



The College



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History of the College

Florida Gateway College has established a strong tradition of providing high quality, postsecondary educational opportunities to the citizens of North Central Florida. What began as a school of Forestry in 1947, has now grown to become a comprehensive, public community college serving more than 5,000 students annually.

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

The inclusion in 1970 of "community" in the College's title emphasizes the broad spectrum of transfer and occupational programs offered in addition to continuing education and community service courses. Lake City Community College officially became Florida Gateway College on July 1, 2010.

Today the campus of FGC is an attractive site, nestled in what was originally 100 acres of pines, the College, with the assistance of The Foundation for Florida Gateway College, now has over 190 acres including the main campus consisting of more than 140 acres and the public safety campus consisting of 50 acres.

Florida Gateway College offers outstanding programs in the liberal arts and sciences. A significant number of students who begin their college career in these programs earn associate degrees and then successfully transfer to senior institutions where they maintain superior records when compared to their university counterparts.

Florida Gateway College also offers outstanding opportunities in diverse occupational programs such as business administration, computer programming, water/wastewater, welding, and cosmetology. The College provides comprehensive training in Nursing & Health Science fields such as registered nursing, practical nursing, emergency medical services, physical therapist assistant, patient care technician, and others. Each year the College maintains the search for excellence by offering new programs which meet the needs of its district.

In 2012, Florida Gateway College launched its inaugural four-year program, a Bachelor of Science in Nursing. Two additional four-year degrees - a Bachelor of Science in Early Childhood Education and a Bachelor of Applied Science in Water Resources Management - have since launched.

Florida Gateway College's district encompasses five North Central Florida counties: Baker, Columbia, Dixie, Gilchrist, and Union. This 2,683 square mile district is an area twice the size of Rhode Island.

The region around the college is commonly referred to as Florida's Crown and the Gateway to Florida. The college district is situated midway between the Atlantic Ocean and the Gulf of Mexico. The geographic area around Florida Gateway College would generally be considered rural. The moderate climate, hospitality of the community, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world.

Florida Gateway College's main campus is located approximately six miles east on Highway 90 from downtown Lake City, Florida, with sites in Baker (Olustee), Dixie and Gilchrist counties.

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Florida Gateway College is committed to providing the highest quality education and training to the citizens of its unique, rural service area. The College believes that each group, every community, and every nation derives all of its value and all of its power directly from the individuals who constitute those bodies. In a democratic society, individuals, each and every one, need to be appreciated for their unique, irreplaceable, and intrinsic value. Further, this value needs to be enhanced and amplified with fitting educational experience to fully consummate societal potential.

The Florida Gateway College district continues to experience growth. The college is committed to providing excellent postsecondary educational opportunities to the citizens of North Central Florida while maintaining an “open-door” admission policy. The District Board of Trustees, faculty, and staff of Florida Gateway College are dedicated to helping FGC students reach their personal and career goals.

Philosophy

Florida Gateway College is committed to providing the highest quality education and training to the citizens of its unique, rural service area. We believe that each group, every community, and every nation derives all of its value and all of its power directly from the individuals who constitute those bodies. In a democratic society, individuals, each and every one, need to be appreciated for their unique, irreplaceable, and intrinsic value. Further, this value needs to be enhanced and amplified with fitting educational experience to fully consummate societal potential.

To implement this philosophy, we nourish in each individual the view that learning is a continuous, lifelong process. We support each individual in developing to the fullest potential by providing opportunities to acquire the knowledge, skills, habits, understanding, and values necessary for securing economic stability and contentment, carrying out social and civic responsibilities with interest and enthusiasm, and obtaining a full measure of personal success and fulfillment.

The College, the students, and the communities it serves, are partners. We engage in an educational and cultural enrichment adventure designed to achieve the lofty but elusive goals of excellence, truth, scholarly achievement, and human understanding.

Mission Statement

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.

Long Term Goals

To achieve the Mission and perform the functions set forth in the Institutional Mission Statement, the College will pursue goals to:

- Implement and incorporate service learning into the College
- Succession Planning: Invest in and develop College employees for continued growth at FGC
 - Develop leadership talent for long term success
 - Coaching and mentoring
 - Cross training of employees, especially critical areas
- Security
 - Conduct safety drills
 - Ability to contact students and staff by mass email, text alerts, etc.
- Foundation for Florida Gateway College
 - Develop a marketing plan
 - Increase support to the College
 - Further engage alumni with the College
- Technology improvements
 - Expanded tech support for students
 - Automate appropriate employee and student forms
 - Prepare to go paperless: HR, Admissions, Registration, Business Office, etc.
 - Develop ability to contact specific designated groups
- Consideration of additional baccalaureate programs
 - Fire Science
 - Public Safety Administration
 - Industrial Logistics
- Continue streamlining Student Services

- Increase public and private partnerships and collaboration with other colleges/universities
- Increase quality & availability of online courses and distance learning at FGC campus
 - Cutting edge instruction such as virtual courses and simulation courses and labs
 - Flexible starting times
- Strengthen workforce development entrepreneurship
 - Develop strong business relationships with all industries and provide training for current employees as well as newly created jobs
 - Work closely with local chambers, workforce boards, and economic development efforts to meet needs of prospective new employers
 - Expand continuing education courses
 - Expand industry certification classes
 - Investigate a west campus near I-75 for classrooms and training
- Continue to expand programs
 - Develop an honors program
 - Add more STEM courses
 - Add occupational programs based on regional need and demand
- Continue to build and expand relationships with our five county school districts
- Continue to pursue grants to support FGC's mission and goals.

Accreditation and Affiliation

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degrees. 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.

Accreditation means that the College has presented satisfactory evidence of maintaining the standards of the accrediting agency with respect to qualification of faculty, scope and requirements of academic curriculum, and administrative operation of the College.

Florida Gateway College is a public college supported by the state of Florida. The College also awards educational certificates through association with the Florida Department of Education.

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.

Academic Programs

The College offers a variety of programs leading to the Associate in Arts or Associate in Science degrees as well as certificates in several occupational/technical areas. Some certificates may be earned in as little time as one year, whereas associate degrees normally require a minimum of two years to complete.

The College also offers an array of credit and noncredit courses on the main campus and at area centers throughout the district. The Continuing Education program also offers courses throughout the year for career advancement and continuing education credits. These courses are usually advertised throughout the community in which they are being offered and through college publications.

FGC's Off-Campus Centers

Florida Gateway College maintains centers in Dixie and Gilchrist counties and a site in Baker County at Olustee. The Dixie Center is located at 64 N.E. 121st Street, Cross City. The Gilchrist Center is located at 2821 E. Bell Avenue, Bell, Florida.

Current hours of operation for the off-site centers in Dixie and Gilchrist counties:

Dixie County: Office Hours of Operation

Monday - Thursday 8:00 a.m. - 12:00 p.m.; 12:30 p.m. - 4:30 p.m.

Friday, Saturday, Sunday - CLOSED

Computer Lab Hours of Operation

Monday - Thursday 8:00 a.m. - 12:00 p.m.; 12:30 p.m. - 8:30 p.m.

Friday, Saturday, Sunday - CLOSED

Gilchrist County: Office Hours of Operation

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday, Saturday, Sunday - CLOSED

Computer Lab Hours of Operation

Monday - Thursday 8:00 a.m. - 8:30 p.m.

Friday, Saturday, Sunday - CLOSED

The Olustee Public Service Training Center is located at 25030 US Highway 90, Olustee, Florida. Office hours for the centers are 8 a.m.-4:30 p.m., Monday-Friday, during the fall and spring semesters, with evening classes offered at all three sites.

During summer months the office hours are 7:30 a.m.-5 p.m., Monday-Thursday.

Phone numbers are as follows:

Dixie Center	(352) 498-0190 ext. 4493 from Dixie (386) 754-4493 from Lake City
Gilchrist Center	(352) 463-0073 ext. 4254 from Gilchrist (386) 754-4254 from Lake City
Olustee Public Service Training Center	(386) 754-4347, Corrections (386) 754-4383, Law Enforcement (386) 754-4448, Emergency Medical Services

College Rules and Regulations

All students are expected to be knowledgeable about the rules, regulations, and information provided through this catalog, the Student Handbook, and any other printed college references.

The catalog and the Student Handbook are written to provide students with a general overview of their rights and responsibilities, academic policies and procedures, and common institutional guidelines, which directly affect them.

This catalog is not intended to be considered an irrevocable contract with students enrolled at the College. Rather, it is designed to be a statement of the College's position on issues such as academics, student services, and business affairs, at the time of printing.

It is the College's right to make program or course changes, amendments to guidelines regarding students, or adjustments to costs and fees, as determined by the College to be in the best interest of the College.

Every effort has been made to ensure the accuracy of information contained in this catalog, but the College does disclaim any liability for any unintended errors.

Diversity Statement

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.

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

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

Graduation and Transfer

It is the student's responsibility to coordinate his or her program at Florida Gateway College with that of the senior university to which he or she plans to transfer.

The transfer requirements of each of the public universities in Florida may vary. The student should plan his or her college program with transfer to a specific institution in mind. Students may receive assistance with applicable transfer provisions by seeing an advisor in Advising Services.

The student should also be aware that admission to an upper division public university does not automatically assure access into a specific college of that university. Admission requirements for a specific college, such as language requirements, may be different from admission requirements into the general university.

Partnership with SLU

For more than a decade, Saint Leo University and Florida Gateway College have enjoyed a successful partnership offering students the ability to obtain both associate and bachelor degrees on the campus of Florida Gateway College.

Students attend Florida Gateway College and earn an associate degree and then make a seamless transition to Saint Leo University into its baccalaureate programs.

Saint Leo University Lake City Center offers bachelor degrees in Elementary Education, Criminal Justice (Criminalistics and Homeland Security), Human Services, Human Resources Management, Middle Grades Education, Psychology, Business Administration (Management and Marketing), Healthcare Management and Computer Information Systems, Accounting.

Statement of Equal Access/Equal Opportunity

Florida Gateway College affirms its Equal Access/Equal Opportunity Policy in accordance with all applicable state and federal laws, regulations, and rules.

The College reaffirms its commitment to provide equal access and equal opportunity for all programs, services, and activities offered by the College, without discrimination.

Discrimination on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, 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 116, 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call (386) 754-4313.

Federal Drug Free Workplace Act of 1988

The College is committed to providing a drug-free environment for all students and employees. Therefore, students and employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, sale, or use of controlled substances in the workplace.

Employees who violate the provisions of this act are subject to disciplinary action, up to and including termination. Students who violate this act are subject to disciplinary action, up to and including suspension from the College.

The College, through its policies and programs, is dedicated to providing an atmosphere that promotes wellness:

- a. Through reinforcement of the positive, drug-free elements in life.
- b. By respect for laws and rules pertaining to illegal drugs.
- c. With an understanding of the effects of drugs, including alcohol, on personal health and safety.

Campus Crime and Security Statistics

Florida Gateway College annually prepares Campus Crime and Security statistics, disclosing institutional security policies and crime statistics for the preceding three years. The information is included in the Student Handbook which can be obtained from the Office of the Vice President for Student Services. A copy of the handbook will be provided to prospective students and employees upon request.

Harassment and Sexual Misconduct

Students, employees of the College, independent contractors performing services for the College, and employees of vendors to the College are guaranteed the right to perform their duties, render services, vend services and products and/or pursue their educational goals, free from all forms of unlawful harassment or misconduct. The College will not tolerate such behavior, 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 Executive Director of Human Resources or the Vice President for Student Services.

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 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.

Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident:

FGC encourages any member of the college community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of 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 Security (386) 754-4426. FGC Security 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 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to Vice President of Student Services (386) 754-4298, Bldg. 14. Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Executive Director of Human Resources (386) 754-4314, Bldg. 1. 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 the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Florida Gateway College.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

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.

Procedures Survivors Should Follow:

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written

notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

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, Bldg. 7. Also, employee training is offered through the Human Resources office (386) 754-4314, Bldg. 1.

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 speak) to anyone regarding the outcome;
- To have their name and identifying information kept confidential (FERPA).

See College Policy and Procedure 6-23 for the College's detailed policy regarding harassment, including the definition of harassment. For the College's detailed policy relating to sexual misconduct, see Policy and Procedure 6-45.

Performing Arts Center and Visual Arts Gallery

Built in 1980, the Levy Performing Arts Center (PAC) functions as the cultural center for the College and for the five-county district the College serves. Each year the 500-seat facility draws approximately 35,000 visitors who attend the many events held in its auditorium and gallery area.

Florida Gateway College introduced the new FGC Entertainment series in 2011-2012, breaking all records for attendance for college-produced shows. Easton Corbin and Diamond Rio headlined the 10-show series. More information about upcoming seasons of the series can be found at www.fgcertainment.com.

Throughout the year, the PAC provides facilities for seminars, training sessions, guest speakers, and other special events.

The Visual Arts Gallery exhibits the artwork of many local and regional artists, as well as national traveling art exhibits. Every fall and spring students display their works during the FGC Student Art Show.

The Foundation for Florida Gateway College

The Foundation for Florida Gateway College provides private support from generous donors to enhance the College mission in the areas of student scholarships, equipment, resource materials and other support, helping the College maintain a high standard of excellence.

Gifts to the Foundation are tax deductible and may be designated for a particular program, use, or area of interest consistent with FGC's mission.

Various scholarships are funded by the Foundation and administered through the financial aid office. Most scholarships require the student to complete the Free Application for Federal Student Aid (FAFSA).

For scholarship information contact the financial aid office. For more information on making a tax deductible gift to support FGC education, call (386) 754-4201 or e-mail mike.lee@fgc.edu.

Educational Talent Search

Educational Talent Search is a federally funded, personalized program for students grades nine-12 that provides students with career information and assists them in getting into college or occupational training programs that will lead to careers of their choices.

Educational Talent Search will give special consideration to students from low income families and students who are the first members of their families to achieve a college degree. Criteria for acceptance into the program requires that students must demonstrate academic potential and be motivated to succeed.

The Educational Talent Search office is located in the FGC High School Coordination Center, Building 015, Suite 127, Room 130.

Continuing Education Programs

Florida Gateway College supports regional economic development through a wide range of Continuing Education programs through the Teaching, Design, and Computer Programs Division, the Public Service Training Center (OluStee), the Criminal Justice Training Center, and the Nursing and Health Sciences Programs. Administered by the Division of Occupational Programs, Continuing Education programs reach large and diverse segments of the area population including childcare workers, teachers, health care workers, law enforcement and corrections officers, and employees of local business, industry, and government, as well as the general public.

The College continually seeks professional or regulatory certification for continuing education and pre-licensure courses. State agencies certifying specified continuing education courses include: Board of Nursing; Construction Industry Licensing Board; Bureau of Emergency Medical Services; and the Departments of Environmental Protection, Children and Families, Education, Law Enforcement, and Corrections. At the national level, the Occupational Safety and Health Administration and the American Heart Association have approved certain continuing education courses offered by the college.

In addition to regularly scheduled continuing education courses for the general public, Florida Gateway College provides customized, "on-demand" training programs to local employers as well as assistance in applying for Workforce Florida training grants.

Online workforce training is available in addition to traditional "live" instruction. The college created and provides the first state-approved online water and wastewater operator licensure courses.

The Teaching, Design and Computer Programs Division provides state mandated childcare worker courses in preparation for Department of Children and Families Competency Exams. Continuing Education hours for daycare operators and professional development for K-12 teachers including reading and ESOL endorsement courses are provided as well as test preparation classes for Florida Teacher Certification Exams.

The Criminal Justice Training Center provides continuing education courses approved by the Criminal Justice Standards and Training Commission for law enforcement and corrections officers.

The Nursing and Health Sciences Programs and the Public Service Training Center provide American Heart Association courses to medical personnel, first responders, child care workers, and the general public. Specialty courses for professional health care workers are also provided on demand.

The Division of Occupational Programs provides certificate, degree and workforce training programs in cooperation with local employers. NCCER training and certification, as well as "Green" training in construction and related fields, are also offered on an as-needed basis.



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Florida Gateway College 149 SE College Place, Lake City, FL 32025 | 386.752.1822

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