



Student Handbook

2025-2026



Florida Gateway College



Our Mission

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.

This handbook is provided to students and applicants for their general guidance only.

It does not constitute a contract, either express or implied, and is subject to change at the discretion of the College.

Our Commitment to Diversity

We at Florida Gateway College are a multicultural community of diverse 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.

Statement of Equal Access/Equal Opportunity

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 in accordance with the law is prohibited.

The Civil Rights and Compliance Officer for the College is Cassie Buckles, Associate Vice President of human resources, Building 001, Room 116; 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call 386-754-4313 or email Cassandra.Buckles@fgc.edu.

Table of Contents

Our Mission	2
Our Commitment to Diversity	2
Statement of Equal Access/Equal Opportunity	2
Table of Contents.....	3
President’s Welcome.....	7
Consumer Information	8
Student Privacy Information.....	8
Graduation/Completion and Transfer-out Rates	8
Campus Crime Statistics and Institutional Security	8
Institutional Information	8
Americans with Disabilities Act	9
FloridaShines	9
Financial Assistance Information	9
Scholarships	9
Voter Registration Information	9
Medical Services	10
Weather Emergency College Closing.....	10
General Rights of Students	12
Discrimination	12
Freedom of Speech and Assembly	12
Freedom of the Press	12
Protection Against Unreasonable Searches and Seizures	12
Student Representation in College Governance.....	12
Disruption-free Learning Environment.....	12
Records.....	13
Notification of Social Security Number Collection and Use.....	13
Notification of Rights under FERPA	13
Student Code of Conduct	14
Academic Misconduct	14
Intellectual Property	14
Plagiarism	14
Computer Honor Code.....	15

Drug Free Campus	15
Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs.....	15
Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse	15
Disciplinary Actions Pertaining to Drug/Alcohol Violations.....	16
College Regulations Governing Illegal Drugs: Trafficking in Illegal Drugs.....	16
Illegal Possession of Drugs.....	16
Possession, Sale, or Consumption of Alcoholic Beverages	17
Conditions for Immediate Suspension.....	17
Damage, Theft, or Misuse of Property	18
Facility Requirements Based on Gender	18
Discrimination and Harassment	18
Disorderly Conduct.....	19
Disorderly Assembly	19
False Information	19
Possession, Storage and Issuance of Weapons, Firearms, Ammunition, Fireworks and Explosives.....	19
Hazing.....	20
Sex/Gender Discrimination and Sexual Misconduct	20
Tobacco Products and Designated Smoking Areas	21
Traffic and Parking.....	22
Trespassing.....	23
Student Rights	23
Disciplinary Process.....	23
Disciplinary Resolution(s)/Sanction(s)	24
Violations of Student Code of Conduct	25
Students Charged with the Commission of a Felony.....	26
Academic Appeals	26
Ombudsperson.....	26
Initiation of a Grievance	26
Student Fees	27
Fee Schedule	27
College Refund Policy	27
Other Campus Services	27
College Bookstore	27
Library	28
Student Services.....	29

Advising Services	29
Transfer & Career Services	30
BetterMynd – Online therapy for College Students	30
Accessibility Services	31
Student Success Center (SSC)	31
Tutoring and Mentoring Services.....	31
TRIO Student Support Services.....	32
Cost of Attending FGC	32
Online Self-Service for Students	32
Athletics	33
Intramurals.....	33
New Student Orientation	33
Residence Life.....	34
Student Activities	34
Amenities & Services	34
Events.....	34
Wellness Center.....	34
Identification Cards.....	35
Student Government Association.....	35
Student Representation in College Governance.....	35
Student Organizations.....	35
Create Your Own Club	35
Student Conduct.....	36
Registration and Records	36
Admission Processing.....	36
Course Registration.....	36
Transcript Services	36
Residency and Financial Aid Support	36
Transcript Services and Evaluation	36
Graduation Processing.....	36
Veterans’ Services	37
College Admission Policies	37
Information about Dropping Classes, Withdrawals vs. F grades, and “I” Grades.....	38
Dual Enrollment	39
Financial Aid	39

Applying for Financial Aid	39
Verification of Financial Aid Information	40
Satisfactory Academic Progress (SAP)	40
SAP Appeal Process.....	40
Board of Trustees Scholarship (BOT)	41
Foundation Scholarships	41
The Foundation for Florida Gateway College	41
Public Safety.....	42
Lost and Found.....	42
Public Safety Office.....	42
Campus Law Enforcement Practices	42
Sexual Assault, Domestic Violence, Dating Violence and Stalking	43
Reporting an Incident	43
Survivor Confidentiality.....	44
FGC Educational Programs	44
Campus Sexual Assault Victim Bill of Rights	44
Crime Prevention	44
Bystander Intervention	44
Counseling, Personal	45
BetterMynd – Online therapy for College Students	45
Emergency Crisis Assistance.....	46
Domestic Violence.....	46
Drug and Alcohol Abuse	46
District Board of Trustees	47

President's Welcome



The faculty and staff of Florida Gateway College take incredible pride in the College's long-standing history of educating students. Since 1947, we have been dedicated to fostering academic excellence and growth in the students from our five-county service region (Columbia, Baker, Union, Gilchrist, and Dixie counties), and from other counties across the state and nation.

We begin this academic year with many exciting changes including a growing student body, and new student life initiatives. In addition, the College continues to focus on meeting and exceeding the expectations of our students, which includes increasing new enrollment, providing students additional opportunities for student success both inside and outside the classroom and continually assessing strategies and policies in helping students succeed.

Our Associate and Certificate programs continue to be the backbone of our academic programming, while also offering Bachelor Degree programs in Nursing, Water Resource Management, Early Childhood Development and Elementary Education. We are excited to offer our newest four-year degree, the Bachelor of Science in Business Administration.

FGC and its communities are excited about what is happening on campus now and in the future. Our mission is to provide you, the student with superior instruction while also providing a nurturing environment where our faculty and staff help you achieve success along the way.

This handbook is an important resource for all new and returning students to utilize. It has important academic and student services information that can be assessed and I would encourage you to keep this conveniently located so you can refer to it. If you ever need additional information, please feel free to contact any of the administrative offices listed.

Welcome and best wishes for a successful 2025-2026 academic year!

A handwritten signature in black ink that reads "Lawrence M. Barrett". The signature is fluid and cursive, with the first name "Lawrence" and last name "Barrett" clearly legible.

Lawrence Barrett, Ed.D.
President

Welcome to Florida Gateway College!

You Belong Here.

Consumer Information

The following reports, policies and general information are available to you upon request. In addition, most of this information is directly accessible on the Florida Gateway College Web site at: [Consumer Information](#).

Student Privacy Information

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 [Academic Catalog](#), and at the Enrollment Services Office in Building 015, or on the office's [FERPA](#) page on the College Web site.

Graduation/Completion and Transfer-out Rates

Information about Florida Gateway College's graduation, completion, and transfer-out rates is available in the Fact Book through the Office of Institutional Effectiveness, located in Building 200, Room 133. For inquiries, call 386-754-4461. Additional student achievement metrics can also be found on the Department's website [Institutional Effectiveness](#)

Campus Crime Statistics and Institutional Security

Florida Gateway College is committed to assisting all members of the community in providing for their own safety and security. Florida Gateway College's annual security report is available online. This report is required by federal law and contains policy statements and crime statistics for the College. The policy statements address the College's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergencies, and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the campus. This report is available online at [Campus Safety](#). You may also request a paper copy from the Department of Public Safety at Building 007, or by calling 386-754-4490.

Institutional Information

This includes requirements and procedures for withdrawing, cost of attendance, refund policy, current academic programs, and names of accrediting agencies. This information can be found in the [Academic Catalog](#) and on the [College Web site](#). Additional information regarding withdrawing and current academic programs may be obtained from the Enrollment Services Office in Building 015, telephone 386-754-4208. Additional information regarding the cost of attendance can be obtained [online](#).

Americans with Disabilities Act

In accordance with College Policy 6Hx12:6-44, Florida Gateway College fully complies with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008. These laws prohibit discrimination against individuals with disabilities in employment, public services, public accommodations, and access to programs and services. The College also adheres to Section 504 of the Rehabilitation Act, ensuring that individuals with disabilities are provided equal access and opportunity, as required by federal law. Additionally, the ADA does not override any federal, state, or local laws that offer equal or greater protections for individuals with disabilities.

It is the policy of the District Board of Trustees to provide reasonable substitutions for admission, academic program requirements, or graduation criteria for eligible students with documented disabilities. Eligibility must be verified by a qualified professional in the relevant field.

For accessibility services or accommodations, please contact the Director of Testing and Accessibility Services, located in Building 007. They can be reached at 386-754-4393. Students are encouraged to make contact prior to or immediately upon arrival on campus.

FloridaShines

[FloridaShines](#) is a service of the Florida Virtual Campus and is a resource for planning and managing your higher education experience.

Financial Assistance Information

Florida Gateway College provides a range of financial aid options for eligible students. Available aid includes grants, scholarships, loans, and work-study opportunities. Information is provided on types of aid, application procedures and required forms, eligibility criteria, and the methods used to determine award amounts.

The College also outlines standards for *Satisfactory Academic Progress (SAP)*, the process for regaining eligibility if these standards are not met, and the procedures for disbursement of funds. In addition, the handbook explains qualifications for student loans and employment programs, as well as federal loan repayment options for students involved in approved volunteer service programs.

Students can find detailed financial aid information in the Academic Catalog, on the College website, or by visiting the Financial Aid Office in Building 014. For personal assistance, contact the office at 386-754-4296.

Scholarships

Florida Gateway College offers a variety of scholarship opportunities to support student success. Scholarships are available through the Financial Aid Office, and the Foundation for Florida Gateway College Office. Students are strongly encouraged to explore the resources and options provided by each office to find scholarships that meet their needs and qualifications.

Voter Registration Information

Florida Gateway College encourages all students who are U.S. citizens and at least 18 years of age to participate in local, state, and national elections. Voter registration forms are available in the Student Life Office, located in Building 007, as well as through your county Supervisor of Elections Office. For students residing in Columbia County, additional information is available by contacting the Elections Office at 386-758-7029.

Medical Services

In the event of illness, injury, or an emergency while on campus or participating in a college-sponsored activity, students should contact their personal physician or proceed to the nearest emergency room. If the situation is life-threatening, 911 should be called immediately. The incident must also be reported promptly to Public Safety at extension 1010 or by calling 386-623-2398.

Students are responsible for all costs associated with medical treatment, transportation, and emergency services.

Weather Emergency College Closing

In the event of severe weather or other emergencies, Florida Gateway College will follow the established emergency procedures and college closing plan. The decision to close the College will be made by the College President or their designee. Once a decision is reached, the President will inform the Media & Public Information Department, which will then notify the public through various media outlets and official channels.

Sources for Emergency Closing Information:

Columbia County Citizens Information Hotline: 386-719-7530

(Note: Activated only during declared emergencies)

FGC Hotline: 386-754-4590

FGC Website and Main Line: www.fgc.edu | 386-752-1822 *(conditions permitting)*

Broadcast Media (Radio and Television):

WCJX 106.5 The X (Columbia, Baker & Union counties)

WNFB Mix 94.3 FM* (Columbia & Union counties)

WQHL 98.1 FM* (Suwannee & Columbia counties)

WQLC Power Country 102.1 FM (Columbia & Union counties)

WSKY 97.3 / WKTK (Gainesville area)

WUCR 107.9 FM (Union County)

Channel 20 WCJB (TV – Gainesville)

Channel 4 WJXT (TV – Jacksonville)

Channel 12 WTLV (TV – Jacksonville)

**Stations marked with an asterisk are designated Emergency Alert Stations by the federal government.*

Newspapers & Websites:

Lake City Reporter • Baker County Press • Union County Times • Dixie County Advocate • Gilchrist County Journal • High Springs Herald • Florida Gateway College website (conditions permitting)

The Department of Public Safety will notify students, faculty, and staff via the College's emergency alert system. Everyone is encouraged to monitor multiple sources listed above for the most accurate and timely updates. If one outlet does not provide information, check another.

Please note that during emergencies, phone lines may be congested, causing delays in broadcasting updates. Students and employees are encouraged to share confirmed information with peers.

Personal Safety Consideration:

If the College remains open but your area is experiencing hazardous conditions, use your best judgment regarding travel. Students should contact their instructor, and employees should contact their supervisor to discuss any absences due to weather or emergency conditions.

Emergency Contact Numbers:

Columbia County Emergency Management: 386-758-1125

Baker County Emergency Management: 904-259-6111 or 904-259-8024

Dixie County Emergency Management: 352-498-1240

Gilchrist County Emergency Management: 352-463-3410

Union County Emergency Management: 386-496-4330

Duval County Emergency Management: Accepts closing information only from Duval County officials

The College switchboard and FGC Hotline will provide modified messages indicating campus status as conditions permit. Additional updates will be available on the FGC website and Channel 8 (Columbia County).

Additional Resources:

Florida Division of Emergency Management: www.FloridaDisaster.org

State of Florida Portal: www.MyFlorida.com

Homeland Security Disaster Preparedness: www.Ready.gov

For further clarification, contact the Department of Public Safety at 386-754-4490 or the Public Information Office at 386-754-4247.

General Rights of Students

Discrimination

Florida Gateway College is committed to providing an inclusive and equitable environment. The College does not discriminate in its educational programs or employment practices based on 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 applicable law.

For any concerns regarding discrimination or equity, please contact the College's Civil Rights and Compliance Officer, Cassie Buckles, Associate Vice President of Human Resources, located in Building 001, Room 116, 149 SE College Place, Lake City, FL 32025. They can be reached at Cassandra.Buckles@fgc.edu or 386-754-4313.

Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints of censorship, subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. For more specific guidance, see the Student Code of Conduct in this handbook, or contact the Student Conduct Officer at 386-754-4458.

Freedom of the Press

In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship.

Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College safety officers or administrative officers may conduct searches and seizures only as authorized by law.

Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

- Propose policies that affect student activities and conduct.
- Make decisions on student activity budget matters.

Disruption-free Learning Environment

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have the right to a classroom free from disruptions, which interfere with learning. The instructor sets the standard of acceptable behavior in the classroom. In the interest of preserving the rights of others, a student may be dismissed from a class for unacceptable behavior.

Records

The Enrollment Services Office will maintain and safeguard student academic records. All official student and former student records are private and confidential. Separate records may be maintained by the following offices: Academic Advising, Financial Aid, Test Center, Veterans' Affairs, Accessibility Services, Business Office, and Student Life, and Student Conduct.

Notification of Social Security Number Collection and Use

In compliance with Florida Statutes 119.071(5), 1008.386, 1002.22(2), and State Board of Education Rule 6A-1.0955(3)(e), Florida Gateway College (FGC) provides the following notification regarding the collection and use of Social Security numbers (SSNs).

FGC collects SSNs to carry out its official responsibilities and duties. In Florida's seamless K-20 education system, sharing consistent data across institutions supports effective tracking and assistance for students transitioning between educational levels.

Additionally, federal law requires colleges to report student SSNs to the Internal Revenue Service (IRS) for the purpose of the Hope Tax Credit. Therefore, the collection of SSNs is necessary to comply with this federal mandate. While students may choose not to provide their SSN, failure to do so may result in penalties imposed by the IRS.

By providing your SSN, you consent to its use for the purposes described above. To protect your identity, FGC safeguards all SSNs against unauthorized access. The College will never release your SSN to unauthorized parties. Instead, each student is assigned a unique student identification number, which is used for registration, access to academic records, and other educational purposes.

For more information regarding the College's policies on the collection and use of Social Security numbers, please refer to the College Catalog or visit the FGC website.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to inspect and review education records, the right to request the amendment of education records that are believed to be inaccurate or misleading, and the right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA allows disclosure without consent. Once a student is enrolled as a postsecondary student, parents have no inherent rights to inspect a student's education records. However, records may be released to parents if:

- a) the student gives written consent;
- b) a subpoena is issued;
- c) the parent(s) submits evidence to the Office of Enrollment Services that the student is claimed as a dependent on their most current Federal Income Tax form;
- d) in an emergency, to protect the health and safety of the student or other persons.

Additionally, the College does have the right to notify parents/guardians if the student is under the age of 21 and the College determines that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance.

Detailed information about the Family Educational Rights and Privacy Act (FERPA), including who may access information contained in your educational records, is available through the Enrollment Services Office in Building 015. Additional information can also be found in the [Academic Catalog](#) and on the

[FERPA page](#) on the College Web site.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

Student Code of Conduct

The goal of the College is to fulfill the educational mission in part by teaching students how to function within acceptable guidelines in an academic environment. Consequently, the disciplinary procedures enacted by Florida Gateway College are developed as tools for guiding and teaching rather than punishment. Complete policies and procedures can be viewed on the [College Web site](#).

Student Code of Conduct information can be located at 6Hx12:9-08, or other policy information locations as shown below. The Code of Conduct is intended as a guideline for acceptable behavior as a member of the Florida Gateway College community. Usually, violations of the Student Code of Conduct can be handled by an internal procedure. When necessary, federal, state and/or municipal law enforcement and authorities may be involved. The following list is not all-inclusive:

Academic Misconduct

[6Hx12:9-08](#) Student Discipline

No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory assignment, examination, or other assignment included in an academic course. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to a class, including but not limited to tests, examinations, laboratory equipment and roll books.

No student shall sell, give, lend, or otherwise furnish to any person material that can be shown to contain the questions or answers to any examinations given at the College without authorization from the instructor.

Intellectual Property

[6Hx12:4-14](#)

Academic work completed by students shall be the intellectual property of the student unless otherwise determined by written agreement with the College. Florida Gateway College recognizes and conforms to all existing copyright laws, governing materials and created works in all formats. The College expects all staff, faculty, and students to adhere to these laws.

Plagiarism

[6Hx12:9-08](#) Student Discipline

Plagiarism is the unauthorized use of the words or ideas of another and the representation of them as one's own. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them.

When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Plagiarism may result in reduced grade, failure of assignment, failure for course, or other actions by the College.

Computer Honor Code

[6Hx12:9-08](#) Student Discipline

Violations of the academic computer honor code shall include using another person's personal access to computer records for purposes of either obtaining privileged information or causing unauthorized changes. It shall be considered inappropriate for the student to electronically, or by whatever means, bypass security measures installed on the computer for the purposes of record keeping.

Appropriate use of technology resources owned and operated by Florida Gateway College must always be legal, ethical, reflect academic honesty, and abide by college standards. In particular, threatening, obscene, or defamatory statements are prohibited.

Drug Free Campus

[6Hx12:10-9](#)

Florida Gateway College's detailed policy regarding alcohol and other drugs is Policy 6Hx12:10 – the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus is prohibited.

The possession or consumption of alcoholic beverages or illegal drugs on college property, or at events sponsored or supervised by the college, or on college-sponsored trips is prohibited. Beer and wine may be approved for events on campus. A request form is available in the president's office.

Violation of Drug-Free Campus policy or possession with the intent to manufacture, sell, or deliver any controlled substance identified in the Florida Statutes, shall result in any student being expelled, and any faculty member, administrator, or other employee shall be discharged. Any member of the College community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities, and to disciplinary procedures of the College.

Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs

In keeping with the primary mission of education, Florida Gateway College conducts a strong educational program aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the academic community, and include information about the incompatibility of the abuse or sale of alcohol and other drugs with goals of Florida Gateway College, the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other personal goals, and the potential legal consequences of involvement with alcohol and other drugs. Florida Gateway College conducts a biennial review of its program to determine effectiveness and to implement changes if they are needed, and to ensure that the sanctions below are consistently enforced.

Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse

Students, faculty, and staff who seek assistance for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through community resources. (Individuals who have failed to voluntarily avail themselves of services and/or who have failed to maintain satisfactory progress during the course of treatment and recovery will be subject to full disciplinary procedures according to college disciplinary policy. Those who voluntarily avail themselves of such services shall be assured that

applicable professional standards of confidentiality will be observed. For the name and number of appropriate counseling or rehabilitation service, contact the Vice President for Student Affairs and Public Information in Building 001, or by calling 386-754-4321.

The intent of these procedures is to accomplish the following:

1. Prevent the abuse of alcohol and other drugs through a strong educational effort;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping the abuse of alcohol and other drugs; and
3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

Disciplinary Actions Pertaining to Drug/Alcohol Violations

Students, faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances.” The following minimum penalties shall be imposed for the particular offenses described:

College Regulations Governing Illegal Drugs: Trafficking in Illegal Drugs

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance as identified a Schedule I or Schedule II drug of Chapter 893.03 of the Florida Statutes, (including, but not limited to, heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, MDMA (ecstasy), methaqualone),

- any student shall be expelled
- any faculty member, administrator, or other employee shall be discharged.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to steroids, diazepam, Phenobarbital),

- the minimum penalty shall be suspension from enrollment or employment
- for a second offense,
 - any student shall be expelled
 - any faculty member, administrator, or non-probationary employee shall be discharged.

Illegal Possession of Drugs

[6Hx12:9-08](#) Student Discipline

For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official deems appropriate.

Refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or employees. These penalties will be in accordance with college disciplinary procedures and/or the collective bargaining agreement.

Possession, Sale, or Consumption of Alcoholic Beverages

[6Hx12:9-08](#) Student Discipline

Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus College sponsored activities is prohibited unless specifically authorized. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.

State laws are outlined as follows:

Drinking Age

The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21.

It is unlawful for any person to misrepresent or to misstate their age. This includes the manufacture or use of false identification. The use of altered identification for procuring alcoholic beverages is a felony.

Open Container Law

It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets.

D.U.I. (Driving while under the influence of alcohol or other drugs.)

A mandatory suspension of license for 90 days for the first conviction. Fines of up to \$500 for the first offense.

A minimum of 50 hours of community service. Imprisonment of not more than six (6) months.

In addition to the legal requirements and penalties above, students found to be in violation of this College policy will be subject to penalties under the Student Code of Conduct. Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in college disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community.

An immediate suspension and subsequent hearings will be in accordance with college disciplinary procedures.

Damage, Theft, or Misuse of Property

[6Hx12:9-08](#) Student Discipline

Malicious or intentional damage, destruction, or theft of property belonging to the College, to a member of the college community, or to a visitor to the campus is prohibited. Tampering or the misuse of emergency equipment including fire escapes, fire doors, fire hoses, extinguishers, alarm equipment, smoke detectors, and blocking fire exits is strictly forbidden. No student may enter or use any College facility that is otherwise closed to use. This includes forced and non-forced entry.

Facility Requirements Based on Gender

All campus restrooms and changing facilities shall be designated for use by a particular sex and used exclusively by persons of that sex, as designated by the individual's assigned biological sex at birth. A person can only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- a) To accompany a person of the opposite sex to assist or chaperone a child under the age of 12, an elderly person, or a person with a disability or a developmental disability;
- b) For law enforcement or governmental regulatory purposes;
- c) To render emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- e) If appropriate designated restroom or changing facility is out of order or under repair, and the restroom or changing facility contains no person of the opposite sex.

Any student who willfully enters a restroom or changing facility designated for the opposite sex for any reason other than that set forth above and refuses to depart when asked to do so will be subject to the disciplinary process in the Student Code of Conduct.

Discrimination and Harassment

[6Hx12:6-23](#)

Florida Gateway College is committed to maintaining a safe and respectful environment. The College does not tolerate harassment, discrimination, or sexual misconduct and will take appropriate measures to address any such behavior.

Students who wish to discuss or file a complaint involving another student should contact the Vice President for Student Affairs and Public Information, located in Building 001, at 386-754-4324. If the complaint involves College personnel, students should contact the Executive Director of Human Resources in Building 001, at 386-754-4313.

Complaints related to harassment, discrimination, or sexual misconduct must be filed within 60 days of the incident. The College's Civil Rights and Compliance Officer is Cassie Buckles, Associate Vice President of Human Resources. She is located in Building 001 and can be reached at 386-754-4313.

Disorderly Conduct

[6Hx12:9-08](#) Student Discipline

Disorderly or obscene conduct or breach of peace by any student on college property or at any college-sponsored function is prohibited. No student shall strike, push, or physically assault or threaten such an act toward any other student, member of the faculty, administration, staff, or any visitor to the campus. Conduct that interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.

Conduct, expressions, or manners of dress which are obscene or which are patently offensive to the prevailing standards of the community are prohibited. Shirts and shoes are required in all academic and administrative buildings.

No student shall interfere with, give false name to, or fail to cooperate with any properly identified college faculty, administration, or staff while these persons are in the performance of their duties. No student shall contract in the name of the College or claim to represent the College in an official capacity.

No student shall enter or remain in a restroom or changing facility designated exclusively for members of the opposite sex, based on biological sex at birth, after being asked to depart by any administrative personnel, faculty member, security personnel or law enforcement.

Disorderly Assembly

[6Hx12:9-08](#) Student Discipline

No person shall assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion, which interferes with the normal operation of the College. This should not be construed as to deny any student the right to peaceful, non-disruptive assembly.

No person or group shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the College.

False Information

[6Hx12:9-08](#) Student Discipline

No student or third party on behalf of the student shall supply the College with false information, including but not limited to admission documents, advisor's signatures, registration information, health forms, disciplinary records, or checks written with insufficient funds. No student shall give false information to any properly identified College faculty, deputies, administrative or staff personnel while these persons perform their duties.

Possession, Storage and Issuance of Weapons, Firearms, Ammunition, Fireworks and Explosives

[6Hx12:9-08](#) Student Discipline

Firearms (including, but not limited to BB guns, pellet guns, and paintball guns), weapons, fireworks, explosives, bullets, or ammunition are not permitted in any campus building. See College Policy and Procedure [6Hx12:3-10](#) for detailed information.

Hazing

[6Hx12:9-04](#)

Club initiation or admission in an affiliation that employs abuse, ridicule, humiliation, or endangers the health or safety of anyone is prohibited. Health or safety endangerment includes, but is not limited to, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced activity. Any activity, which subjects the student to extreme mental stress, such as sleep deprivation, or forced conduct that could result in extreme embarrassment or loss of dignity is also prohibited.

These rules apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing. Violations of the Hazing Policy may result in fine, probation, suspension, or dismissal.

Sex/Gender Discrimination and Sexual Misconduct

[6Hx12:9-08](#) Student Discipline

The College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior.

There is no time limit to filing a complaint, making a report or commencing an investigation concerning sex/gender discrimination or sexual misconduct (see FGC Policy [6Hx12:6-45](#) for full details). However, victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the College's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College's ability to carry out these procedures.

FGC through the Title IX Coordinator has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by FGC faculty, staff, students and other members of the FGC Community that involve or invoke Title IX. The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or Title IX complaints, and can be contacted as follows:

Cassie Buckles

Title IX Coordinator, Associate Vice President of Human Resources & Civil Rights and Compliance Officer
Florida Gateway College

149 SE College Place Lake City, Florida 32025 - Building 001, Room 116 Direct

Dial: 386-754-4313 Fax: 386-754-4813; Email: Cassandra.Buckles@fgc.edu.

Please note that nothing in the *Student Handbook*, *Faculty Handbook* or *Employee Handbook* shall prevent the Title IX Coordinator from conducting a prompt, fair and thorough investigation into allegations into reported Title IX violations, including, but not limited to, sex/gender discrimination or Sexual Misconduct, or from taking interim measures during the pendency of any investigation or appeal.

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation of any form will be subject to appropriate sanctions. Failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowingly false accusation. In order for FGC to conduct a prompt, fair and thorough investigation into incidents covered under these procedures and commence appropriate disciplinary proceedings (if the victim so chooses), a victim of Sexual Misconduct or other forms of sexual violence is encouraged to follow these procedures immediately following the occurrence, when possible.

PROCEDURES SURVIVORS SHOULD FOLLOW:

- A) Get to a safe place immediately and call someone s/he trusts;
- B) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove the offense, or in obtaining a protective order, restraining order, and/or no- contact order. Examples of such evidence include:
 - i. Clothing worn during the incident, including, but not limited to, undergarments
 - ii. Sheets, bedding, and condoms, if used;
 - iii. A list of witnesses with contact information;
 - iv. Text messages, emails, call history, and social media posts; and
 - v. Pictures of any injuries.
- C) Call the appropriate law enforcement agency. If the incident occurred on campus, contact FGC's Campus Public Safety at 386-623-2398. If the incident did not occur on campus, call 911 or the law enforcement agency having jurisdiction where the incident occurred;
- D) Get medical attention. Campus Public Safety may offer first aid. However, medical attention of a more serious nature will be provided by the county rescue squad and/or by local hospitals, if needed. In possible rape cases, medical personnel at local hospitals may be asked to conduct an initial forensic physical examination or gather physical evidence of a medical nature with your consent. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit during a physical examination.
- E) Talk to a counselor. The College will assist victims of sexual misconduct and other forms of sexual violence in accessing counseling services upon request. However, Florida Gateway College does not assume financial responsibility for the provision or cost of these services.
 Students seeking off-campus counseling may contact [BetterMynd](#).
 Faculty and staff may contact UNUM at 1-800-854-1446 or visit [LifeBalance.LifeWorks.com](#).
The offering of counseling services by the College shall not in any way be construed as the College's implying or admitting to in whole or in part, any inappropriate or wrongful actions on the part of the College, its agents or employees.

Tobacco Products and Designated Smoking Areas

[6HX12:10-08](#)

It is the policy of the District Board of Trustees that the use of any tobacco products is prohibited inside any buildings on campus, on covered porches or covered areas attached to covered porches, in hallways/corridors, or within 25 feet of any exterior door. Tobacco product use includes smoking and smokeless tobacco, as well as, synthetic products and vaporizers. The College has designated tobacco use areas on campus that include:

1. The gazebo east of Building 103;
2. The gazebo north of Building 014;
3. Anywhere in an open-air area at least 25 feet from any sidewalk, building, or area where people assemble prior to entering a building.

Cigarette butts should be disposed of properly by using conveniently placed ashtrays. Failure to do so will be considered littering. Violation of this policy may result in warnings, fines, and/or other disciplinary action.

Traffic and Parking

[6Hx12:10-03](#)

The Department of Public Safety has the authority to enforce all parking and traffic regulations on the Florida Gateway College Campus.

- A. Definitions
 - a. Licensed vehicles-
 - 1. Motor vehicle per Florida Statute 320.01
 - b. Unlicensed vehicles-
 - 1. Skateboards, scooters or any device equipped with wheels upon which a person may stand or ride.
 - 2. Roller-skates/in-line skates (Devices intended to be strapped to the foot with wheels.)
 - 3. Bicycle per Florida Statute 316.003(2)
 - 4. Hover boards, a levitating board used for personal transportation.
- B. Anyone operating any vehicle on any of the campuses of Florida Gateway College must do so in a safe, courteous, and legal manner. Faculty and Staff are provided free parking hangtags. Students are not required to have parking hangtags.
- C. All motor vehicles on the campus will be properly licensed and insured.
- D. Parking is only allowed in designated spaces.
- E. Violations and fines are listed in District Board of Trustee Procedure [6Hx12:5-05](#).
- F. Designated Parking: Parking spaces are designated from 7:00 a.m. until 4:30 p.m. for faculty/staff. The spaces designated "Handicap Parking", which are available to individuals displaying a handicap decal issued by the Department of Highway, Safety, and Motor Vehicles, are designated 24 hours a day, seven (7) days a week. Reserved parking for Cosmetology patrons is Wednesday, Thursday, and Friday from 7:30 a.m. until 3:30 p.m.
- G. Abandoned motor vehicles left on campus over one week will be towed and stored at the owner's expense.
- H. Bicycles will be ridden in a safe manner with all pedestrians having the right of way. Bicycle traffic shall be restricted to those roadways open to motor vehicles. All other sidewalks, passageways, concourses, and hallways are closed to bicycle traffic unless clearly marked as open to such traffic.
- I. Skateboards, scooters, hover boards, roller skates, and in-line skates may not be ridden anywhere on the property of Florida Gateway College.
- J. Parking is prohibited in the following areas:
 - 1. Within 10 feet of a fire hydrant or in a fire zone
 - 2. In a loading area
 - 3. In a driveway
 - 4. On a sidewalk
 - 5. On a crosswalk
 - 6. On grass
 - 7. In an area obstructing traffic or properly parked vehicles
 - 8. Reserved spaces
 - 9. Within an intersection

- K. During special events, certain parking lots and roads may be restricted.
- L. The college assumes no responsibility for any damage to motor vehicles or for any loss while vehicle is driven or parked on Campus Property.
- M. The speed limit on Campus is 15 MPH.

Trespassing

[6Hx12:9-08](#) Student Discipline

When an office or facility is clearly closed, it is against college policy for anyone other than employees of the College to gain access. Students who enter closed facilities are in violation of the Student Code of Conduct. Persons who enter closed facilities will be treated as trespassers and local law enforcement officers will be notified.

Everyone in the College community must report any crime or violation that is experienced, or witnessed, to the FGC Department of Public Safety and the Student Conduct Officer, or the Director of Human Resources. We have a responsibility for our own safety as well as the safety of all members of the campus community. Conflicts will be handled informally, insofar as possible, at the lowest level, between the parties involved.

STUDENT RIGHTS

Student Rights

[6Hx12:9-08](#) Student Discipline

All students are guaranteed the following rights:

- The right to specific written notification, seven instructional days before the disciplinary proceeding, of the alleged charge(s), resolution(s), and or sanction(s). (It is the responsibility of the student to have a current mailing address on file with the Office of Enrollment Services.)
- The right to a copy of all redacted written statements regarding the alleged charge(s);
- The right to a prompt appeal meeting;
- The right to refuse to give self-incriminating statements;
- The right to a full and complete record of the appeals meeting;
- The right to an appeal of a disciplinary resolution(s) and or sanction.

Disciplinary Process

[6Hx12:9-08](#) Student Discipline

1. All allegations of violations of the Student Code of Conduct should be reported to the Vice President of Student Affairs and Enrollment Services who will provide the allegation and all information to the Student Conduct Officer. Charges may be filed by student, faculty, staff, or guests of the College and should be made in writing. The burden of proof in disciplinary matters rests with the complainant.
2. Student Conduct Officer will schedule a meeting within five (5) business days to discuss with the student and or group the alleged charges and begin an investigation into the allegations. Emergencies that threaten the safety of the FGC community will be handled immediately.

3. The student must participate in the Student Conduct meeting. Not complying with this request will result in a Student Conduct Hearing.
4. The Student Conduct Officer will interview the accused/witness (es) and review all evidence related to the alleged charge(s). The Student Conduct Officer will render a decision and impose resolution(s)/sanction(s).
5. The student will receive written notification of the resolution(s)/sanction(s) within five (5) days of the final decision rendered by the Student Conduct Officer.
6. If the student does not agree with the decision rendered, they may request an appeal hearing within five (5) days of receiving the written notification of the resolution(s)/sanction(s).
7. The student will contact the Student Conduct Officer in writing of their request for an appeal hearing, and the Vice President of Student Affairs and Public Information, to arrange a date and time for an appeal hearing. The student will receive written confirmation of the scheduled hearing date and time.
8. The Vice President of Student Affairs and Public Information will hear the case, review evidence and render a decision. The Vice President of Student Affairs and Public Information may accept or reject the decision of the Student Conduct Officer. If the student fails to appear for the hearing (without prior notification), the Vice President of Student Affairs and Public Information will render a decision without hearing the student. Prior notification will result in a rescheduled hearing.
9. The student will receive a written notification within five (5) days of the final decision rendered by the Vice President of Student Affairs and Public Information.
10. If the student does not agree with the decision rendered by the Vice President of Student Affairs and Public Information, they may appeal to the President within five (5) days. The appeal must be made in writing to the Student Conduct Officer. The President will review all file information and render a decision. The President is the final authority.
11. A student discipline file will be maintained with all documents.

Disciplinary Resolution(s)/Sanction(s)

[6Hx12:9-08](#) Student Discipline

One or more of the following *penalties* may be assessed against an individual or group for violation of the Student Code of Conduct:

One or more of the following *resolutions/sanctions* may be assessed against an individual or group for violation of the Student Code of Conduct or other related college policies:

1. Official Warning: A written statement from the Student Conduct Officer detailing violation(s) to the Student Code of Conduct or other related college policies, recorded in the student's disciplinary file.
2. Restitution: The student or group is required to pay for damages to college property provided that such payment shall be limited to the actual cost of repair or replacement of such property.
3. Fines: The student or group may be required to pay reasonable fines assessed by the Student Conduct Officer or the Vice President of Student Affairs and Public Information.

4. Facility Usage and Participation: Temporary or permanent loss of privilege of use of college facility and/or participation in campus activities and programs.
5. Apology: A written statement of regret written by the individual or group and approved by the Student Conduct Officer.
6. Disciplinary Probation: Formal written warning that the student's conduct is in violation of the Student Code of Conduct or other related college policies. The continued enrollment of the student is contingent on the maintenance of satisfactory conduct during the period of probation.
7. Community Service: Participation in or completion of a variety of programs or activities on campus or in the community based on the nature of the offense.
8. Suspension: Temporary separation of the student from the College for a specified period of time. Suspended students are excluded from all classes, privileges, facilities and activities.
9. Expulsion: Permanent separation of the student from the College, preventing readmission to the institution.

Violations of Student Code of Conduct

- A) The Vice President of Student Affairs and Public Information is authorized to immediately suspend a student from the College if the Student Conduct Officer feels that the student's presence represents a threat to the safety, health or general well-being of the student body or the College. The suspended student must be informed in writing (email and/or letter) of this action. (It is the student's responsibility to have a current mailing address on file with Office of the Enrollment Services Office).
 - 1) Any student who wishes to appeal a decision of "suspension or expulsion" must notify the Student Conduct Officer in writing within five (5) days of the decision.
 - 2) The Student Conduct Board will function as the first level of appeal for decisions of "suspension" or "expulsion." The Student Conduct Board consists of a formal hearing before a panel of three appropriately trained and impartial faculty and staff members.
 - 3) All charges shall be presented to the respondent in written form via the student's Florida Gateway College email address. A time shall be set for a Student Conduct Board hearing, not less than seven (7) nor more than thirty (30) instructional days after the student has been notified.
 - 4) The Student Conduct Board hearing shall be conducted in private.
 - 5) The complainant, respondent, and their advisors, if any, shall be allowed to attend the entire portion of the hearing, at which information is received (excluding deliberations). The complainant and respondent have the right to be assisted by an advisor of their choice, at their own expense. If the complainant or the respondent intend to have an attorney serve as their advisor, they must notify the Student Conduct Officer within 24 hours of receipt of notice of the hearing. The College reserves the right to have counsel in attendance or on notice for the hearing.
 - 6) If a respondent, without notice, does not appear before a Student Conduct Board hearing, the information in support of the charges may be presented and considered even if the respondent is not present.

- 7) The decision of the Student Conduct Board will be made available to the parties involved within three (3) instructional days after the appeal meeting.
 - 8) Any student who wishes to appeal the decision of the Student Conduct Board must do so five (5) instructional days of the decision. The appeal must be made in writing to the Student Conduct Officer, who will provide the disciplinary file to the Vice President of Student Affairs and Public Information.
- B) Appeals of “suspension or expulsion” may be made by any principal involved, and must be based on one or more of the following criteria:
- 1) Prejudicial error as to a question of policy or procedure.
 - 2) Abuse of discretion by a committee member or administrator in that the sanction of “suspension” or “expulsion” imposed is inappropriate for the offense.
 - 3) New information is available that could influence the decision.
- C) The College President is the final authority.

Students Charged with the Commission of a Felony

[6Hx12:9-18](#)

Should it be determined that an individual has been charged with the commission of a felony, a panel shall immediately conduct a hearing to make a recommendation to the President as to whether or not the individual charged with the felony be suspended from classes. The panel shall take into account the nature of the alleged offense and the individual’s prior record in making its recommendation as to whether the individual should remain enrolled pending adjudication of the alleged offense. The panel referred to herein will be comprised of members of the Student Conduct Board, as established in Policy and Procedure [6Hx12:9-08](#).

Academic Appeals

[6Hx12:09-39](#)

Please refer to college policy [6Hx12:09-39](#) for appropriate guidelines and instructions.

Ombudsperson

A student may appeal to the Office of the Ombudsperson a decision that is related to the student’s access to courses and credit granted toward the degree. The Ombudsperson can be reached at 386-754-4441. The Ombudsperson may serve as a student advocate and/or mediator regarding academic matters. The Ombudsperson is accountable to the College President in their role as Ombudsperson. This information is provided to students in the Academic Catalog and the Student Handbook, which are available online and viewed at the College Web site.

Initiation of a Grievance

A student having a grievance or complaint should first confer with the appropriate faculty/staff member in an endeavor to resolve the problem. If there is a conflict of interest with this person, or the problem cannot be resolved, the complainant shall be directed to the appropriate Director, Executive Director, or Coordinator.

If the issue remains unresolved, the student will be referred to the appropriate Vice President overseeing the department or employee. The student must complete a formal complaint form (available in the Vice President’s office) at this stage. The Vice President will review the complaint, take appropriate action, and render a decision. The Vice President’s office will log all formal complaints.

Please refer to college policy [6Hx12:6-10](#) for detailed guidelines and procedures.

A copy of the Grievance policy in Spanish may be requested through Human Resources in Building 001, Room 116.

The College's Civil Rights and Compliance Officer is **Cassie Buckles**, Associate Vice President of Human Resources. They are located in Building 001, Room 116, 149 SE College Place, Lake City, Florida 32025. They can be reached at 386-754-4313.

Student Fees

The College District Board of Trustees reserves the right to change its rules without notification.

Fee Schedule

The fee schedule located under Tuition, Fees and Bill Payment in the College Catalog and on the [College Web site](#).

College Refund Policy

The college refund policy located under Business Services in the [College Catalog](#).

Other Campus Services

College Bookstore

Building 014

The Florida Gateway College Bookstore, operated by Follett, is here to serve students, faculty, staff, and administration. It works closely with instructors to ensure all required and recommended textbooks and course materials—whether for in-person, online, or distance learning classes—are available for purchase or rental.

In addition to textbooks, the bookstore offers a wide range of items including study aids, reference books, school and art supplies, backpacks, calculators, FGC-branded clothing and gifts, snacks, drinks, and computer software. Special book and software orders can also be placed for items not regularly in stock.

The bookstore conducts textbook buybacks year-round, giving students the opportunity to sell their used books. When selling textbooks, be sure to include any reusable materials such as CDs, audiotapes, or study guides. A valid FGC student ID is required for all buyback transactions.

The bookstore accepts cash, checks, Visa, MasterCard, and book slips authorized by Financial Aid or the third-party billing office. Book slips may also be used when purchasing items online through the FGC Bookstore [website](#). All check and credit card purchases must match the exact amount and require valid student photo identification.

Students are encouraged to bring their class schedule and student ID when shopping to help ensure the correct course materials are selected. Textbook refunds are available during the first seven days of the fall and spring semesters and the first four days of each summer term, with the original receipt. The bookstore reserves the right to deny or limit refunds on opened textbook packages, books missing supplements (such as CDs, access codes, or audio materials), or books that are damaged or written in.

Students are encouraged to shop on campus for textbooks, supplies, clothing, snacks, and excellent service. For more information, please call 386-754-4320.

Library

Building 200

The Wilson S. Rivers Library and Media Center is home to the library and media divisions of Florida Gateway College. It offers a wide-ranging collection of cataloged books, e-books, DVDs, microfilm, and original artwork.

The facility provides over 70 computers for student use, Wi-Fi access, and five study rooms to support individual and group study sessions. Additional amenities include digital microform readers, black-and-white printing, and photocopy machines.

Students have [24/7 online access](#) to millions of journal articles and full-text databases. A valid Student ID is required to use library services. An online library orientation, which is often a course requirement, is also available to help students navigate these academic resources.

The library maintains cooperative agreements with public libraries throughout the College's district, giving students expanded access to digital databases, internet resources, and Reserve materials. Open during both day and evening hours, the library is committed to supporting the academic success of students, as well as the needs of faculty and the surrounding community.



Student Services

Advising Services

Building 014

Academic advisors are committed to providing students with confidential guidance on academic, social, and developmental matters to ensure their success. All students are required to meet with an academic advisor before registering for their first semester. It is strongly recommended that students entering a program, changing majors, or inquiring about credit transfers consult with an academic advisor for assistance. In addition to academic guidance, advisors act as liaisons and referral agents, helping students connect with the necessary resources within FGC or the broader community.

Students are encouraged to maintain regular contact with their academic advisors throughout their academic journey at FGC. If students feel their rights have been violated or need assistance with any aspect of their education, they should consult with their academic advisor. Students are also encouraged to engage with faculty members and program administrators to discuss their educational concerns.

Secrets to Academic Success

- **Develop a Personal Education Plan (PEP):** Work with your academic advisor to create a personalized plan for success.
- **Have a Backup Plan:** Be prepared with solutions for childcare, transportation, or work to avoid missing classes.
- **Use Free College Resources:** Take advantage of tutoring services, the library, computer labs, and BetterMynd for additional support.
- **Join a Study Group or Find a Study Buddy:** Collaboration can improve understanding and retention of course material.
- **Review Your Course Syllabus:** Pay close attention to assignment deadlines, quiz dates, and test schedules.
- **Ask Questions and Participate in Class:** Engaging in class will deepen your understanding and improve your grades.
- **Know Critical Dates:** Stay informed about registration periods, the last day to drop or add classes, and withdrawal deadlines.
- **Consider a 3-3-2 Schedule:** For full-time workers, consider taking three classes in the fall, three in the spring, and two in the summer.
- **Protect Your Financial Aid:** Maintain a GPA above 2.0 and stay on track with your course completion rate. Reach out to a Financial Aid Specialist for more details.
- **Face Problems Head-On:** If you encounter issues, talk to someone right away and seek help.
- **Know Yourself:** Recognize your strengths and work on improving areas where you may need extra effort.

Transfer & Career Services

Building 014

The Office of Transfer and Career Services Center advances the mission of the college by providing a variety of resources and services to assist current students, alumni, and prospective students in furthering their education and reaching their career goals. Our mission is to foster career development while facilitating relationships with alumni, employers, and universities to optimize education and career opportunities that will improve and enhance our students' essential skills and professional presence for today's global workforce.

Students can explore transfer and career options, get assistance with researching majors and navigating the application process, get assistance with résumé building and interview skills, access online career libraries with tools to help identify the ideal career, access occupational outlooks and other career planning websites, and get assistance developing, evaluating, and implementing education and career plans. [Career Coach](#), our career exploration tool, is available to assist both students and faculty with matching career interests to educational paths, writing or updating resumes, and searching local job opportunities. Students also have access to [Forage](#), a platform that bridges the gap between education and career by offering job simulations from real companies. This provides a preview of the company's day-to-day operations and enables students to build real-life skills and earn certificates, which can give them a competitive edge when applying to that company. Job simulations are 100% free, open access and self-paced.

Career services also include working closely with faculty to provide information that helps them assist students in connecting their academic studies with their career goals. Students can use these resources to support their decision-making process, ensuring that their career and academic pursuits align. This collaboration aims to guide students through the career development process, helping them successfully navigate their educational and professional paths. To further enhance transfer and career readiness, the Office of Transfer and Career Services sponsors college-wide career development workshops and events to strategically connect students and alumni with local employers and to raise awareness of the large pool of potential employees attending Florida Gateway College.

Students can utilize the resources and services provided by the Career Services Center by visiting on-campus or by exploring the Career Services Center's [webpage](#). Students wishing to visit the center should call 386-754-4298 or email Career.Services@fgc.edu to schedule an appointment.

BetterMynd – Online therapy for College Students

[BetterMynd](#) is an online therapy platform that allows Florida Gateway College students to access confidential video therapy sessions with a diverse network of licensed mental health counselors. All sessions are available from the privacy and convenience of your laptop or mobile device. BetterMynd's counselors are available to help students struggling with a wide range of issues, including anxiety, depression, stress, relationship challenges, substance abuse, trauma, LGBTQ+ issues, and more.

Through our partnership with BetterMynd, each student is eligible for up to six (6) online therapy sessions with the counselor of their choice.

To get started, simply register using your student email address (e.g., John.Smith@wolves.fgc.edu) at any time by visiting [BetterMynd](#).

Accessibility Services

Building 007

The Office of Accessibility Services (OAS) provides reasonable accommodations for qualified students with documented disabilities enrolled at FGC, regardless of location or instructional delivery format. The OAS and its designated representatives are available to advise students regarding eligibility for classroom and testing accommodations and other disability-related services. The process for obtaining a reasonable accommodation(s) is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation(s). The student has the responsibility to provide FGC with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodation(s). Student requests for accommodation(s) will be considered on an individual basis. Each student with a disability should contact the OAS prior to the commencement of classes to discuss their needs.

Florida State Board of Education Rule 6A-10.041 authorizes reasonable course substitutions for any person who has a hearing impairment, visual impairment specific learning disorder, orthopedic impairment, speech/language impairment, emotional or behavioral disability, autism spectrum disorder, traumatic brain injury, intellectual disability, or other health impairment. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.

Florida Gateway College is committed to adhering to all applicable federal, state, and local laws, regulations, and guidelines to provide reasonable accommodations that ensure equal educational opportunities for all students.

For more information, please contact the Office of Accessibility Services (OAS) by calling 386-754-4393, emailing Accessibility.Services@fgc.edu, or visiting our [website](#).

Student Success Center (SSC)

Building 008

The Student Success Center (SSC) is a multi-purpose facility that provides a variety of academic and support services to all FGC students. Open from 8 a.m. to 6 p.m. Monday through Thursday during all semesters, and 9 a.m. to 4:30 p.m. on Fridays (excluding summer terms), the center offers over 50 computers with internet access and essential software programs such as Microsoft Office, Canvas, and popular web browsers like Internet Explorer, Firefox, and Chrome. Students can check their emails, surf the web, or work on assignments, with assistance available for all systems. Test proctoring services are also offered as permitted.

Tutoring and Mentoring Services

The center is home to peer tutoring services for a wide range of subjects, including math, reading, writing, chemistry, physics, Spanish, and statistics. Tutors follow College Reading and Learning Association (CRLA) guidelines and work toward achieving Level I and II certifications. Additionally, peer mentors provide support for students enrolled in SLS 1105: Skills for College Success and SLS 2370: Personal Academic and Career Engagement, helping with both academic and college success skills. Tutor and mentor schedules are posted around campus at the start of each semester, and the most current schedule can be found in the center.

For more information, please contact us at 386-754-4479 or 386-754-4382.

TRIO Student Support Services

Building 008

TRIO Student Support Services at Florida Gateway College is a federally funded grant program through the US Department of Education in which the mission is to assist first-generation college, low-income or disabled students in succeeding and excelling at FGC. Our goal in TRIO SSS is to support current FGC students by helping them to maximize their potential and make the most of their college experience. TRIO SSS provides a welcoming, positive environment that encourages students to complete their degrees and meet their higher education and career goals. Our students are offered opportunities for academic and personal growth that extends beyond traditional academic programs. We will help our students thrive academically, professionally, and personally by offering individualized support. The ultimate goal of the FGC TRIO SSS program is to increase the retention and graduation rates of our students by providing excellent support services to them.

TRIO SSS provides:

- Personal Success Coaches
- Scholarship Aid for Qualified Students
- Academic Resources
- One-on-one Tutoring
- Exposure to Cultural Events
- Financial Literacy Training
- Advice and Assistance with Course Selection
- Financial Aid Assistance
- Transfer Assistance to 4-year programs
- University Campus Tours

For more information on TRIO SSS, please visit the Student Success Center (Building 008) or contact us at 386-754-4440 or 386-754-4445.

Cost of Attending FGC

The estimated cost of attending FGC can be found in the College Catalog under Student Services at the following link: [Academic Catalog](#).

Online Self-Service for Students

Students with a password may access online self-service through the MyFGC link on the College's website. Through the portal, students can:

- Register for classes, including adding or dropping courses during the registration period
- Pay for classes
- View or print their class schedule
- View and print unofficial transcripts
- View and print final grades
- Check their account summary
- Perform degree evaluations to review course or other requirements for their major
- Update their address
- View their assigned student email address
- Check financial aid status
- View, accept, or decline financial aid awards

For password resets (MyFGC, Email, or Canvas), contact the IT Helpdesk at 386-754-4408.

Athletics

In January 2017, the Florida Gateway College Board of Trustees approved the reinstatement of our intercollegiate and intramural sports programs. The college, which has a proud history of success in competitive sports, including state championships in men's basketball and women's slow-pitch softball, offers a variety of athletic opportunities: Women's Flag Football, Men's and Women's Cross Country, Men's and Women's Track & Field, Softball, Men's Basketball, Cheerleading, Women's Golf, and co-ed Esports.

To compete in intercollegiate athletics, a student must meet several requirements: graduate from high school, be enrolled full-time, and satisfy both state and national eligibility standards. FGC is a member of the National Junior College Athletic Association (NJCAA) and the Florida College System Athletic Association (FCSAA).

For more information, please contact the Athletic Director at 386-754-4271.

Intramurals

Looking for a little friendly competition? The intramural sports program offers a fun and competitive experience, with events featuring dual, individual, and team competitions. Student participation in the program makes it one of the largest activities on campus, and you don't need to be a star athlete to get involved! Play for the enjoyment of the game and see for yourself why intramural sports are where the action is!

To participate, students must have a Florida Gateway College student ID. The program is open to FGC students, faculty, and staff.

For more information or if you have any questions, please contact the Wellness Center Coordinator at 386-754-4371.

New Student Orientation

New Student Orientation (NSO) is an all-in-one, in-person program designed specifically for students starting their FGC college careers. Whether you have just graduated from high school, are returning to college seeking a career change, or anything in between, NSO is the best way to get to know the campus, programs, services, and activities that will help make your college experience a huge success! Students and parents will have the opportunity to meet instructors, advisors, tutors, and more as they tour the campus and see the state-of-the-art educational resources that FGC has to offer. Online NSO is also available in [Canvas](#).

Orientation connects students to educational and social programming, involvement opportunities, and college resources. At orientation, we strive to welcome, prepare, and support the transition of new students and families into the Florida Gateway College community. Orientation programs are strongly recommended for all First-Time in College (FTIC) students, re-admit students who have not attended in the last two years, and transfer students. To learn more, visit our website at [New Student Orientation](#).

Residence Life

Building 022

Living on campus provides unique opportunities to live, learn, and grow at FGC. Studies have shown that students living on campus perform well academically and develop a greater sense of belonging that helps foster overall success during and beyond college. As part of the Department of Student Life, Residence Life hosts numerous programs designed to get you out, get you moving, and socializing with other members of the campus community.

The Residence Life Supervisor, a full-time professional staff member, and Resident Assistants (student staff members) live in the community with the residents and respond to issues 24/7. If you want to know more about living on campus, please email residence.life@fgc.edu.

Student Activities

Building 007

Looking for a place to hang out, unwind, or connect with other students? The Charles W. Hall Student Center—aka ‘the Hall’—has you covered. The Hall offers a variety of fun and relaxing activities to fit almost any student’s interest. Students have access to a recreation room, computer and console gaming equipment, outdoor gaming equipment, and comfortable lounge areas.

All equipment is free to use with a current FGC student ID, and weekend equipment check-out is available. Please note that a replacement cost will be assessed to the responsible student if equipment is not returned.

Amenities & Services

For students who may need them, vending machines, a microwave, and a phone charging station are also available. In addition, the Hall houses the Student Food Closet, which is open to any student experiencing food insecurity, and the Career Closet, which provides business casual clothing for presentations, interviews, and other professional needs.

Events

The Hall is also home to the Student Activities Office (SAO), which hosts a variety of social events designed to enhance your college experience. These events often feature entertainment, giveaways, and free food. Throughout the week, SAO also organizes drop-in activities to encourage student engagement outside the classroom. All events and activities are listed on the SA calendar, updated monthly and posted on the Student Life website. For event updates, text **SAO** to **386-382-4316**.

Wellness Center

Building 030

The Wellness Center is a great place to stay active and take care of your physical health while you're at FGC. It features a variety of equipment, including free weights, cardio machines, cross-training equipment, resistance-training machines, and an aerobics room. Whether you're getting in a quick workout or following a regular routine, the space is designed to meet your fitness needs.

Access is free for current students while classes are in session. Just bring your college ID and sign in when you arrive. Please note that the center is closed between semesters.

If you have questions, contact the Wellness Center Coordinator at **386-754-4371**.

Identification Cards

Students taking classes on campus are required to obtain a student identification (ID) card from the Student Activities Office. This card features the student's name, photo, and ID number, and serves as official campus identification. It also provides access to library services, entry to student activities-funded events, and voting privileges in student elections.

Your first ID card is free and is valid for two years from the date of issue, unless you're in a specialty program that ends before that time. If you need a replacement before your card expires, a **\$5.00 fee** will be charged to your student account.

To get your student ID, bring a copy of your class schedule and a government-issued photo ID. Students in specialized programs should let staff know so the correct ID type can be issued.

Student Government Association

Student Government at Florida Gateway College operates through both elected and club-appointed representatives. The Student Government Association (SGA) serves as a voice for the student body, acting as a liaison between students and the College administration.

Students are encouraged to get involved in SGA, whether through the executive or legislative branches. SGA meets regularly to discuss student interests, campus initiatives, and upcoming events.

If you're interested in joining or want to learn more, contact the Director of Student Activities at **386-754-4317** or visit the [Student Government](#) webpage.

Student Representation in College Governance

Students serve as representatives on various campus committees responsible for proposing policies related to curriculum, programs, student activities, and conduct. These student representatives are recommended by the Student Government Association and appointed by the Vice President of Student Affairs and Public Information.

Student Organizations

Enhance your college experience by joining a student organization on campus. Membership offers opportunities to develop leadership skills, work as part of a team, and build lasting friendships. Current organizations include Brain Bowl Team (aka Quiz Bowl), Bass Fishing Club, Cosmetology Club, Future Teachers Club, Cultures in Action, Phi Theta Kappa, Art Club, Occupational Club, Student Nursing Association, and G22. To join, contact the faculty or staff advisor for each club. Contact details can be found on the Student Organizations webpage.

Create Your Own Club

Don't see a club that interests you? Starting a new club is easy! The first step is to find five people who would be interested in creating a new club with you. After that, simply stop by the Student Life Office or visit our [website](#) to obtain a new club charter packet. We'll be happy to assist you in getting the ball rolling.

Student Conduct

College students are expected to conduct themselves appropriately both on and off campus. Students are subject to federal, state, and local laws, as well as regulations prescribed by Florida Gateway College. A breach or violation of any of these laws or regulations will result in disciplinary action.

By registering at Florida Gateway College, every student agrees to follow the rules and regulations established by the College. Specific regulations outlined in this Student Handbook are also available on the College website.

The College reserves the right to discipline any student whose conduct is deemed unbecoming or detrimental to the College or the community.

The Student Conduct Officer is responsible for administering student discipline as outlined in the Student Code of Conduct. Appeals of first-level decisions are heard by the Student Conduct Board or the Vice President of Student Affairs and Public Information. The College President is the final authority on institutional-level appeals.

Enrollment Management

Registration and Records

Building 015

The Office of Enrollment Services is your centralized resource for admissions, registration, and academic records. Our team is here to guide you every step of the way.

Admission Processing

From submitting your application to turning in your admission checklist items, we provide personalized support to help you start your journey at FGC.

Course Registration

We offer online registration as well as in-person registration with a form signed by your advisor.

Transcript Services

Access your academic records or request official transcripts for transfer or employment purposes.

Residency and Financial Aid Support

Need help understanding residency requirements? We're here to clarify and simplify the process.

Transcript Services and Evaluation

Need your academic transcripts evaluated? Our team ensures your credits are assessed accurately and efficiently to maximize your progress. For more details on FGC's policies regarding evaluating, awarding, and accepting transfer credit or credit for experiential learning, advanced placement, and professional certificates, please refer to the current college catalog.

Graduation Processing

Ready to take the final step? We manage the graduation application process, ensuring all degree requirements are met so you can proudly walk across the stage.

Veterans' Services

We honor and support those who have served. Our office assists veterans, active-duty military members, and their families in accessing education benefits, navigating the enrollment process, and connecting to on-campus and community resources. The Enrollment Services Office be reached by phone at 386-754-4280 or by e-mail at Enrollment.Services@fgc.edu

College Admission Policies

Florida Gateway College adheres to the open-door admissions policy for associate-level degree programs and workforce education programs, providing open-access to superior, affordable, quality education and training opportunities. Florida Gateway College does not discriminate in education or employment-related decisions based on any legally protected status in accordance with the law. For additional information, see the Statement of Equal Access/Equal Opportunity.

FGC adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity.

All prospective students are required to complete an application for admission to the College. In accordance with Florida Statutes, FGC may consider the past actions of any person applying for admission to the college and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the institution. FGC reserves the right to refuse admission or enrollment or to place conditions upon admission or enrollment of applicants/students.

Admission to degree and certificate programs requires graduation from a credible, legitimate high school, a credible high school equivalency diploma (ex. GED®), or, in the case of a student who is home educated, a signed and notarized FGC Home Education Completion Affidavit attesting that the student has completed a home education program as prescribed by the state statute in which the home school completion was achieved. Some programs of study do not require high school completion; however, graduation from a credible high school with a standard high school diploma, issuance of a credible high school equivalency diploma, or qualification of home school completion is required for the award of financial aid.

The admissions process for baccalaureate programs requires that all students, including those native associate degree graduates, apply for baccalaureate admission through a separate admissions process in order to be admitted into the upper division level of the college. Official transcripts are required from a regionally accredited college or university indicating the applicant has earned an Associate in Science (A.S.), Associate in Arts (A.A.), or higher degree with a GPA of 2.0 or higher, if the degree was not earned at FGC. Admission to some FGC baccalaureate programs requires specific degrees. Students applying for admission to one of FGC's bachelor's degree programs are encouraged to meet with a program advisor regarding any admission requirements and deadlines specific to the baccalaureate program of intent.

General admission to the College does not imply nor guarantee acceptance into any program with special admissions requirements or designated as limited access. Additionally, admission to the College does not signify that the student has met or will meet requirements for professional licensure or certification. If completion of a program of study results in professional licensure or certification, students are encouraged to obtain information relative to qualifications prior to entering the program of study.

For additional information about admission to the College and the admission process, refer to [the Admissions web page](#) or contact the Office of Enrollment Services by email at Enrollment.Services@fgc.edu or by phone at 386-754-4280.

Information about Dropping Classes, Withdrawals vs. F grades, and "I" Grades

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from a class by the appropriate published date (see [Academic Calendar](#)).

Withdrawals and non-passing grades result in increased time and cost to complete a degree.

Drop: Classes may be dropped during the established registration/add/drop periods. (The add/drop deadlines for express session may vary.) The course does not show up on the transcript and all fees are refunded.

Withdrawals ("W" Grades): After the deadline to drop a class has passed, a student may withdraw from the course. Students must withdraw before the withdrawal deadline published in the [Academic Calendar](#). Withdrawals are not allowed after that date. The instructor must provide the last date of attendance, which must be included on the withdrawal form. Students should not wait until the withdrawal deadline to begin the process as obtaining all of the required authorizations may take additional time.

When a withdrawal is processed, the course and grade of "W" are shown on the transcript and is counted as an attempt at the course. The "W" grade is not permitted on a third or subsequent attempt at a course. The grade reverts to "F".

For additional information regarding the full withdrawal process, please review the Academic & Instructional Services portion of the [College Catalog](#).

"F" Grades: A grade of "F" is calculated into the GPA, and is counted as an attempt. Courses with a grade of "F" may be repeated. If repeated, only the most recent grade will be calculated into the GPA after grade recalculation. All grades for a third or subsequent attempt will be included in the GPA.

"I" Grades: A grade of "I" may be awarded at the discretion of the instructor, if the course is almost complete, but cannot be completed by the end of term due to extenuating circumstances. "I" grades must be changed by the instructor by the deadline shown on the academic calendar or will revert to a grade of "F". The instructor must submit a grade change form to change the grade. An "I" grade may not be received in a third or subsequent attempt. The grade reverts to "F". "I" grades prevent the student from receiving recognition on the President's List or Vice President's List and do not meet prerequisites for other courses.

Grade Forgiveness Policy: A class may not be repeated if you have passed it with a "C" or higher (some exceptions specifically noted in the College Catalog). For classes in which a grade below a "C" was received, FGC recalculates the GPA when a student repeats a course and receives a grade. Students should check their unofficial transcript on MyFGC to ensure that the GPA has been recalculated. If it has not, contact Enrollment Services to request the calculation. Only three attempts at a class are permitted, except through an appeals process. In 3rd or subsequent attempts, a letter grade must be awarded (no "W" or "I" grades). According to state law, students must petition to exceed three attempts at a class. A 4th attempt is allowed only when approved by the Vice President for Student Affairs and Public Information. The student must submit a written petition to the Vice President. State law prohibits more than 4 attempts at a class.

For additional information regarding Academic Honors or Academic Standards of Progress, please refer to the [College Catalog](#).

Dual Enrollment

Building 014

Dual Enrollment is dependent on academic readiness, social maturity, and motivation. Public school students must be recommended by the high school guidance counselor, principal or a designee to participate in Dual Enrollment. As required by Section 1007.3 of Florida Statutes, the College utilizes the state-approved college placement testing system as a measure of academic readiness. The test scores may be no more than two years old. The program is open to 6th thru 12th graders who meet the required minimum test score levels and have the required GPA. The pupil must have minimum 3.0 high school unweighted grade point average on the 4.0 scale and a 2.0 GPA for vocational courses.

Financial Aid

Building 014

The Financial Aid Office at Florida Gateway College is committed to helping students overcome financial barriers by providing access to resources and information that support the cost of attending college. Financial aid is available in four primary categories: federal, state, institutional, and local. Students are encouraged to explore and apply for aid in all categories to maximize their financial support.

Federal and state financial aid is awarded based on individual financial need, determined using the U.S. Department of Education's formula:

Cost of Attendance (COA) – Student Aid Index (SAI) = Financial Need

For more information or assistance, students should contact the Financial Aid Office

Applying for Financial Aid

The financial aid process can take several weeks to complete, so students are strongly encouraged to apply early. Financial aid applications must be completed annually, beginning October 1st, to ensure consideration for all types of aid. To be considered for all available financial aid, students should follow these steps:

Step 1: Complete the FAFSA

Submit the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov starting October 1st each year. Florida Gateway College encourages students to apply early and observe priority deadlines listed in the Academic Calendar.

Step 2: Review your Student Aid Report (SAR).

After submitting the FAFSA:

- If you provided an email address, you'll receive a message with instructions to download your **Student Aid Report (SAR)**.
- If no email was provided, a paper SAR will be mailed to you.

Step 3: Contact the Financial Aid Office

Reach out to the Financial Aid Office at the school(s) you are considering:

- Confirm that all required documents have been received.
- Once your admission is complete and eligibility is confirmed, an aid package will be offered based on your financial need.

Use your MyFGC Portal on the Florida Gateway College website to track your financial aid status and view your award package.

Verification of Financial Aid Information

Each year, the U.S. Department of Education (USDOE) randomly selects approximately 35% of applicants for federal student aid for a process called verification. This process requires the school to confirm the accuracy of information submitted on the FAFSA.

In addition to the applicants selected by the USDOE, Florida Gateway College will also review and verify any Student Aid Reports (SAR) or Institutional Student Information Records (ISIR) that contain conflicting information.

The College is legally required to verify the data of all students selected. If you are chosen for verification, you must submit the necessary documentation to the Financial Aid Office in a timely manner to avoid delays in processing your aid.

Satisfactory Academic Progress (SAP)

Florida Gateway College's Financial Aid Office monitors each student's Satisfactory Academic Progress (SAP) to ensure continued eligibility for financial aid. Students must meet all components of the SAP policy to remain in good standing.

To meet SAP standards, students must:

- Maintain a minimum cumulative GPA of 2.0
- Successfully complete at least 67% of all attempted coursework
- Complete their degree within 150% of the published program length
Example: For a 60-credit A.A. degree, the maximum time frame is 90 attempted credit hours

SAP is reviewed at the end of each term. Students who do not meet SAP standards may be placed on warning, suspension, or Max150 status and may need to submit an appeal to regain eligibility.

For detailed information on SAP policies and procedures, including appeals, visit the Academic Progress section on the College's website.

SAP Appeal Process

Students may submit an appeal for Satisfactory Academic Progress (SAP) only once. There are two types of appeals: SAP Appeal and Max 150 Appeal.

If a student needs to utilize the appeals process, they must follow these steps:

1. Complete the appeal packet.
 - a. The SAP appeal packet is available under the Financial Aid Suspension link or the Academic Progress section on the College website.
2. Work with an academic advisor to complete the packet.
3. Submit the completed appeal packet to the Financial Aid Office, along with any required supporting documentation.

Students are encouraged to reach out to the Financial Aid Office with any questions regarding the SAP process or appeals.

Board of Trustees Scholarship (BOT)

The Board of Trustees Scholarship (BOT) is available to eligible incoming high school seniors from the five district schools served by Florida Gateway College: Baker, Columbia, Dixie, Gilchrist, and Union counties.

Eligibility Requirements:

- Only incoming high school seniors are eligible to apply.
- Applicants must be from one of the five district schools: Baker, Columbia, Dixie, Gilchrist, or Union.
- Complete a 500-word essay on the provided topics.
- Have a high school GPA of 2.5 or greater, with a final high school transcript or report card submitted before the scholarship is awarded.
- Complete the Free Application for Federal Student Aid (FAFSA) at Federal Student Aid.
- Submit two letters of recommendation from non-family members.
- Maintain a 2.5 GPA at Florida Gateway College to remain eligible for the scholarship.
- Be enrolled in at least 12 credit hours during the fall and spring semesters.

Scholarship Benefits:

- Covers tuition costs for 12 credit hours per semester (fall and spring) for two years.
Mentorship provided by an FGC mentor throughout the duration of the scholarship.

Foundation Scholarships

Florida Gateway College offers a variety of scholarships that students can apply for to help with their educational expenses. The scholarship application for the upcoming aid year opens on or before July 1st. To apply, students must submit:

- An updated FAFSA (Free Application for Federal Student Aid)
- An online scholarship application

All students are encouraged to apply for available scholarships. For more information on how to apply and to access the online scholarship application, visit the FGC Scholarships page on the College website

The Foundation for Florida Gateway College

The Foundation for Florida Gateway College is a 501(c)(3), non-profit, charitable organization that exists solely to provide financial support to Florida Gateway College and the students it serves. Funds are raised to provide student scholarships, purchase equipment and teaching resources and to grant other, much needed support. The scholarship application opens after July 1 for the upcoming aid year. An updated FAFSA and an online scholarship application is required. All students are encouraged to apply. For more information on applying for scholarships and the online scholarship application, please go to the [Scholarship Application](#). Gifts to the Foundation are tax deductible and may be designated for a particular program, use, or area of interest consistent with FGC's mission. For more information on making a tax-deductible gift to support FGC education, call (386) 754-4201 or email Foundation@fgc.edu, or give directly [Online](#).

Public Safety

We publish this information as part of our commitment to make Florida Gateway College a safe place for all students and employees.

Lost and Found

The Public Safety Office in Building 007 is the location of the lost and found office on campus. If you find any items, please take them to this office. If you have lost something, call 386-754-4490 to see if it has been turned in. Night students, call to arrange after hours pick up of lost/found item.

Public Safety Office

The Public Safety Office is located in Building 007. The Office is staffed 24 hours every day and should be contacted for emergencies and security issues. The telephone number is 386-754-4490. The Campus Security Officer on duty can also be reached on the mobile security phone: 386-623-2398. If you are calling from a campus office phone, dial 1010. Security will come to the scene of the incident, and a report of the incident will be made. The Public Safety Office then notifies the proper department or division on campus.

It shall be the duty of the College, upon its designated official(s) being made aware of any situation described as criminal acts or other emergencies, to immediately take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or other nature such as traffic accident. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency, which should be notified of the respective incident.

Students, employees, and visitors are encouraged to promptly report all crimes to Public Safety. If requested, the Vice President of Student Affairs and Public Information will assist in reporting the crime. The Vice President of Student Affairs and Public Information is located in Building 001, Room 125 and the telephone number is 386-754-4321 or 386-754-4324.

Campus Law Enforcement Practices

The Campus Safety personnel work in full cooperation with local and state law enforcement agencies to ensure compliance with state laws. The College does not officially recognize off-campus student organizations and, as such, does not have a policy in place for monitoring their activities.

Campus Safety personnel are responsible for enforcing all College policies and regulations. In carrying out their duties, they may request identification and detain students when necessary. Students are strongly encouraged to cooperate with Campus Safety personnel, as doing so is in their best interest.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Florida Gateway College (FGC) is committed to providing a safe learning and working environment. FGC complies with the federal law, specifically the Jeanne Clery Act (Clery Act) and Violence Against Women Act (VAWA), including the campus Sexual Violence Elimination Act (SaVE Act). FGC will not tolerate sexual assault, domestic violence, dating violence, or stalking in any form. Please see FGC Policy [6Hx12:6-45](#) for full details.

Reporting an Incident

FGC encourages any member of the college community who has experienced sexual assault, domestic violence, or stalking, or who knows another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking, to report the incident to the College.

If an FGC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they may contact FGC Public Safety 386-754-4490. FGC Public Safety will assist all members of the FGC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. They can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to safe location and call 911.

Any person who has experienced a sexual assault, domestic violence, dating violence, or stalking, may also report the incident to the Title IX Coordinator in Building 001, 386-754-4314. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and assist any survivor in notifying law enforcement, including local police, if the survivor elects to do so.

Rights and options of the survivor include the right(s) of a survivor to: Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;

- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment, if you wish);

Request the police remain at the scene until your safety is otherwise ensured; Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and obtain a copy of the police incident report at no cost from the police department. Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, FGC is committed to providing them as safe a learning or working environment as possible. Upon request, FGC will make any reasonably available change to a survivor's academic and working situation.

Survivor Confidentiality

FGC recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. FGC thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to college policy.

While federal law requires FGC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

FGC Educational Programs

FGC is committed to increasing the awareness of and prevention of violence. FGC makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, FGC offers practical guidance for risk reduction, violence prevention, and bystander intervention. Workshops are offered throughout the year by the Student Life Office in Building 007. In addition, employee training is offered through the Human Resources office 386-754-4314, Building 001.

Campus Sexual Assault Victim Bill of Rights

Victims of a sexual assault have the right:

- To reasonable changes to academic schedule;
- To referrals to counseling, and assistance in notifying law enforcement; The same opportunity as accused to have witnesses present at the disciplinary hearing;
- To be notified of the outcome of hearing, sanctions, and terms of sanctions in place;
- To speak (or not to speak) to anyone regarding the outcome;
- To have their name and identifying information kept confidential (FERPA).

Crime Prevention

All students and employees are encouraged to report crime, and to be responsible for their own safety, and the safety of others. More information about crime prevention may be found on the Public Safety website.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Examples of active bystander intervention include:

- not leaving an overly intoxicated person in a bar/ party alone,
- walking a classmate to their car after class,
- calling police when a potentially violent situation is unfolding,
- not leaving an unconscious person alone
 - alerting a staff member, EMS, police, etc.,
- not intervening when someone is being belittled, degraded or emotionally abused
 - walking victim away from abuser,
 - contacting others for help, like a counseling center or the Vice President for Student Affairs and Public Information

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the following information is made available to the campus community:

Megan’s Law

The state of Florida requires sex offender registration and community notification. You may access information about sex offender registration in your north Florida area at:

- [Klaas Kids Foundation](#)
- [Sexual Offenders and Predators Search](#)
- [Sexual Offenders and Predators Neighborhood Search](#)
- [National Sex Offender Public Website](#)
- Toll free number: 888-357-7332 or email at SexPred@fcle.state.fl.us

The following information and/or phone numbers are provided in the event that you or a loved one needs assistance from a support group or mental health professional.

Counseling, Personal

BetterMynd – Online therapy for College Students

[BetterMynd](#) is an online therapy platform that allows college students to access confidential video therapy sessions with their diverse network of licensed mental health counselors, all from the privacy and convenience of your laptop or mobile device. BetterMynd’s counselors can help students struggling with a wide range of issues, including anxiety, depression, stress, relationship issues, substance abuse, trauma, LGBTQ+ issues and more. Through a partnership with BetterMynd, each Florida Gateway College student can access up to six (6) online therapy sessions with the counselor of your choice. To get started, you can register using your student email address at any time by going to: [BetterMynd.com](https://www.bettermynd.com).

Emergency Crisis Assistance

Domestic Violence

Another Way, Inc.
719-2702, 758-4843, or 800-500-1119

Florida Domestic Violence Hotline
800-500-1119

Aid to Victims of Domestic Violence Hotline
800-355-8547
[The National Hotline](#)

Drug and Alcohol Abuse

Alcoholics Anonymous (AA)
212-870-0974
<http://www.aa.org> or check
your local phone book under
"Alcoholism"

Moderation Management
212-871-0974
www.moderation.org

SMART Recovery
440-951-5357
<http://www.smartrecovery.org>

Women for Sobriety
215-536-8026
[Women for Sobriety](#)

Meridian Healthcare
386-487-0800

Lake City Medical Center
386-719-9000

Ambulance
911

ADMINISTRATIVE STAFF

A roster of contact persons within administrative staff available to respond to student inquiries can be found at the following links: [Academic Catalog](#) and [Faculty and Staff Directory](#).

District Board of Trustees

Mr. Lindsey Lander, Chair

Gilchrist County

Ms. Renae Allen, Vice Chair

Union County

Mr. Robert C. Brannan III

Baker County

Mr. John Medina

Columbia County

Ms. Suzanne M. Norris

Columbia County

Dr. James Surrency

Gilchrist County

Dr. Miguel Tepedino

Columbia County

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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, Georgia, 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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.

FGC 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 at 386-754-4215. The Accessibility Services Office is located in Building 007, 149 SE College Place, Lake City, Florida 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 and Compliance officer is Cassie Buckles, Associate Vice President of Human Resources, building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at Cassandra.Buckles@fgc.edu or 386-754-4313.