct Officer is available to all faculty/staff for consultation on behavioral intervention (extension 4458). If an adjunct instructor takes disciplinary action concerning a student, the Code of Conduct Officer must be notified. Should the behavior of a student require assistance with removing the student from the classroom, Public Safety may be contacted at extension 4428. For further information, see the Student Code of Conduct in the Student Handbook.

## **TOBACCO PRODUCTS**

---

There will be no smoking or other consumption of tobacco products in any classroom or laboratory by students or faculty. This policy applies to on-campus and off-campus facilities.

## **SPEAKERS**

---

Any instructor who wishes to have a speaker who is not a member of the faculty appear in class is required to notify the appropriate supervisor in advance of the proposed date. Regular contract and budget procedures must be followed if there is cost involved.

## **CHANGE IN MEETING LOCATIONS**

---

Occasionally, instructors find it necessary or desirable to conduct a class session in a different location, classroom, or laboratory other than the one to which they were assigned. Should this occur, prior permission must be obtained from the appropriate director, associate dean, dean, or vice president, and signs should be posted at the assigned location to indicate the change. Permanent changes should be submitted to the Office of Registration and Records by the faculty coordinator so that the correct location is in the system.

All classes must meet for the total scheduled hours in the assigned classroom facility on the scheduled day or evening. No exceptions will be allowed without written permission of the appropriate director, executive director, dean or vice president.

## **CREDIT BY EXPERIENTIAL LEARNING**

---

Students may earn credit for life or work experience. To earn credit in this manner, the student must apply to the vice president. Experiential learning application forms are available in the Office of Registration and Records. The method of evaluation, whether by examination or portfolio, will be determined by the director, associate dean, dean, or vice president. There will be a \$100 assessment fee per course. Grades for these courses will be reported on a pass/fail basis. For further information, refer to the college catalog.

## **LIBRARY SERVICES**

---

The mission of the library is to support the educational and enrichment goals of Florida Gateway College through instruction and access to information for FGC students and community members. Library hours are posted on the website.

- Phone 386-754-4401

- Email: [library@fgc.edu](mailto:library@fgc.edu)
- The library website also includes [research guides](#).

## LIBRARY RESOURCES AND FACULTY PARTICIPATION

---

As a faculty member at Florida Gateway College, your advice and involvement in developing and maintaining the collection is required by our accrediting agencies to meet the high standards expected of an academic library. You may make online requests for materials to support your courses through the Library Materials Request form located on the Library Services webpage. The Library Dean has final authority on collection development.

Faculty are encouraged to notify the library staff prior to giving class assignments requiring use of the library, to identify available materials and to place on reserve those items that should be available in the library for all students in the class. You may place your personal books or articles on reserve for in-library use only, or for limited checkout as specified by the instructor.

## INTELLECTUAL PROPERTY

---

Florida Gateway College subscribes to the belief that intellectual property rights should be respected and honored, and fair and appropriate use of published materials is both a legal and ethical obligation that all members of the College community should observe.

FGC Board Policy 6Hx12:04-14 addresses in detail intellectual property rights.

## LIBRARY ORIENTATION AND LIBRARY SKILLS ASSESSMENT

---

The library offers tours and classroom instruction. The Director of Learning Resources will work with you to design a tailored library orientation for your students. The orientation covers library services, basic research skills, and plagiarism avoidance.

## INSTITUTIONAL EFFECTIVENESS

---

The Department of Institutional Effectiveness and Assessment provides assessment, planning, data, research, and accreditation support services to the College community. Services offered by the Department to faculty include:

- Distribution and reporting of course evaluations
- Creation, distribution, and reporting of program-specific surveys, such as graduate and employer surveys
- Assistance with student learning outcomes assessment tools and processes
- Support for assessment, planning, credentialing, and other processes in XitracS (the College's assessment, planning, and accreditation software)
- Provision of student and program data as needed for accreditation, reporting, and other needs
- Assistance with three-year program review
- Research and data collection consultation to evaluate success of programs and initiatives

## STUDENT LIFE

---

The Student Life Office, located in Building 007, also known as “The Hall”, hosts many social and cultural events that can enhance the students' overall college experience. These events usually offer a variety of entertainment, giveaways, and free food. Throughout the week, Student Life also hosts drop-by activities to promote student engagement outside the classroom. All events and activities can be found on the Student Activities calendar, which is updated each month, or text SAO to 797979 for event updates.

Food insecurity and adequate clothing can be a challenge for some students. To meet this need, the Student Life office is also home to the Student Food Pantry and the Career Closet. Students may visit the food pantry or career closet discretely anytime during their enrollment at FGC.

If you have any questions, contact us at Extension 4316 or [student.life@fgc.edu](mailto:student.life@fgc.edu).

## ADVISING AND CAREER SERVICES

---

Academic advising is located in Building 014 and is an important part of the student experience at Florida Gateway College. Although new students meet with professional advisors in the Office of Advising Services and often continue those relationships to program completion, faculty advising plays a significant role in the development of many FGC students.

Faculty advisors have a unique perspective about the academic experience at FGC and what it takes to be a successful learner. In addition, faculty advisors have valuable insights regarding career and life goals, based on their field of expertise, which can help students develop personal awareness that extends beyond the college experience.

Graduation applications must be completed with an advisor and filed with the Office of Registration and Records at the beginning of the student's final term. CAPP, the degree evaluation in Banner, is a useful tool to verify that all requirements have been met. Students interested in career guidance should meet with their advisor.

Hours: are 8:00 a.m. to 4:30 p.m., Monday through Friday (Fall and Spring terms)

7:30 a.m. to 5:00 p.m., Monday through Thursday (Summer term)

## OFFICE OF ACCESSIBILITY SERVICES

---

Services are provided to persons who have impairments that substantially limit major life activities, including the ability to learn. Training that outlines the legal requirements to ensure non-discrimination will be made available through the Office of Accessibility Services (OAS).

The OAS provides advising and identification of accommodations as well as services, including individualized tutoring for all students who self-identify and document their disability. Confidential files related to individual disabilities are maintained only by this office.

Students are required to register with the office to receive accommodations and must provide accommodation letters issued by the OAS to their instructors. Faculty are required to provide the accommodations identified in the letter unless the student opts to exercise their right to refuse any or all of the accommodations if so desired. Instructors are strongly encouraged to contact the office (Building 014, Room 104) with any questions or concerns, or to determine whether special arrangements can be made to assist them in providing the needed accommodations. To contact the Office of Accessibility Services, call 386-754-4393 or email us at [accessibility.services@fgc.edu](mailto:accessibility.services@fgc.edu).

## TEST CENTER

---

The Test Center is located in Building 007, Room 109. Students are required to present a government-issued or FGC photo ID prior to testing. The Test Center web page can be viewed at [testcenter.fgc.edu](http://testcenter.fgc.edu). It is the responsibility of the Coordinator of Testing to oversee all testing activities assigned to the Test Center.

Exams are normally delivered via the computer or online, and they are all closely monitored using security cameras with one or more test administrators or proctors present. The Test Center administers exams in compliance with state and federal regulations, including adherence to guidelines established in the Americans with Disabilities Act. Students with documented disabilities may qualify for accommodations as prescribed by the Disabilities Services Coordinator.

Effective assessment, testing, and certification services are fundamental to providing students and other test-takers a means of evaluating and measuring their potential and in accomplishing their goals. Visit the Test Center webpage for specific exam offerings.

## OMBUDS OFFICE

---

A student may appeal a decision that is related to the student's access to courses and credit granted toward the degree to the Office of the Ombuds Coordinator. The Ombuds Office is located in Building 002, telephone 386-754-4441.

## ACADEMIC SUCCESS CENTER

---

Located in Building 200, Room 115, the Academic Success Center provides peer tutors for all levels of math, writing, and reading. Students may submit academic papers for review using in-house tutors via [college.success@fgc.edu](mailto:college.success@fgc.edu). Chemistry, physics, Spanish, and statistics tutors

are also available depending on the current Tutor backgrounds. Tutors receive Level I CRLA (College Reading and Learning Association) training and certification. The center also offers Peer Mentors for college success. Tutor and mentor schedules are posted on the Tutoring Dashboard in Canvas and located in Building 200 during each semester.

An online tutoring program is also available, through Canvas for all FGC students, and is available 24/7/365. Tutors are available for a wide variety of subjects. Essay and other writing assignments may also be submitted for tutor review.

## TRIO STUDENT SUPPORT SERVICES

---

Florida Gateway College is a TRIO SSS College. The TRIO Student Support Services Program (TRIO SSS) is a federal outreach and student services program designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO SSS provides personal college success coaches; academic tutoring; advice and assistance in postsecondary course selection; assistance with information on student financial aid programs; benefits and resources for locating scholarships; and assistance in completing financial aid applications. TRIO SSS also provides counseling sessions designed to improve financial and economic literacy as well as assistance in applying for admission to and obtaining financial assistance for enrollment in four-year programs. For more information you may call the TRIO SSS Program office 386-754-4458 or 386-754-4445.

## EARLY ALERT/RETENTION -- EAB NAVIGATE

---

EAB Navigate is the tool Florida Gateway College uses for student early alert to increase retention and completion. Each semester, two Navigate early alert campaigns are created which generate an email to instructors asking them to complete a progress report on their students in their courses.

We want to help create an environment of open conversation between student and instructor by communicating with students ahead of our first early alert campaign each semester. Please help us in this endeavor. Take a few moments to discuss with your students about Navigate, the "at risk" email, and FGC's goal of student support with successful course completion.

## SUBMITTING A NAVIGATE PROGRESS REPORT

Advising sends an EAB Navigate Progress Report Campaign email to instructors two to four weeks into a new semester and again just before withdrawal deadline.

When you receive your email notification of EAB Navigate Progress Report Campaign:

- **Click on the link** and you will be redirected to your courses and students
- **Select and complete a progress report on your at risk students only** using the criteria below:
  - multiple absences
  - incomplete/missing assignments
  - failing grade (F) or a grade that is very close to failing
- Please **include the students' current grade, attendance, and comments** that will help Success staff offer assistance to your students. We do not share this information; we offer support.
- **If you have a student(s) who need(s) to withdraw from your course, please be sure to add that in the comments.** When we contact students who need to withdraw, we will inform them to see their advisor to consider withdrawal. We will offer academic support for those students not recommended for withdrawal.
- **Scroll down and select Submit unmarked students as NOT at risk -- I am done.** This will identify the students at risk and you will not have to complete a report for students with satisfactory progress.

Upon completion of the progress report, an email is generated and sent to students whose success may be at risk.

If you are listed on a course in Banner as "0%", you do not need to respond. Only the course instructor will need to respond

## WELLNESS CENTER

---

Challenge yourself and better your health in the FGC Fitness Center. You will need your FGC ID Number to check in at the front desk in the Fitness Center. Full- or part-time FGC students, faculty, and staff enjoy access to a variety of free weights, machines, and cardio equipment. There is something here to suit every fitness level. Per policy 6Hx12:6-46, all full-time employees may use one-half hour per day, three days per week, during their normal working hours for participation in wellness activities such as the Wellness Center. Total weekly allotment may not exceed one and one-half hours of the employee's normal work week.

## ADMISSIONS

---

FGC requires all new and returning students to complete the online Application for Admission. This application may be accessed from the main FGC web page.

Once all admission requirements have been fulfilled, students receive a formal letter from the Office of Admissions informing them of their admitted status as well as providing additional information about their next steps to enroll. An initial advising hold is placed on the record of all new and returning students to require them to meet with an academic advisor before they can register for classes.

Faculty, when speaking with or advising students, should confirm that the student has completed the application process. Some students may complete supplemental program applications without first applying for general admission to the college.

See the Admissions Section of the College catalog for more specific information about the admission process.

## REGISTRATION AND RECORDS

---

The Office of Registration and Records is located in Building 15. Staff provide a variety of services, assistance and guidance to prospective, current and former students, in compliance with college, state and federal policies, procedures, rules, laws, and guidelines. The services include determination of residency for tuition purposes, registration, processes to request college transcripts, and verification and certification of enrollment status, graduation, updating student information, and veteran's services. Please see the College catalog or our website for more information. Questions about our processes or other functions should be directed to their office.

## TUTORIALS

[Tutorials for various processes](#) are available. These tutorials include how to access student information and class rosters and how to enter grades. Links are available for information for faculty from the Office of Registration and Records including FERPA.

## ACADEMIC CALENDAR AND CATALOG

Please refer to the Academic Calendar for important dates and deadlines. The College Catalog contains additional important information, including graduation requirements for various degrees, academic sanctions, course prerequisites, and course repeat rules.

## FINAL GRADES

All final grades are entered into MyFGC. It is crucial that grades be entered into MyFGC by the designated deadlines. Other offices have processes that must take place after grades are awarded. The impact of late grades includes unnecessary telephone calls, delayed graduation and delayed transcripts. A student's last date of attendance should be provided for assigned "I", "F", or "U" grades. These are audit issues and also impact financial aid.

## FERPA

---

*Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)*

Once a student is enrolled as a postsecondary student, the rights belong to the student, and the parent no longer has the right to the academic information. This includes dual enrollment students. Directory information may be released without the student's written consent, unless the student has directed that no information be released. All inquiries for information should be directed to the Office of Registration and Records because students can request a restriction on the release of directory information. The Office of Registration and Records is the custodian for

any written consent for release of information. Do not provide non-directory information in letters of recommendation without signed, written consent of the student. Law enforcement officials looking for students should be directed to Ms. Judy Tatem, Director of Safety and Security. Information related to student records is confidential and is to be used for Florida Gateway College purposes only. The Family Educational Rights and Privacy Act (FERPA) regulates the use and disclosure of this information. Detailed information relating to FERPA is in the College catalog.

Information covered by FERPA includes information in the Banner student system. As such, it is to be used for carrying out work responsibilities only and must not be released to third parties or used for any other purpose. Requests for information regarding student directory information or other student information should be referred to the Office of Registration and Records. Any violation of these policies will result in access denial or removal of access.

FGC requires a FERPA Certification for all employees to confirm that they will abide by FERPA regulations and the policies of the College relating to student records and information. This is maintained by Human Resources. An online FERPA training must also be completed by all employees.

Detailed FERPA information is in the College catalog.

## **IMPORTANT POINTS TO REMEMBER**

1. Check to see if a student's information is flagged as confidential before releasing any information, including directory information. It is better for requests for information to be forwarded to the Office of Registration and Records.
2. Any papers with student information on them, even if it is just a social security number with no name, must be shredded for disposal, not thrown in the trash.
3. Passwords to access the student database or Self-Service Banner must not be shared with anyone.
4. Students, even student workers, are not allowed access to the student database.
5. Sign off the student database whenever you leave your computer unattended.
6. Parents are only entitled to directory information, unless proof of dependency or a signed release from the student is received by the Office of Registration and Records.
7. Access to the database or Self-Service Banner does not authorize unrestricted use of student data. Records should only be accessed when needed in the context of official business.

## **STUDENT SCHEDULE PLANNER**

---

Students may use the Schedule Planner application on EAB Navigate. The student must log in, go to the student menu, select the Registration link, and then choose Schedule Planner. This will provide the student with various schedule options. Once the desired schedule is chosen, any student allowed to register through MyFGC may register for classes from the Schedule Planner.

Advisors may also access a Guest Mode of Schedule Planner from the MyFGC Faculty Services tab to help students develop the desired schedule of classes. Registration is not allowed from Guest Mode.

## **FORMS**

---

Please ensure that all forms that you sign are submitted to the Office of Registration and Records are filled out completely, accurately, and legibly. Anything requiring additional signatures, including the vice president's, should have that approval before being sent to the Office of Registration and Records. Forms are available on the Registration and Records web page. Please pull forms from the web page to ensure that you are using the most current version of the forms.

## **OVERRIDES**

Various staff have permit/override authority to override prerequisites, corequisites, capacity, and time conflicts. The override must be entered in Banner by the authorized person in your area or noted on the registration form. Contact your vice president or the Office of Registration and Records if you have any questions.

## ADMINISTRATIVE TRANSFER

The administrative transfer was designed to allow an instructor or academic administrator to transfer a student from one section of a class to another, or to move the student to a more appropriate class, after the Add/Drop period is over. This is often necessary, for instance, when a student's work schedule changes. This type of transfer also requires the signature of the vice president or his/her designee, who should note "Administrative Transfer" on the form.

## FINANCIAL AID

---

The Financial Aid Office provides financial assistance and counseling for students who need help in meeting college expenses. Loans, grants, scholarships, and work study are available to qualified students. Questions about the process, deadlines, how to maintain eligibility, etc., should be directed to the Financial Aid Office or our website.

## DUAL ENROLLMENT

---

Dually enrolled high school students may also attend college courses with specific approval from their high school. These students must meet specific criteria and file specific forms with the College to meet all applicable qualifications.

Questions regarding dual enrollment students should be directed to the Executive Director of Admissions & Dual Enrollment located in Building 014, telephone 386-754-4443.

## REQUESTS FOR DUPLICATING, PRINTING, AND DESIGN

---

Most duplicating, printing, and design jobs are outsourced to the appropriate printing vendor. The following procedure will be followed should you need any duplicating, printing, design work or other type of advertising specialty.

1. Fill out the Outside Printing Request Form
2. Email [printing@fgc.edu](mailto:printing@fgc.edu) and copy Rob Chapman ([rob.chapman@fgc.edu](mailto:rob.chapman@fgc.edu)) Chelsea Allen ([chelsea.allen@fgc.edu](mailto:chelsea.allen@fgc.edu)) and Traci Nabli ([tracy.nabli@fgc.edu](mailto:tracy.nabli@fgc.edu)). Your email must contain the following information:
  - Subject Line: Department - Product being ordered (*Example: Marketing - Business Cards & Name Badges Chapman & Nabli*)
  - All detailed information regarding your printing request
  - Attached Outside Printing Request Form
    - You will receive an email from FGC-Marketing with your Work Order in the subject lines. They start with "FM"
3. Create a requisition for your outside printing request and include the Work Order Number under "Document Text" on the requisition.
  - If the print request requires an item that is not listed below in the Outside Printing list, a request for a quote will be made to the vendor by Rob Chapman, Chelsea Allen or Tracy Nabli and then provided to you so that you can create your requisition.
4. Reply back to the email from FGC-Marketing that provided you with your Work Order Number and provide the requisition number for your order.
5. You will be notified by the Mailroom once your item has been received so that you can pick it up or make arrangements for it to be delivered if applicable.