



**FLORIDA GATEWAY
COLLEGE**



2017-2018
STUDENT
HANDBOOK

Florida Gateway College



Our Mission

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through 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, national origin, gender, religion, disability, age, marital status, genetic information, or any other legally protected status against a student, employee, or applicant is prohibited.

The Equity Officer for the College is Sharon Best, Executive Director of Human Resources, Building 001, Room 136, 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call 386.754.4313.

Student Handbook 2016-2017

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President’s Welcome



Florida Gateway College is proud of its 70 year history of educating students. We serve the communities of Columbia, Gilchrist, Dixie, Baker and Union Counties, but also have students attend FGC from many different counties of Florida, the United States and international countries. The diverse student body take a wide variety of academic programs that range from career certificates, the associate in science degree for career orientated programs or our associate in arts degree, a degree designed for transfer to many four year universities in the State of Florida and beyond. We are proud to also offer two Bachelor of Science Degree programs in Nursing and Early Childhood Education and a Bachelor of Applied Science degree in Water Resources Management.

Our mission, as it has been for the past 70 years, 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. Whether you are a high school graduate, dual enrolled high school student or a non-traditional student - Our motto is “Go Further Together at FGC.”

Welcome and best wishes for a successful 2017-18 academic year!

Lawrence Barrett, Ed.D.
President

**WELCOME TO FLORIDA GATEWAY COLLEGE!
WE'RE GLAD YOU'RE HERE.**

CHAPTER I

**FLORIDA GATEWAY COLLEGE CONSUMER INFORMATION
& STUDENT RIGHTS
& RESPONSIBILITIES**

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 www.fgc.edu.

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 College Catalog, at the Enrollment Services Office in Building 015, or on the office's page on the College Web site.

Florida Gateway College Graduation/Completion and Transfer-out Rates This information is available through the Office of Research and Institutional Effectiveness in Building 016, telephone 386-754-4227.

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 emergency situations, 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 <https://www.fgc.edu/administration/public-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 College Catalog, on the College Web site, or at the Enrollment Services Office in Building 015, telephone 386-754-4205. Additional information regarding the cost of attendance can be obtained at the College Business Office in Building 001, telephone 386-754-4206.

Americans with Disabilities Act In accordance with College Policy 6Hx12:6-44, the College will comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2009. This law represents a comprehensive ban on discrimination against disabled individuals in employment, public services, public accommodations, and services. The ADA does not preempt any federal, state, or local law that provides greater or equal protection for the rights of individuals with disabilities. Further, the College complies with Section 504 of the Rehabilitation Act, as required by law. It is the policy of the District Board of Trustees that reasonable substitution of requirements for admission to the College, admission to a program of study, or graduation from Florida Gateway College be provided for students who can demonstrate eligibility through certification by an appropriate professional in their field. For services, contact Terry Auger, Disability Services Coordinator, located in Building 017, telephone 386-754-4393, before or directly upon arrival on campus.

Florida Shines www.floridashines.org is a service of the Florida Virtual Campus and is a resource for planning and managing your higher education experience.

Financial Assistance Information For those who qualify, this includes types of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to reestablish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, conditions for federal loan repayment for students who participate in volunteer services. This information can be found in the College Catalog, on the College Web site and at the Financial Aid Office in Building 014, telephone 386-754-4296.

Scholarships The Financial Aid Office, The College Foundation Office, and the Office of Advising have information regarding scholarships. Refer to the SCHOLARSHIPS section of this book.

Voter Registration Information Florida Gateway College encourages all students who are 18 years of age and U. S. citizens to participate in local, state, and national elections. Voter registration forms are

available from the Student Activities Office in Building 007 and from your county Supervisor of Elections Office. If you have any questions, you can contact the Elections Office at 386-758-7029 for Columbia County.

Medical Services In case of illness, injury, or an emergency while on campus or at a school-sponsored activity, the student should contact his or her personal physician or go to the emergency room. If an emergency, illness, or injury appears life threatening, 911 should be called and the incident should be reported immediately to Campus Safety, office extension 1010 or 386-623-2398. The injured or ill student shall be responsible for the cost of all medical, transportation, and emergency services.

Academic Freedom Academic freedom is encouraged and faculty, staff, and students are expected to uphold the following principles:

The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;

The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member's academic area (or related academic areas) in an atmosphere of free inquiry;

The right of members of the academic community to pursue learning free from disruption, with due process for all concerned.

Academic freedom carries with it responsibilities and duties correlative with rights, such as accuracy, appropriate restraint, and respect for the opinion of others. Academic freedom must be exercised within the framework of responsibility and the ethical commitment to which the College subscribes.



Florida Gateway College

WEATHER EMERGENCY COLLEGE CLOSING PROCEDURE

The following emergency procedures/college closing (weather or other emergency) plan will be followed.

The president, or his designee, will determine if weather or other emergency situations entail the closing of the College. He will communicate that information to the Media & Community Information Department who will notify the news media per the listing below.

Columbia County Citizens Information Hotline 386-719-7530

(NOTE: This hotline is only activated in time of declared emergency).

FGC Hotline 386-754-4590.

BROADCAST MEDIA

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

WNFB Mix 94.3 FM (radio* – Columbia/Union counties)

WQHL 98.1 (radio* – Suwannee and Columbia counties)

WQLC Power Country 102.1 FM (radio – Columbia/Union counties)

WSKY 97.3/WKTK (radio – Gainesville)

WUCR 107.9 FM (radio – Union County)

Channel 20 WCJB (TV – Gainesville)

Channel 4 WJXT (TV – Jacksonville)

Channel 12 WTLV (TV – Jacksonville)

***This radio station has been designated an Emergency Alert Station by the federal government.**

NEWSPAPERS & WEB SITES

Baker County Press

Dixie County Advocate

Dixie County Times

Gilchrist County Journal

High Springs Herald

Florida Gateway College -- (Web site and main phone, 386-752-1822; conditions permitting)

Lake City Reporter

Suwannee Democrat

Union County Times

The Department of Public Safety will notify Faculty, Staff, and Students via the emergency alert system.

Students and employees are advised to listen to one of the above stations

for details on closing or they may contact their local newspapers, conditions permitting. The Media & Community Information Department will communicate college closing information to the news media immediately following the president's decision or beginning at 6 a.m. the morning of an emergency closing. If you do not hear a message on one station, then check another station. Many times the phone lines will be so busy that there will be a delay in getting an open line to transmit closing information to a station. Be sure to pass information on to friends.

Students and employees: If the College is not closed, but your area has emergency weather situations that may prevent you from attending classes or work, you are advised to make your own decision concerning your safety in travel. Afterward, you may discuss the situation with your professor or immediate supervisor to determine how to handle the situation.

County Emergency Management Departments will be notified of FGC's closing status. You may contact the FGC Hotline 386-754-4590 or contact Columbia County Emergency Management at 386-758-1125. In Baker County, you may contact the Emergency Management Department at 904-259-6111 or 904-259-8024; Dixie County Emergency Management at 352-498-1240; Gilchrist County Emergency Management at 352-463-3410; or Union County Emergency Management at 386-496-4330. Duval County Emergency Management will only accept emergency closing information from its county.

The College switchboard, and the FGC Hotline will have message modified, conditions permitting, to indicate the closing status. Additionally, closing information will be listed on the College's Web site and Channel 8 (Columbia County) as conditions permit. If there is any need for further clarification, you may call FGC's Department of Public Safety 386-754-4490.

The Florida Division of Emergency Management maintains a Web site that provides the latest disaster information. The Web address is: www.floridadisaster.org. As well, the Web site www.MyFlorida.com includes very up-to-date information.

The Office of Homeland Security has created a Web site www.ready.gov with information to help people be prepared in advance for various types of disasters.

Any questions or concerns may be directed to the Public Information Office at 386-754-4248 or 386-754-4247.

GENERAL RIGHTS OF STUDENTS**Discrimination**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (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 Activities office at 386-754-4317.

Freedom of 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**General**

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, and Disabled Student Services.

Notification of Social Security Number Collection and Use

In compliance with and pursuant to Florida Statute 119.071 (5), 1008.386, 1002.22(2), and SBE Rule 6A – 1.0955 (3) (e), Florida Gateway College (FGC) issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college's duties and responsibilities. In a seamless K-20 educational system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the transition from one educational level to the next. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security number of all post-secondary students to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the Social Security number of every student. A student may refuse to disclose his/her Social Security number to the college, but refusing to comply with the federal requirement may result in fines established by the IRS. Providing your SSN signifies that you consent to the use of your number in the manner described. To protect your identity, FGC will secure your Social Security number from unauthorized access. FGC will never release your Social Security number to unauthorized parties, and each student at FGC will be issued a unique student identification number. Your unique student identification number is used for all educational purposes at FGC including registration, access of your online record, etc. All Social Security numbers are protected by federal regulations and are never released to unauthorized parties. For additional detailed information on the college's collection and use of social security numbers, please visit the college's website at <https://www.fgc.edu/current-students/registrar/right-to-know/>

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 Enrollment Services Office 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.

Detailed information about FERPA, including who may have access to information contained in your records, is available at the Enrollment Services Office in Building 015, in the college catalog, or on the department's 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 20202-5920

AIDS Policy

Florida Gateway College will be flexible in its response to incidents of Acquired Immune Deficiency Syndrome (AIDS) on campus, evaluating each occurrence in light of the general policy and the latest information available. AIDS education information may be obtained at the following Internet sites:

U.S. Department of Health and Human Services
<http://www.aidsinfo.nih.gov/>

A nonprofit worldwide AIDS organization harnessing the power of the Internet in the battle against HIV AIDS <http://www.aids.org/index.html>

Any student who informs the College that he or she is infected will be accorded confidentiality regarding disclosure of the medical condition. Records will be maintained by the Vice President for Student Services in a secure location. Admissions will not be denied to a qualified student solely on the grounds that the student is an infected individual. For more information, refer to College Policy 6Hx12:6-42.

STUDENT CODE OF CONDUCT

The goal of the College is to fulfill its educational mission in part by teaching students how to function within acceptable guidelines in an educational 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 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 which 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 copy- right 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 6Hx12:10-09. 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 Enrollment Management and Student Affairs in Building 014, or by calling 386-754-4321.

The intent of these procedures is to accomplish the following:

Prevent the abuse of alcohol and other drugs through a strong educational effort.

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

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 identified in Schedules I and II 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 and 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 and any faculty member, administrator, or non-probationary employee shall be discharged.

Illegal Possession of Drugs

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

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 his or her age.

This includes the manufacture or use of false identification. Use of altered identification for the purpose of 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.

Civil Conviction for Drug and Alcohol Offenses

If employees of Florida Gateway College in performance of College duties within the scope of their employment are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if the offense were committed on College property or at a College sponsored event. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes. The individual involved is required to notify the College of the conviction or arrest within five (5) working days following said conviction or arrest.

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.

DISCRIMINATION AND HARASSMENT 6Hx12:6-23

The College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Students who wish to discuss or file a complaint concerning an incident of harassment should meet with the Vice President for Enrollment Management and Student Affairs, Building 014, 386-754-4324, if the complaint is against a student. If the complaint is against Florida Gateway College personnel, please meet with the Executive Director of Human Resources, in Building 001, 386-754-4313. The complaint must be filed within 60 days of the incident. The equity officer is Sharon Best, Executive Director of Human Resources, located in Building 001,

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 which interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.

Conduct, expressions, or manner 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.

All campus speakers and lecturers outside the classroom must have approval from the vice president for student services or his/her designee.

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 shall supply the College with false information, including but not limited to, admission documents, advisor's or instructor'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, administrative or staff personnel.

**POSSESSION, STORAGE AND ISSUANCE OF
WEAPONS, FIREARMS, AMMUNITION, FIREWORKS
AND EXPLOSIVES 6Hx12:3-10**

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 which could result in extreme embarrassment or loss of dignity is also prohibited. Violations of the Hazing Policy may result in fine, probation, suspension, or dismissal.

SEX/GENDER DISCRIMINATION AND SEXUAL MISCONDUCT**6Hx12:6-45**

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:

Sharon Best

Title IX Coordinator, Executive Director, Human Resources & Equity Officer
Florida Gateway College
149 SE College Place
Lake City, Florida 32025
Direct Dial: 386-754-4313
Fax: 386-754-4813

Email: Sharon.Best@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 knowing 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:

- 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. First aid may be offered by Campus Public

Safety. 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 obtaining the services of counseling professionals, if requested. However, the College will not assume financial responsibility for the obtaining and/or providing of such services. For off- campus counseling services for students, contact BayCare at 1-800-878-5470 or by visiting its website at www.BayCare.org/SAP. For faculty and staff contact UNUM at 1-800-854-1446 or by visiting their website at www.lifebalance.net. 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 & DESIGNATED SMOKING AREAS 6HX12:10-08

It is the policy of the District Board of Trustees that the use of any tobacco products are 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 which 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 authority to enforce any and all parking and traffic regulations on the Florida Gateway College campus. Anyone operating any vehicle on any of the campuses of Florida Gateway College must do so in a safe, courteous, and legal manner. Parking hangtags/decals are not required for student vehicles.

Violations and fines are listed in District Board of Trustee Procedure 6Hx12:5-

05. Appeals for parking violations are through the Director of Public Safety and must be made in writing within 15 days of the written violation. Appeal decisions made by the Director of Public Safety are final.

Designated Parking: Parking spaces are designated 7:00 am until 4:30 pm 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 am until 3:30 pm.

Abandoned motor vehicles left on campus over one week will be towed and stored at the owner’s expense.

Bicycles must be ridden in a safe manner with all pedestrians having the right of way. Bicycle traffic must 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.

Skateboards, scooters, and hover boards, roller skates, and inline skates may not be ridden anywhere on the property of Florida Gateway College.

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. 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

During special events, certain parking lots and roads may be restricted. The college assumes no responsibility for any damage to motor vehicles or for any loss while a vehicle is driven or parked on campus property.

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.

STUDENT DISCIPLINE 6Hx12:9-08

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 Vice President for Enrollment Management and Student Affairs, 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.

I. DISCIPLINARY PROCESS

All students are guaranteed the following rights:

1. The right to specific written notification of the charges. (It is the responsibility of the student to have a current mailing address on file with the Registrar.)
2. The right to a copy of all redacted written statements regarding the charges.
3. The right to a prompt appeals meeting.
4. The right to an advocate of choice. The advocate may serve only in an advisory capacity to the student, and may not participate in the proceedings directly.
5. The right to present witnesses or information.
6. The right to refuse to give self-incriminating statements.
7. The right to a full and complete record of the appeals meeting.
8. The right to an appeal of a disciplinary action of “suspension or expulsion”.

II. DISCIPLINARY ACTIONS

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

1. **Official Warning or Reprimand:** A written statement from the Vice President for Enrollment Management and Student Affairs expressing disapproval of conduct. A record of warning or reprimand shall be maintained in the disciplinary file for the student.
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 Campus Appeals Board or the Vice President for Enrollment Management and Student Affairs.
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 Vice President for Enrollment Management and Student Affairs
6. **Disciplinary Probation:** Formal written warning that the student's conduct is in violation of the Student Code of Conduct. 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.

III. VIOLATIONS OF STUDENT CODE OF CONDUCT

A. All alleged violations of the Student Code of Conduct should be referred to the Vice President for Enrollment Management and Student Affairs or designee. Charges may be filed by faculty, staff, students, or guests of the College, and should be made in writing. The burden of proof in discipline matters rests with the complainant.

B. The Vice President for Enrollment Management and Student Affairs is authorized to immediately suspend a student from the College if the vice President 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 of this action. (It is the student's responsibility to have a current mailing address on file with the Enrollment Services Office).

C. The Vice President for Enrollment Management and Student Affairs or designee may hear the complaint of alleged violation of the Student Code of Conduct and render a decision.

1. If the Vice President for Enrollment Management and Student Affairs or designee hears the complaint and renders a decision:

- a. the decision will be made available to the parties involved within three working days,
- b. any student who wishes to appeal a decision of "suspension or expulsion" must notify the Chair of the Campus Appeals Board in writing within

- fifteen working days of the decision.
 - c. The Campus Appeals Board will function as the first level of appeal for decisions of "suspension" or "expulsion". The Campus Appeals Board shall consist of a chair, and at least five members chosen from faculty, staff, and students (See Committee Structure Handbook).
 - d. The student will receive at least three days' written notification of the meeting date.
 - e. The Campus Appeals Board may accept, modify, or reject a decision of the Vice President for Enrollment Management and Student Affairs, or designee.
 - f. The decision of the Campus Appeals board will be made available to the parties involved within three working days after the appeal meeting.
 - g. Any student who wishes to appeal the decision of the Campus Appeals Board must do so within three working days of the decision. The appeal must be made in writing to the College President.

2. If the Campus Appeals Board reviews the decision of Suspension or Expulsion:

a. the student will receive written notification of the charges and meeting date no less than three days before the meeting date,

b. in the event the student fails to appear and participate in the Campus Appeals Board meeting, without prior written notification to the Chair of the Campus Appeals Board, the meeting will take place as scheduled. The Campus Appeals Board will review the case and reach a recommendation based upon available information.

If the Chair of the Campus Appeals Board receives prior notification and justification that the student is unable to attend the Campus Appeals Board meeting, the meeting will be rescheduled. Failure on the part of the student to attend the rescheduled meeting will result in the Campus Appeals Board reviewing the case and reaching a decision based upon available information.

c. the decision of the Campus Appeals Board will be

made available to the parties involved within three working days after the meeting, and

d. any student who wishes to appeal the decision of the Campus Appeals Board, must do so within three working days of the decision. The appeal must be made in writing to the College President.

D. 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 impact the decision.

E. 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 Campus Appeals Board, as established in Policy and Procedure 6Hx12:9-08. A minimum of four members will constitute a quorum.

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 386-754-4267. The Ombudsperson may serve as a student advocate and/or mediator regarding academic matters.

The Ombudsperson is accountable to the College President in his/her role as

Ombudsperson.

This information is provided to students in the College Catalog and the Student Handbook which are available on the college website.

CHAPTER II STUDENT FEES

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

FEE SCHEDULE

	<i>Florida Residents</i>	<i>Non-Florida</i>
Credit Courses (per credit hour)	\$103.32	\$391.57
Postsecondary/Adult	\$84.89	\$336.52
Baccalaureate	\$120.33	\$450.78
Online Fees	\$30-40	\$30-40

Refundable Fees:

A. Credit Matriculation/Tuition Fees:

Full fees, except those indicated in Chapter II, will be refunded for any credit course which is dropped by the last day of the published add/drop period. The add/drop period will be clearly published in the schedule of courses and the catalog, as well as other publications.

B. Up to 100 percent of the fees, except those indicated in Chapter II, will be refunded if a student withdraws from a course due to circumstances determined by the College to be exceptional and beyond the control of the student.

C. Minimester Credit Classes: Full fees will be refunded for any class offered for less than a full semester in length if it is dropped before the start of the second class meeting. In case of weekend classes, full fees will be refunded if the class is dropped by the Tuesday after the first class meeting.

D. Noncredit Matriculation Tuition: For courses offered by Public Service Programs, full fees will be refunded if the noncredit course is dropped at least three working days before the start of the class. If a course must be canceled by Public Service Programs, then full fees will be refunded.

E. Special Courses, Seminars, Institutes, and Workshops: The fee for special courses and events will be fully refundable up to three working days before the event. After that time, no refund is possible.

Students suspended for disciplinary reasons are not eligible for any refunds. The President or a designated representative may vary from these procedures if compelling reasons exist, such as accident or extended illness.

Nonrefundable Fees:

All fees are nonrefundable after add/drop.

IMPORTANT: Students receiving Title IV HEA assistance, see Financial Aid Office for Refund Procedures.

OTHER CAMPUS SERVICES

COLLEGE BOOKSTORE

The College Bookstore has a wide variety of supplies, snacks, computers, and software, in addition to classroom texts.

Books, supplies, and materials may be purchased by cash, check, VISA or MasterCard. Checks must be written for the exact amount of purchase. Please bring your student ID and driver license, or other photo ID. To ensure that you purchase the correct textbook, please bring your class schedule. Textbook lists will be posted to the FGC Web site 30 days prior to each term. Please visit our Web site at ww.fgc.edu and click Current Students, Bookstore. Visit the College Bookstore in Building 014, telephone 386-754-4320.

LIBRARY

The Wilson S. Rivers Library and Media Center is the newest building on campus and houses the library and media divisions of Florida Gateway College. The library contains a collection of thousands of catalogued books, e-books, DVDs, microfilm and original art.

The library has more than 70 computers for student access, as well as Wi-Fi.

The H&H Cafe offers coffee and other beverages, snacks, and sandwiches for purchase. There are five study rooms available for students to encourage individual and group study. Digital microform readers, black & white printing and photocopy machines are also available.

Registered students have online access 24/7 to millions of journal articles and many full-text databases. These are available through the FGC website, www.fgc.edu. A Student ID is required to use library services. The library orientation offers a guide to navigating the databases, and is often required for students to complete. It is available on the library website.

The library maintains cooperative agreements with the public libraries in each of the counties of its district. This provides students with local library support, Internet access to electronic databases, and Reserve services.

The library also maintains convenient day and evening hours to support student, faculty, and community needs.

**CHAPTER III
ACADEMIC DEGREE INFORMATION**

BACHELOR OF SCIENCE DEGREE

The Bachelor of Science (B.S.) Degree is the designated four-year degree for baccalaureate programs comprised of concentrated studies in the sciences, applied sciences, health sciences, or professional disciplines. Bachelor of Science degree programs provide degree completion opportunities for students from a variety of educational backgrounds, including those who may hold an Associate in Arts, or Associate of Science degree. Florida Gateway College currently offers the Bachelor of Science degree in Nursing (BSN) and Early Childhood Education (BEC).

BACHELOR OF APPLIED SCIENCE DEGREE

The Bachelor of Applied Science (B.A.S.) degree is the designated degree for flexible baccalaureate programs that are designed to accommodate the unique demands for entry and advancement within specific workforce sectors. BAS programs provide degree completion opportunities for students from a variety of education backgrounds, but primarily those with Associate in Science degrees or the equivalent. Florida Gateway College currently offers the Bachelor of Applied Science degree in Water Resources Management (WRM).

ASSOCIATE IN ARTS DEGREE

A student wishing to transfer to an upper-division university should be enrolled in courses leading to the Associate in Arts degree (A.A.), or selected Associate in Arts (A.S.) degree programs. Florida Gateway College offers a wide range of preprofessional courses designed to prepare students to transfer to upper-division universities. General admission requirements must be met for enrollment in the A.A. degree program.

For reliable information concerning which electives to choose while attending Florida Gateway College, each student is encouraged to consult with a Florida Gateway College advisor. Students are also encouraged to contact the vice president, department chair, or registrar of the school he or she expects to attend. A student who has determined a professional program of study should become thoroughly familiar with the requirements for admission into that program at the particular four-year university to which he or she plans to transfer.

Florida Gateway College requires students in all associate degree programs to demonstrate computer and oral competency. A.A. students must also meet the foreign language and general education core course requirements.

Gordon Rule

The State Board of Education has adopted the “Gordon Rule” which places

stringent requirements upon those students seeking the Associate in Arts degree. All students seeking the A.A. degree must complete six credit hours of College Algebra (MAC 1105), Mathematics for Liberal Arts I (MGF 1106), Mathematics for Liberal Arts II (MGF 1107), Elementary Statistics (STA 2023), or other higher math. Entry into these courses has the prerequisite of appropriate entry level test scores or completion of Intermediate Algebra (MAT 1033), or other course prerequisites which are detailed in the course description of the College Catalog. In order to graduate with the A.A. degree, students will also be required to demonstrate writing ability in a wide variety of English, humanities, and social science courses containing substantial writing requirements.

These courses also have the prerequisite of appropriate entry level test scores or completion of Principles of Writing II (ENC 0025), and Principles of Reading II (REA 0017), or Fundamentals of Reading and Writing (ENC 0027C).

All of these Gordon Rule courses are designated in the course description section of the College Catalog with a “GR.”

Grading Scale

The instructor of record has the sole responsibility of assignment of grades, establishes the grading scale, and must publish it in the course syllabus. Students must earn a C or better in all GORDON RULE courses in order to fulfill general education requirements leading to a degree at Florida Gateway College.

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science (A.S.) degree is designed for the student seeking training in business, health, technical, industrial, or public service fields. A student interested in the Associate in Science degree is required to meet all general admission requirements and special program admission requirements (see the program advisor or director).

Florida Gateway College requires students in all associate degree programs to demonstrate computer and oral competency. See the College catalog for complete information on all associate degree, diploma, or certificate programs.

CERTIFICATES AND APPLIED TECHNOLOGY DIPLOMAS

Certificate and Applied Technology Diploma programs are generally designed for full-time study, though some allow for part-time enrollment. Each certificate or applied technology diploma student is required to complete his or her class schedule with the assistance of an advisor. Students wishing to apply to any of the Public Service programs should set up an appointment at 386-754-4347, or visit the Public Training Center in Olustee. Information is also available on the college website.

Please note that admission to the College does not imply nor guarantee

acceptance into any program with special admission requirements. Additionally, admission to the College does not signify that you have met or will meet all requirements for professional licensure. If completion of your intended program of study requires professional licensure, you are encouraged to obtain information relative to those requirements prior to entering the program of study.

CHAPTER IV

ACADEMIC and REGISTRATION INFORMATION

Students who have applied for admission and have placement scores on file should make an appointment for advising by contacting the Advising Services Office at 386-754-4222. Refer to Chapter V for advising information and test center information. Refer to Chapter VI for admission information.

Dual Enrollment students must have an advisor’s signature on registration and add/drop forms before being processed by the Registrar’s Office. Call your advisor and schedule an appointment. A.A. Degree requirements sheets are available in the college catalog and through links from the College home page (www.fgc.edu). Refer to Chapter VI for dual enrollment information and enrollment services information.

Online Registration

Admitted students may register online at www.fgc.edu by selecting MyFGC. This form of registration may not be used by Dual Enrollment students. You must have a PIN (Personal Identification Number) to use online registration. Your PIN is initially set as your birth date in the format (MMDDYYYY). If you need a PIN, you may call the Enrollment Services Office at 386-754-4280. Please read instructions for online registration before beginning. Instructions are available on the department’s page at www.fgc.edu. Computers are available for online registration in the Library and Media Center (Building 200), the Career Center (Building 014), or the Student Success Center (Building 059).

Selecting/Changing Major

A student’s degree must be on record with the Enrollment Services Office within completion of 12 credit hours. A Change of Degree/Field of Study Request Form may be obtained at the Enrollment Services Office (Building 015), or at Advising Services (Building 014). An academic advisor must sign the form before the student returns it to Enrollment Services for processing.

Withdrawal from a Course

A student may withdraw without academic penalty from a course PRIOR to the deadline date published in the College calendar for student-initiated withdrawal.

The student is **NOT** withdrawn until the Course Schedule Change Form has been processed in the Enrollment Services Office. Failure to do so may result in

a grade of F from the instructor.

Drop/Withdrawal Statement

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 class by the appropriate published date. Students who have not been identified by their instructor as never attending will not be automatically dropped or withdrawn. Any student not dropping or withdrawing by the published deadline date will remain officially registered, and assigned an earned grade at the end of the semester. Withdrawing from a class does not result in a refund of fees.

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN VIOLATION OF ATTENDANCE RULES, AND MAY AFFECT VETERAN'S BENEFITS OR OTHER FINANCIAL AID.

Note Students on any type of aid or scholarship or covered by family insurance should review the specifics of their award before reducing their number of credit hours.

Increased Fees for Retaking Courses and Limit on Number of Attempts in Courses

Florida State law mandates additional tuition/fees for the third and fourth attempts at college developmental education or college level courses. The increased fees will be the full cost of instruction (approximately three times normal in-state tuition). To avoid the additional charges, you must drop a class prior to the end of add/drop. Withdrawing from a course after that time counts as an attempt.

Students requesting exemption to increased fees or attempt limitations must submit a written petition to the Office of the Vice President for Enrollment Management and Student Affairs

Excess Hours

Additional payment for hours exceeding baccalaureate degree requirements is explained in Florida Statute 1009.286.

Academic Amnesty

Academic Amnesty allows you to request that one term of prior Florida Gateway College coursework be excluded from your FGC grade point average (GPA) calculations and is not available to students who have been awarded a FGC degree or certificate. Upon recommendation of the appropriate academic vice president, an exception may be made to this condition if the courses taken in the term for which amnesty is being requested were not applicable to the degree or certificate awarded. It is a one-time, non-reversible option, so you should

carefully consider your decision to apply. To be eligible for academic amnesty, you must not have attended FGC in the past five preceding academic years.

Academic amnesty will only apply to Florida Gateway College coursework. Coursework approved for academic amnesty will be excluded from GPA calculations and in determining graduation eligibility. Students who wish to apply for academic amnesty should first discuss the process with an academic advisor to ensure guidelines are met and to secure approval.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades attempted when computing a GPA for admission eligibility or for other purposes. Academic amnesty has no effect on the student's financial aid award history. Academic amnesty has no effect on the calculation of course attempts related to multiple course attempts surcharge.

You may read about the requirements and the process for academic amnesty in College Policy and Procedure 6Hx12:09-37 located on the College Web site: www.fgc.edu or in the College catalog.

Academic Warning

A student who does not maintain a cumulative 2.0 GPA will be placed on Academic Warning status.

Academic Probation

Students who do not maintain a cumulative 2.0 GPA on a 4.0 scale for two consecutive semesters will be placed on academic probation. This means they may register for classes, but may not attempt more than 13 credits in a semester/term (fall, spring, or summer). Students on probation who achieve a 2.0 GPA at the end of each semester/term will remain on academic probation until their cumulative GPA is at least 2.0 on a 4.0 scale.

Academic Suspension

Students on academic probation who do not achieve a 2.0 GPA on a 4.0 scale in each semester will be suspended from the College. Students who are suspended from the College will not be allowed to attend any classes until after the next regular semester.

Re-admittance After Suspension

Students who are suspended from the College may return after remaining out for one semester. Upon their return, they will be placed in a probationary status. If they achieve a 2.0 GPA for the first semester, they will again be subject to regular probationary procedures.

Academic Dismissal

Academic dismissal represents a separation of the student from Florida Gateway

College for at least one year. This dismissal occurs if a student returning from suspension fails to achieve a 2.0 GPA for the first semester after returning. Students are eligible to apply for readmission to the College after the dismissal period. Admission will be on a petition basis. In order for readmission to be approved, the petition must present evidence of some change in the student's circumstances. Address petition to Vice President for Enrollment Management and Student Affairs.

Grade Forgiveness

College Level Courses

A student who receives a D+, D, or an F in a course may choose to repeat the course to raise his/her grade point average. Florida state law limits to two (2) the number of times a course may be forgiven.

Florida Gateway College will count only the last grade of a class for grade point average purposes. Students should be aware of the preference given by colleges or universities to students who complete courses on their first attempt. Florida state law mandates additional tuition/fees for the third attempt at any college level or developmental education course. Students who repeat a course should check their transcript on MyFGC to ensure recalculation of the grade point average. If the GPA has not been recalculated, please contact the Enrollment Services Office. All grades will remain on the transcript, even though the last will be the only one used in the grade computation.

Students are discouraged from repeating courses unless necessary to improve poor grades. Many institutions in Florida, either public or private, now calculate the number of attempted classes when making admissions decisions. Students who plan to transfer to a Florida college or university should be aware that withdrawals and/or audits (i.e., repeats) may affect selected college admissions.

Students who are on financial aid should check with their financial aid counselor regarding the status of repeated courses. Florida teachers taking courses for recertification should ensure that repeated courses count for that purpose. The Florida Department of Education is the only definitive source for that information.

NOTE: A student may have only three attempts per college credit course including the original grade, repeat grades, and withdrawals at any point in the semester. The student must pay full instructional costs (approximately three times normal in-state tuition) for the third and subsequent attempts. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. A fourth attempt will always be at full cost of instruction. All grades from the third and subsequent attempts will be calculated in the GPA.

Attendance Requirements

Regular attendance is expected and is a requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus with attendance beginning at the time of an individual student's official enrollment in the course. Students who are not attending class will be called at home. Failure of the student to adhere to the instructor's attendance requirements may result in an F grade in the course after notification from the instructor. The assignment of grades is the sole responsibility of the instructor. The instructor may only assign an "F" for non-attendance after the deadline for student-initiated withdrawal has passed. The instructor will determine the validity of absence and whether the student will be allowed to make up class work and/or examinations.

A student's absence due to college sponsored activities will not count against his or her attendance in a class as long as the instructor is notified in advance by the appropriate sponsor/club advisor. Students are responsible for all work missed due to college sponsored activities. It is the student's responsibility to meet with his or her instructors prior to such an absence and arrange to make up all class work and notes. It is also the student's responsibility to see that absences other than those required by approved college activities are severely limited. The College will not condone excessive, unexcused absences.

Religious Observance

It is the policy of Florida Gateway College to accommodate the religious observances, practices and beliefs of individual students in regard to admission, class attendance, and the scheduling of examinations and work assignments. If the student believes that an instructor's class policies conflict with the student's religious observances, practices and beliefs, the student should first discuss this conflict with the instructor involved. If the conflict cannot be resolved, the next steps would be to contact the appropriate vice president. The final arbitrator in this situation is the president.

GRADUATION REQUIREMENTS

All students must submit a written application for graduation by the published deadline. Applications can be obtained from the Enrollment Services Office, Advising Services, or the College's Web site.

Applications must be completed by the student **in conjunction with his or her advisor** and submitted to the Enrollment Services Office by the deadline reflected in the college's Academic Calendar. Students seeking a degree or certificate should schedule an appointment with their advisor for a preliminary graduation audit during the semester prior to the expected term of graduation. It is the student's responsibility to ensure that all program requirements have been met and/or will be met by the term reflected on the application.

In order to qualify for graduation, a student must complete all program requirements as stipulated in the College catalog.

Degrees, certificates and diplomas issued by FGC will reflect the name of the student as indicated in the official student record. Students must complete a “Change of Name” form in order for their degree, certificate and/or diploma to reflect any name changes.

Students who do not fulfill requirements necessary for completion of their program by the end of the semester for which the application was made must resubmit a graduation application by the deadline for the semester in which requirements will be completed.

FGC conducts graduation ceremonies each fall and spring semester. Students who have a fall graduation application on file in the enrollment services office will participate in the fall graduation ceremony. Students who have a spring graduation application on file in the enrollment services office will participate in the spring graduation ceremony. Students awarded degrees during the summer semester or who have a summer graduation application on file in the enrollment services office may participate in either the spring or fall commencement ceremony. However, please note that students who will graduate in the summer wishing to participate in the spring ceremony must have their application turned in by the spring deadline.

Note: Participation in the graduation ceremony does not constitute the official graduation clearance.

Students should allow four to six weeks following the semester of completion for receipt of their degree, certificate and/or diploma.

Any requests for substitutions or waivers to any program curriculum must be made by the student to the appropriate vice president.

Note: The state of Florida guarantees that students who complete an Associate in Arts (A.A.) degree at the community college level have the opportunity to enroll in and earn a bachelor’s degree at a state university and will have priority admission over out-of-state students. It is strongly recommended that a student complete the A.A. degree prior to transferring, or at least complete the 36 hour general education block at their initial institution. Transfer students who have not yet completed the A.A. degree will be evaluated based on their high school transcripts as well as their college coursework.

Without an A.A. degree, they will also compete with all entering freshman applicants to the college or university.

CHAPTER V STUDENT SERVICES

OFFICE OF ADVISING SERVICES

Academic advisors help new, continuing, and transfer students clarify their academic and career goals, register for classes, and connect with appropriate campus support services. Students should meet regularly with their advisor to develop and follow a personal education plan (PEP) that will lead to degree and program completion. Students who plan to transfer should meet often with their advisor for help in choosing the right college or university, for guidance regarding transfer requirements, and for assistance with the transfer admissions process. To make an appointment, stop in the Office of Advising Services in Building 014, or call 386-754-4222.

SECRETS TO ACADEMIC SUCCESS

Develop a personal education plan (PEP) with your academic advisor.

Have a back-up plan for child care, transportation, or work. When problems arise, you won’t have to miss classes.

Know about and use the many FREE college resources, tutoring, library, computer labs, and Baycare.

Join a study group or find a study buddy.

Read your course syllabus very carefully for assignments, quizzes, and test dates.

Don’t be afraid to ask questions or participate in class. The more you understand, the better your grades will be.

Know your critical dates: the beginning of registration, the last day to drop or add a class, and withdrawal deadlines.

If you’re working full-time, consider a 3-3-2 schedule: three classes in the Fall, three classes in the Spring, and two classes in the Summer.

Protect your financial aid. Keep your GPA above a 2.0 and maintain the correct completion rate. Find out more from a Financial Aid Specialist.

Face problems head-on. Talk to someone right away and get help.

Know yourself. Take pride in what you do well, but don’t forget to work on areas of weakness.

CAREER CENTER

The Career Resource Center is a centralized career planning center. The Career Center staff assist students in exploring their interests, talents, and skills and help with employability skills, resume writing, and interview techniques. Current job openings for students and alumni are posted at www.fgc.edu, Employment, Student Employment Positions, Job Listings. The Career Resource Center is located in Building 014, Room 145, telephone 386-754-4298.

DISABILITY SERVICES

The Disability Services Office delivers ongoing support and services to provide an accessible and inclusive educational environment for students with documented disabilities; promotes independence and self-advocacy as a means to reaching their full potential; and, ensures compliance with all state and federal ADA laws and guidelines.

Although students with disabilities are not required to disclose their disability, those who wish to have accommodations for PERT or TABE testing need to register with the Disability Services Office by making an appointment to meet with the Coordinator. While disclosure is voluntary, it is strongly recommended to enable equal access to success.

For more information or to make an appointment, visit the office located in Building 017, Room 021 or call 386-754-4393.

AMERICANS WITH DISABILITIES ACT

It is the policy of the District Board of Trustees to comply with the Americans with Disabilities Act of 1990 (ADA) and the amendments of 2009. This law represents a comprehensive ban on discrimination against disabled individuals in employment, public services, public accommodations, and services. The ADA does not preempt any federal, state or local law that provides greater or equal protection for the rights of individuals with disabilities. The College also complies with Section 504 of the Rehabilitation Act of 1973.

Also, it is the policy of the District Board of Trustees to allow reasonable substitution, modification or waiver of requirements for admission to the College, entrance to a program of study, within a program of study, or for graduation for eligible disabled students, as required in State Board of Education Rule 6A-10.041.

**DISCIPLINARY
STUDENT DISCIPLINE****6Hx12:9-08**

Refer to the disciplinary/student code of conduct section of this handbook for disciplinary policies, disciplinary actions, and disciplinary appeal procedures. See Chapter I.

GENERAL STUDENT COMPLAINTS**6Hx12:9-38**

Please refer to college policy 6Hx12:9-38 for appropriate guidelines and instructions.

GRADUATION CEREMONY

Florida Gateway College graduates student each fall, spring and summer semester. However, only two ceremonies are held each year. Ceremonies will be held on December 12, 2017 and May 4, 2018. Graduation applications are due: Fall – October 20, 2017, Spring – March 23, 2018 and Summer – June 6, 2018 (for the fall ceremony); March 23, 2018 (for the spring ceremony). Names will not appear in printed programs if applications are submitted past the stated deadline. Students who have applied for graduation will receive information regarding caps and gowns, and dates/times for rehearsal and graduation through their @wolves.fgc.edu email. For questions regarding the graduation ceremony, call 386-754-4321. Also, see Graduation Requirements in Chapter IV.

LOCATE STUDENTS FOR DELIVERY OF EMERGENCY MESSAGE

Anyone needing to get an emergency message to a student should contact Student Affairs at 386-754-4321. If Student Affairs is not available, contact Public Safety at 386-754-4490. If the student has a class, an attempt will be made to get the message to the instructor. If the student is not in a class or does not have a class later in the day, there is no other way to get a message to him or her. Because instructors must give the messages to students during class time, or class must be interrupted to give the student the message, only messages determined to be an emergency will be delivered. For student in a night class, call Public Safety 386-754-4490.

MULTICULTURAL ACADEMIC SUCCESS PROGRAM

The Multicultural Academic Success Program (MASP) supports Florida Gateway College's ongoing commitment to create and foster an intellectually and culturally diverse campus community. The program helps minority males and females develop the personal and academic skills needed to successfully complete a program or degree and provides scholarships to eligible students. The program features academic advising, mentors, career planning, support services, and transfer assistance. For more information or to join MASP, contact the MASP advisor in the Office of Advising Services at 386-754-4434.

STUDENT ACTIVITIES**STUDENT ACTIVITIES OFFICE**

The Student Activities Office (SAO) is dedicated to promoting both extra-curricular and co-curricular activity programs to enhance the campus experience at Florida Gateway College. The SAO's philosophy is that real learning takes

place outside as well as inside the classroom. Activities include, but are not limited to, recreation and leisure time, entertainment programming, leadership development, and volunteer service. SAO is working to develop students into well-rounded community-minded individuals.

Located in Building 007, the Charles W. Hall Student Center offers students a variety of leisure time activities. From ping pong, to pool, to air hockey, there are many ways to pass the time recreationally. Additionally, we offer a giant-sized chess and Jenga sets, and several TVs available for video games. Wireless Internet is also available for students who bring their laptops.

CAMPUS CLUBS and VOLUNTEER SERVICE

No matter your background, the variety of clubs at FGC is able to meet the needs of almost any student. Many of the clubs complement academic programs, though not all campus clubs are academic based. Each club selects a representative to serve as “Club Representative” in the Legislative Branch of the Student Government Association (SGA). Please contact SAO for more information.

Anime Club: The purpose of this organization is the promotion of Japanese animation and culture through campus activities, viewing Japanese animation, and participation in conventions. Membership is open to all FGC currently enrolled students.

Art Club: The purpose of the Art Club is to increase the promotion and awareness of the visual arts. Club members collaborate with peers and professionals to perpetuate skills and offer art-related services to the community. Membership is open to all FGC currently enrolled students.

College Choir: The College Choir is open to any student currently enrolled in Choir or Consort. The purpose of the club is to promote learning in the field of music.

Cosmetology Club: Membership to the Cosmetology clubs is open to any student enrolled and in good standing within the cosmetology programs. The purpose of the club is to increase unity and bonding among cosmetology students, and to provide an opportunity for students to become a part of their campus community.

Cosmetology Club: Membership to the Cosmetology clubs is open to any student enrolled and in good standing within the cosmetology programs. The purpose of the club is to increase unity and bonding among cosmetology students, and to provide an opportunity for students to become a part of their campus community.

CRU at Florida Gateway College: We are a group of Christian believers that

are on a mission to make disciples for Christ. We are on a movement to win souls for Christ and share His word with the world.

Florida Gateway Mathematical Society: The purpose of this club is to provide Florida Gateway College students with the opportunity to excel in college level mathematics, network with other university math clubs/teams and serve FGC as academic mathematical scholars. This organization will compete in math competitions, provide community service and support on behalf of Florida Gateway College.

Future Teachers Club: The purpose of this organization is to share best practices in the field of education and to develop a network of contacts of support while completing collegiate coursework and entering the profession. Membership is lifetime and open to all currently enrolled FGC students, especially those interested in pursuing the field of education.

Gay Straight Alliance: The Gay Straight Alliance (GSA) serves to bring students of all orientations together in order to promote tolerance through a safe and supportive campus for lesbian, gay, bisexual, and transgender students.

Phi Theta Kappa: PTK is an international honor society that welcomes all students with a qualifying GPA.

Practical Nursing Association of FGC: The PNSA of FGC aids its members with development of their nursing skills as well as helping them to become well-rounded. Membership is open to students currently enrolled in the PN program.

Rotaract: Rotaract is a Rotary-sponsored service club. We work at the local level with members addressing the community’s physical and social needs while promoting international understanding and peace through a framework of friendship and service.

Student Nursing Association: In addition to preparing the students of the SNA for the American Nurses Association, the SNA also works to stimulate interest in the National League of Nursing. Membership is open only to those students enrolled in the registered nursing program.

Volunteer:

The Student Activities Office encourages volunteer service through “Service Points Program.” Any student or club may participate. The SAO is regularly notified of community organizations or campus functions that are in need of help. Simply complete a Service Points Application in the Student Activities Office.

Student ID

FREE

Copies/Faxes (1 -10 pages local numbers) FREE

Canoe Rental FREE

STUDENT IDENTIFICATION CARDS

A student identification (ID) card may be obtained from the Student Activities Office in Building 007. Any student registered for classes is eligible for a card. The card serves as campus identification and entitles the student to library privileges, admission to all student activity funded events, parking passes, and voting privileges in student elections.

The initial card is free. There is a \$5 charge to replace a lost card.

When you come to the Student Activities Office to obtain a photo ID card, please bring a copy of your class schedule and a photo ID.

FAX/COPY SERVICE

The Student Activities Office in Building 007 offers fax/copy service for up to 10 pages for local numbers at no cost to students. There is a nominal fee for nonstudents.

STUDENT GOVERNMENT ASSOCIATION

Student Body Senators are twelve elected officials who, alongside a representative from each club, make up the Legislative Branch.

These individuals attend Assembly Meetings, participate in Service Point opportunities, serve on college committees, and address college issues. If you are interested, please see the SAO or the SGA in Building 007.

The Executive Board (E-Board) are a group of individuals who make up the core of the SGA. The positions available on the E-Board are President, Vice President, Secretary, Legislative Liaison, and Outreach Coordinator. These positions work directly with key College personnel, assist the management of Student Activity Fees, advocate student issues at the College and abroad, and meet fellow students and officials across the State of Florida. They are the voice of the Student Body.

Contact SAO in the Charles W. Hall Student Center in Building 007. Stop by any time!

STUDENT HANDBOOK

The student handbook is available online at www.fgc.edu in the Student Resources section. For more information, call 386-754-4321.

STUDENT SUCCESS CENTER

Located in Building 059, the Student Success Center is a stand-alone, multi-purpose learning success center consisting of the Collegewide Learning Lab, Student Success (Tutors), and TRIO Student Support Services. The Center is

available to all FGC students, St. Leo University students, and the general public from 8:00 am to 8:00 pm, Monday through Thursday during all semesters, and additionally, on Fridays from 8:00 am to 4:30 pm during Spring and Fall semesters.

The student Success Center (SSCC), located in building 059, is a stand-alone, multipurpose learning center. It is available to all Florida Gateway College (FGC) student, St. Leo University students, and the general public. It is open Monday through Thursday 8:00 am to 8:00 pm during all semesters and is open Fridays from 8:00 am to 4:30 pm during the spring and fall semesters. The SSC has over 50 computers, internet accessible with Explorer, Chrome, and Fire Fox. Computers also have the latest version of Microsoft Office, Canvas, and computer programs utilized in courses taught explicitly at FGC. Limited student printing and reference copies of textbooks are also available. There are CRLA (College Reading and Learning Association) trained and certified tutors available for all levels of mathematics and writing. Tutors in Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, Public Speaking, Microbiology, Practical Nursing, Register Nursing, and Physical Therapy Assistant are available but dependent on specific tutoring capabilities. The center also provides space for student study groups allowing the opportunity for learning groups to have access to tutors for a particular competencies while focusing on strengthening their foundation skills. An online tutoring program is available through Canvas for all FGC students. NetTutor is available 24/7/365 providing tutors from a wide range of subject areas. Essay and other writing assignments may also be submitted for tutor review. The SSC staff is available to assist instructors and may proctor missed or make-up tests. For more information, call 386-754-4337 or 386-754-4307.

Grades First alert and retention programs, college readiness Boot Camp, and TRiO Offices are all part of the Student Success Center. Call 386-754-4479 or 386-754-4413 for Boot Camp information or to contact Trio.

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

TRIO STUDENT SUPPORT SERVICES

Florida Gateway College is a TRIO SSS College. The Federal TRIO Student Support Services Program (TRIO SSS) is federal outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO SSS provides: personal college success coaches, academic tutoring, advice and assistance in postsecondary course selection, assist students with information on financial aid programs, benefits and resources for locating scholarships, assistance in completing financial aid

applications. TRIO SSS also provides counseling sessions designed to improve financial and economic literacy, assistance in applying for admission to, and obtaining financial assistance for enrollment in four-year programs. Call TRIO SSS Office at 386-754-4458 or 386-754-4445 for more information.

TAKE STOCK IN CHILDREN

Take Stock in Children was established in 1995 as a non-profit organization in Florida that provides a unique opportunity for deserving low-income youth/ students, many from minority families, to escape the cycle of poverty through education. Take Stock in Children offers students college scholarships, caring volunteer mentors, and hope for a better life. Comprehensive services start in middle school, continue through high school and include transition into college. For more information, call 386-754-4392.

TEST CENTER

The Test Center's mission is to provide accessible, comprehensive testing services to Florida Gateway College students and the surrounding community. The Test Center maintains and adheres to all standards and guidelines set forth by the National College Testing Association (NCTA).

General Test Center Information

The Test Center is located in Building 017, Room 001. All testing performed at the test center is done by appointment. Appointments must be scheduled a minimum of 24 hours in advance. Same day appointments are not allowed. Test fees must be paid at the time the appointment is scheduled. Fees are non-refundable and are held forfeit if examinee fails to show for their examination. Valid government or student ID is required for all exams. Examinees without valid identification will not be allowed to sit for their exam. In rare cases, additional ID may be required due to examination regulations.

Appointments may be scheduled online at <http://testcenter.fgc.edu>

Services

Test Administration

Entrance Exams

Florida Basic Abilities Test (FBAT) – Used for entrance into corrections or law enforcement programs and for employment purposes.

Nursing Entrance Exams (HESI) – Used as a supplemental entrance requirement

Optional - Postsecondary Education Readiness Test (PERT) – Student may elect to take this test to evaluate level of proficiency of reading, English language, or mathematics skills.

Certification

Computer Literacy Test – Evaluation of basic computer knowledge and skills to meet SACs programs that do not require the Computer Applications course.

Credit-by-exam

College Level Examination Program (CLEP) – Nationally recognized credit-by-exam program.

Challenge Exam – Credit-by-exam for FGC course not offered through CLEP program.

Graduation Requirements

General Education Development Diploma (GED) – High School Equivalency
Florida Teacher Certification Exam (FTCE)

Florida Law Enforcement and Correctional Certification (FDLE)

Various information technology, academic, government, and professional exams

Other

Testing accommodations for students with disabilities

Proctoring for distance learning – Service for all off-campus testing requests (i.e., work related training programs, distance learning certification courses, or other educational institutions).

PEARSON VUE Authorized Center

Computer-based testing solutions for information technology, academic, government, and professional testing programs

CHAPTER VI ENROLLMENT MANAGEMENT

ENROLLMENT SERVICES

Enrollment Services Office staff provide assistance and guidance to prospective students as it relates to the process associated with general admission and/or readmission to the college (including international students) as well as information regarding programs and services available at FGC at both the lower- and upper-division level.

Other services provided by the office include:

Registration

Add/drop/withdrawal

Student transcripts

Grade recalculation

Verification/certification of enrollment status

Graduation
 Name and address change processing
 Veterans' services
 Change of Major
 Transcript evaluation

The Veteran's Certifying Official provides information and assistance to students who are eligible to receive veterans' benefits. For more information, contact the Enrollment Services Office at 386-754-4398.

See the current college catalog for information regarding FGC's policy covering evaluating, awarding, and accepting transfer credit or credit for experiential learning, advanced placement and professional certificates.

The Enrollment Services Office is located in the Mathewson Building 015, and can be reached by telephone at 386-754-4380 and/or e-mail at enrollment.services@fgc.edu.

College Admission Policies

Florida Gateway College adheres to the open-door admissions policy for lower-division programs providing open-access to superior, affordable, quality education and training opportunities as permitted by state admission requirements and without regard to race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. General admission to the college does not imply or guarantee acceptance into any program with special admissions requirements and/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.

Admission to associate degree programs requires that an applicant have graduated from a credible, legitimate high school, or have successfully completed high school via a credible high school equivalency exam (ex. GED®), and/or have graduated from a home education program as prescribed by the respective state statute in which the home school completion was achieved. A FGC Home Education Completion affidavit is required.

A limited number of programs are available at FGC which do not require high school graduation/completion for admission/enrollment. Students desiring to enroll in these programs should be aware that while their intended program of study may not require high school graduation/completion, graduation from a credible, legitimate high school (includes home school completion and/or

successful completion of the GED®) is required for the award and disbursement 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 and selective admissions process in order to be admitted into an upper division program. Students desiring to apply for admission to FGC's baccalaureate/bachelor's degree program(s) are encouraged to meet with a program advisor regarding admission requirements specific to their intended program of study in addition to that of general college admission at the upper-division level.

DUAL ENROLLMENT

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.

Private Schools:

Private high school students are eligible for the Dual Enrollment program for those private schools having an articulation agreement with FGC. Participating schools must be in full compliance with Section 1002.42 and Section 232.246, Florida Statute. To enroll in the program, the student's requirements are the same as public schools.

Home Education Program:

The student must be officially enrolled in a home education program and in compliance with Section 1002.41, Florida Statutes. The student must be at least 15 years of age and will not be eligible to participate in the Dual Enrollment program after his or her 19th birthday. The student must submit State-approved college entrance test scores; scores must be less than two years old from the day of class registration. More test details can be found at the FGC Test Center website.

FINANCIAL AID (for those who qualify)

Financial Aid provides financial assistance to eligible students entering college. The monies are used to assist students with direct costs (tuition, fees, and books) and indirect costs (rent, food, travel, miscellaneous) to attend college.

The College participates in four broad categories of financial aid to help students pay educational expenses. They are federal, state, institutional and local. The federal programs are: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Direct Subsidized Stafford, Direct Unsubsidized Stafford, Direct PLUS Loans, and Federal TEACH Grant. The state programs are: The Florida Student Assistant Grant (FSAG), First Generation Matching Grant, and scholarships such as Florida Bright Futures, Jose Marti Challenge Grant, and many others. Contact the Financial Aid Office or visit our website at www.fgc.edu.

FINANCIAL AID APPLICATION PROCESS

To be considered for all types of aid:

- **Complete the Free Application for Federal Student Aid (FAFSA).** To file online, apply at www.fafsa.ed.gov. It can save you weeks in processing time and has a built-in editing format to reduce errors.

- **Request a FSA ID** at <https://fsaid.ed.gov>.

Follow the instructions on the site. Be sure to read “Before Beginning a FAFSA,” and “Common Mistakes on the FAFSA.” Include “Florida Gateway College” 001501 on your application.

Sign your FAFSA. Students can sign the FAFSA electronically using their federal PIN, instead of printing, signing, and mailing the signature page to the federal processor. Parents of dependent students must either request their own PIN to sign electronically, or print, sign and mail the signature page to the processor.

After applying, you can also check the status of your application and/or make corrections online at www.fafsa.ed.gov.

- **You may receive a Federal Student Aid Report (SAR) from the federal processor after you submit your FAFSA.** The SAR indicates your Expected Family Contribution (EFC), which is used to determine your eligibility or ineligibility for financial aid. It also lists information you recorded on your FAFSA, so that you can check your information for accuracy.

If you provide your e-mail address on your FAFSA, you will receive online SAR information as soon as 24 hours after your FAFSA is processed.

Follow-up on your application is important. You may be selected for verification. You are responsible for following up on your aid application. Submit all requested documents to the school as soon as possible to prevent processing delays.

- **Your award will be posted on Self-Service.** You can access at www.fgc.edu

and click on the My FGC icon.

When FGC receives your application information from the federal processor, it is evaluated and processed. If you are eligible, have been admitted to the College, are enrolled in classes at least half-time, and meet minimum standards of progress, the Financial Aid Office will award you an aid package based on your financial aid need.

SATISFACTORY ACADEMIC PROGRESS

Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards, Warning, and Suspension. Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid.

Required SAP Standards

- **Grade Point Average (GPA):** Students must meet the following cumulative GPA of 2.0 overall.
- **Completion Rate:** Financial aid students must also complete at least 67% of the credit hours they attempt each semester and overall.
- **Maximum Time Frame:** Students lose their financial aid eligibility once they cannot complete their degree within 150% of the number of credit hours it takes to graduate. Example:
AA degree requires 60 credit hours to graduate, 150% of 60=90 credit hours. Once the student cannot complete their degree within 90 credit hours, they are placed on automatic suspension and are no longer eligible for financial aid.

FINANCIAL AID APPEALS

Students who have applied for financial aid have the opportunity to appeal decisions related to the award or administration of financial aid with the institution. Contact the Financial Aid Office or visit our website at www.fgc.edu.

Nationwide, Financial Aid Directors have update capability for student aid eligibility, which includes override capabilities. At Florida Gateway College, these overrides are determined using “professional judgment” on a case by case basis. A log is maintained in the Financial Aid Office regarding these updates and overrides and a dated notation is made in the individual student’s file of the decision rendered by the director of financial aid and the appropriate vice president.

REPAYMENT POLICIES

FINANCIAL AID RECIPIENTS

Students are strongly urged to speak to the Financial Aid Office before withdrawal from classes or total withdrawal from school. You may be required to return a portion of certain grants or loan funds as a result of such actions. For more specific information regarding refunds/repayments, please contact the Financial Aid Office in Building 014, 386-754-4296.

INSTITUTIONAL FINANCIAL AID (SCHOLARSHIPS)

Florida Gateway College offers several types of financial assistance to students. They are listed below under the broad categories of Academic, Performance, and Service. Each scholarship has specific requirements for award and for renewal.

Academic Scholarships

Florida Gateway College offers academic scholarships to graduates of the five-county service district who are in the top 20 percent of their graduating high school class. Each area high school will submit eligible student names to FGC each spring. Contact your high school guidance counselor for more details.

Multicultural Academic Success Program Scholarship

Scholarships are available for minority males and females (Hispanic, African, Asian and Native American) who join the Multicultural Academic Success Program (MASP). Eligibility is based on specific criteria. For more details, contact the MASP advisor in the Office of Advising Services in Building 014 – telephone 386-754-4434.

Performance Scholarships

Choir, Band, Speech/Debate Team, and Brain Bowl scholarships are awarded each year to students who attend at least half time, and have a cumulative 2.0 GPA or higher. The scholarship does not cover lab fees. Each advisor is responsible for selection of the scholarship recipients.

Service Scholarships

Student Government executive board tuition reimbursements are awarded each term.

Student Government Association (SGA)

The SGA acts as a liaison between the student body and the College administration. SGA is active in student issues and also plans numerous student activities. The SGA office is located in Building 007, telephone 386-754-4318. For information on the SGA President Scholarship, refer to College policy 6Hx12:9-22.

The Foundation for Florida Gateway College, Inc.

New and current students are eligible to apply for a Foundation scholarship. The Foundation for Florida Gateway College, Inc. offers numerous private

scholarships to eligible students of the five-county service districts. Applications are available a month before fees are due each term. Applications are available online at www.fgc.edu on the Financial Aid home page, telephone 386-754-4296. The Foundation Office telephone number is 386-754-4433.

Local

Students and parents are encouraged to look for financial assistance wherever possible. Some likely places to look for aid are:

Community Clubs and Organizations

Civic Groups

Fraternal Organizations

Religious Groups (churches, etc.)

Medical Associations (for Health students)

Check with your academic advisor or Financial Aid Office to determine if you have any other sources of possible assistance. Most outside assistance received must be counted as a resource in the eligibility of some types of financial aid.

If you are a local individual or member of an organization who would like to assist Florida Gateway College students, your donations or establishment of a scholarship through the FGC Foundation would be greatly appreciated.

A compilation of online sources for scholarships is available at the Office of Advising.

**CHAPTER VII
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 items, please turn them in to that 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.

Emergency Call Boxes

Emergency Call Boxes (bright red boxes with emergency call buttons) are located at various strategic locations around campus.

When the call box is activated, a member of the FGC Public Safety staff will be in radio communication with the caller to determine what assistance is needed.

Follow the directions located on each call box. These call boxes are to be used for emergencies only.

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 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. The Public Safety Officer 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, which would ordinarily involve law enforcement officials. 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 for Enrollment Management and Student Affairs will assist in reporting the crime. The Director of Advising Services is also available to assist in locating a source for mental health or grief counseling, alcohol and drug abuse counseling, suicide prevention, or domestic violence relief. Student Affairs is located in Building 014, Room 108 and the telephone number is 386-754-4321 or 386-754-4324. The Director of Advising Services is located in Building 014, Room 102 and the telephone number is 386-754-4422.

CAMPUS LAW ENFORCEMENT PRACTICES: The campus safety personnel cooperate fully with the local and state law enforcement departments pertaining to state laws. The College does not recognize off-campus student organizations and therefore has no policy for monitoring the activity of such organizations.

College Public Safety personnel have the obligation to enforce all College policies and regulations. In the performance of their duties, Public Safety personnel can ask for identification and detain students. It is always in the student's best interest to cooperate with Public Safety officers. Many matters can and will be handled on campus, when possible, without the involvement of local enforcement agents. Traffic violations (other than accidents) on campus are an example.

College Public Safety personnel do not have the authority to enforce civil law nor to arrest students, but state and local police authorities respond immediately when summoned to the campus.

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 a safe location and call police at 911.

Any person who has experienced a sexual assault, domestic violence, dating violence, or stalking, may also report the incident to the Vice President for Enrollment Management and Student Affairs in Building 014, 386-754-4324, or 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 also 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 Activities office 386-754- 4316, Building 007. Also, 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 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 his/her 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.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center, Vice President for Student Services).

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:

<http://www.klaaskids.org/st-flo.htm> or

http://www.fdle.state.fl.us/Sexual_Predators/index.asp

<http://www.fdle.state.fl.us/offender/univSearchNav.do?link=standard>

Toll free number: 888-357-7332

The following 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

BayCare Life Management – Student Assistance Program

BayCare Life Management provides a comprehensive student assistance program for Florida Gateway College students. The program provides twenty-four hour telephone access for personal counseling issues.

Counseling topics may include stress, anxiety, adjustment to college, depression, substance abuse, unhealthy relationships, time management, or low self-esteem. There is no cost to the student for assessment, referral, and up to three counseling sessions per student per year.

Students may call BayCare toll free at 1-800-878-5470 to access these free services. These calls and subsequent sessions are **confidential**.

View information online at www.fgc.edu under the Current Students Tab.

View campus crime statistics on FGC’s Public Safety page.

<https://www.fgc.edu/administration/public-safety/crime-statistics>

EMERGENCY CRISIS ASSISTANCE

DOMESTIC VIOLENCE:

Another Way, Inc. 719-2702 or 758-4843 or 1-800-500-1119

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
<http://www.womenforsobriety.org>

Meridian Healthcare 386-487-0800

Lake City Medical Center 386-719-9000

Shands Lake Shore 386-292-8000

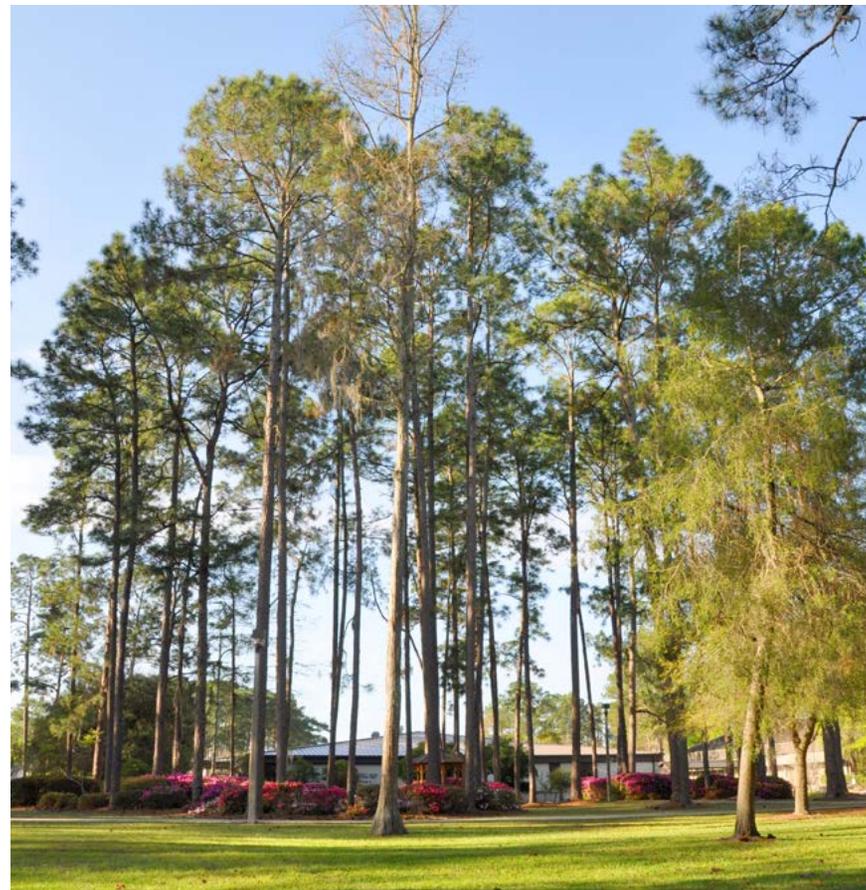
Ambulance 911

ADMINISTRATIVE STAFF

The following is a roster of contact persons within administrative staff available to respond to student inquiries.

TITLE	NAME	PHONE	BUILDING
President	Lawrence Barrett	386-754-4200	001
Vice President for Business Services	Michelle Holloway	386-754-4364	001
Vice President for Academic Affairs	Brian Dopson	386-754-4209	014
Vice President for Enrollment Management & Student Affairs	Jennifer Price	386-754-4324	014
Dean of Academic Affairs	Paula Gavin	386-754-4260	002
Academic Advisor	Toni Briley	386-754-4334	014
Academic Advisor	Lindsey Morton	386-754-4304	014
Academic Advisor	Kelly Sistrunk	386-754-4304	014
Academic Advisor	Nicole White	386-754-4434	014
Advising Services Director	Laurie Albury	386-754-4422	014
Bookstore Manager	Audrey Hulen	386-754-4320	014
Business Services Director	Michelle Holloway	386-754-4385	001
Cashier	Rochelle Blankenship	386-754-4211	015
College Facilities Director		386-754-4325	026
Disability Services Coordinator	Terry Ann Auger	386-754-4393	017
Dual Enrollment Advisor	Denise Johnson	386-754-4440	015
Dual Enrollment Director	Michele Cuadras	386-754-4443	015
Enrollment Services Director/ Registrar	Gayle Hunter	386-754-4291	015
Enrollment Services Associate Director		386-754-4204	015
Financial Aid Director	Becky Westberry	386-754-4395	014
Grants & Grants Management Director	Sandra Johnston	386-754-4241	Foundation
Human Resources Executive Director and Equity Officer	Sharon Best	386-754-4313	001
Institutional Effectiveness and Accreditation Director	Rebecca van Hoek	386-754-4491	014
Library Director	Christine Boatright	386-754-4337	200
Nursing & Health Sciences Executive Director	Melody Corso	386-754-4323	103
Ombudsperson	Tim Moses	386-754-4267	009
Public Safety Director	Lisa Sprague	386-754-4428	007

Public Service & Technology Programs Executive Director	John Jewett	386-754-4225	030
Public Service Training Center Director	Jay Swisher	386-754-4303	Olustee
Recruitment & Communication Director	Kacey Schrader	386-754-4233	015
Student Activities Coordinator	Amy Dekle	386-754-4317	007
Student Success Director	Sandi Tomlinson	386-754-4413	059
Student Success Lab Manager Teacher Preparation Program Executive Director	Robert Dawson	386-754-4382	059
Testing Coordinator	Pam Carswell	386-754-4469	027
Veterans' Certifying Official	John Hartzog	386-754-4335	017
	Amanda Luke	386-754-4398	015



FLORIDA GATEWAY COLLEGE

Academic Year 2017-2018

Ms. Suzanne M. Norris

Board Chair
Columbia County

Mr. Lindsey Lander

Board Vice Chair
Gilchrist County

Ms. Renae Allen

Union County

Mr. Robert C. Brannan III

Baker County

Ms. Kathryn L. McInnis

Dixie County

Dr. Athena Randolph

Columbia County

Dr. Miguel Tepedino

Columbia County

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the community through 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 Disability Services at (386) 754-4215. The Disability Services Office is located in Building 017, Room 21, 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, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.


**FLORIDA GATEWAY
COLLEGE**

FLORIDA GATEWAY COLLEGE
149 S.E. COLLEGE PLACE
LAKE CITY, FL 32025-2007
WWW.FGC.EDU