



2015-2016 Catalog

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Florida Gateway College adheres to the open-door admissions policy for associate-level degree programs and workforce education programs, providing open-access to superior, affordable, quality education and training opportunities 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.

Admission to associate degree programs is subject to minimum standards adopted by the State Board of Education and shall require: a standard high school diploma, a high school equivalency diploma as prescribed in s. 1003.435, previously demonstrated competency in college credit postsecondary coursework, or, in the case of a student who is home educated, a signed FGC affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program as prescribed by the respective state statute in which home school completion was achieved..

The admissions process for baccalaureate programs requires that all students, including native associate degree graduates, apply for baccalaureate admission through a **separate** admission process in order to be admitted into an upper division program.

Florida Gateway College adheres 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 contacting Janice Irwin, Coordinator of Disability Services at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Admissions Procedures

All prospective students (including returning students who were previously enrolled at FGC as a dual enrollment/collegiate high school student and/or former students who have not attended FGC in the past three semesters) are required to complete an application for admission to the college. Applicants are further required to complete the residency declaration portion of the admission application while providing required supporting documents to effectively substantiate *residency for tuition purposes*, if desiring the benefit of in-state tuition rates. Residency refers to the classification of a student as an in-state resident as defined for *tuition purposes* or out-of-state resident. This classification determines the rate of tuition assessed to the student, the requirements of which are governed by Florida Statute and Florida Department of Education State Board Rule.

Prior to acceptance to the institution, applicants are required to provide (if applicable for program selection) official transcripts reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by state statute.

In order to register for courses and/or receive financial aid, students are required to provide and have evaluated by the Registrar's Office, official transcripts from each and every previously attended institution of higher education. This includes official transcripts from each and every college, university and/or vocational-technical school attended by the student, regardless of the award of credit, or applicability of credits towards the program of intent at FGC.

Admission to the College does not imply nor guarantee admission into any program with special admission requirements. A number of programs are classified as "limited access programs", signifying that they are programs for which a limited number of students are admitted each semester or year. Limited access programs typically involve a selection process whereby prospective students submit a separate program application (with required documents) in addition to the standard application for admission to the college. Applicants interested in enrolling in a limited access program should contact the appropriate program director and/or meet with an academic advisor as early as possible.

Admission to the College does not signify that a student has met or will meet requirements for professional licensure or

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certification. If the intended program of study culminates in professional licensure or certification, students are encouraged to obtain information relative to those licensure/certification requirements prior to entering the program of study.

Section 1009.286 of the Florida Statutes establishes an "excess hour" surcharge for students seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, "excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or "transfer program" early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Admission procedures for all degree, certificate and applied technology diploma students are listed below by student type at admission. Prospective students are encouraged to visit the college website, and/or contact an admissions representative for application materials and admission information at:

Florida Gateway College
Office of Admissions
149 S.E. College Place
Lake City, Florida 32025
(386) 754-4287
admissions@fgc.edu

LOWER DIVISION - ADMISSION TO THE COLLEGE:

New/First-Time-in-College Student/Freshman

(someone who has never attended any institution of higher education)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester deadlines](#))

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized FGC home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved.

Returning/Re-admit Student

(someone who was previously enrolled at FGC, or Lake City Community College (LCCC) as a dual enrollment/collegiate high school student, OR someone who has not attended FGC or LCCC in the last three semesters, but was previously admitted/enrolled)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester deadlines](#)):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided, and deemed acceptable for re-admission, applicant does not need to provide.
4. Registration, and the award of financial aid is contingent upon the receipt and evaluation of official transcripts from each and every postsecondary institution the applicant has attended, regardless of credit earned and/or applicability of credits to program of intent at FGC. All returning students who attended another institution while not enrolled at FGC must provide official transcripts from that institution for evaluation by the Registrar's Office.

Transfer Student

(someone who is applying for admission to FGC and has attended other colleges, universities, and/or technical school schools, regardless of credits earned and/or applicability to program of intent at FGC)

Fully complete and submit by the published admission application deadline the ([see academic calendar for semester](#)

deadlines):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved.
4. Registration and the award of financial aid is contingent upon the receipt and evaluation of official transcripts from each and every postsecondary institution the applicant has attended, regardless of credit earned and/or applicability of credits to program of intent at FGC. All foreign educational transcripts must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service. Official transcripts of college placement test scores, i.e., ACT, SAT, etc., may also be required for registration.

Transient Student

(someone who is currently enrolled at another college and is not seeking a degree at FGC. The transient student typically seeks to enroll at FGC for a limited period of time - usually one semester).

1. Florida College System (FCS) and State University System (SUS) students must fully complete and submit by the published admission application deadline:
 - A. Transient Student Admission Application obtained via the Florida Virtual Campus at www.flvc.org.
2. All other transient students must fully complete the FGC admission application, inclusive of the residency declaration while also providing authorization from the home institution approving the student's request for transient status at FGC.

High School Dual Enrollment/Early College Program

Florida Gateway College, in cooperation with the school boards of Baker, Columbia, Dixie, Gilchrist, and Union counties, area private schools, and home schooled students, provides dual enrollment opportunities for academically qualified high school students. Students who enroll in the program and attend public high schools will have tuition, books, and fees waived. Students who enroll in the program and attend nonpublic high schools or home schools will have tuition and fees waived.

1. Academic Dual Enrollment
Students in grades 6-12 who earn high school credit toward a high school diploma and college credit toward an associate degree. Students may be part time or full time.
2. Occupational Dual Enrollment
Students in grades 6-12 who earn high school credit towards a high school diploma and college credit toward an associate degree or credit toward an occupational certificate from a complete job preparatory program, not including isolated occupational courses.
3. Early Admissions
Students who qualify are enrolled full time in college courses that are creditable towards a high school diploma and an associate or baccalaureate degree and must have completed a minimum of six semesters of full-time academic enrollment in grades nine-11. Students enrolled in Early Admissions must complete two semesters for a total of 24 credit hours with a minimum of a 2.0 GPA.

To be considered for admission to the dual enrollment program a student must:

- A. be enrolled in grades 6-12 in an eligible school;
- B. submit a completed Dual Enrollment Application for Admission with appropriate signatures and approvals;
- C. submit documentation which substantiates the student GPA. (Students applying for associate programs must have a minimum 3.0 GPA to be eligible. Students applying for certificate programs must have a minimum 2.0 GPA, meet all program entrance requirements, and be accepted by the division chairperson);
- D. provide official evidence of college level competencies through PERT, ACT, or SAT, and;
- E. receive written notice of acceptance from the Director of Admissions.

Non-degree Seeking/Personal Enrichment

(someone who wishes to enroll in courses without the intent of completing a program of study).

Fully complete and submit by the published admission application deadline the (see academic calendar for semester

deadlines):

1. FGC Application for Admission;
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to

the student's successful completion of a home education program as prescribed by state statute in which high school completion was achieved (if applicable for course selection, i.e., to meet pre-req requirement)..

4. English, reading, and/or mathematics assessment scores, and/or official transcripts from other postsecondary institutions attended by the student may be required in order to satisfy course pre-requisites.

A non-degree seeking/personal enrichment student who intends to pursue a program of study must contact the Office of Advising to request a change in status. Appropriate admission requirements must be met in accordance with the change in status.

International Student

(someone who currently resides outside of the United States and wishes to attend FGC, and/or someone who is currently enrolled as an international student at another institution but wishes to transfer to FGC). Special Note: Please refer to the [college's academic calendar](#) for critical dates pertaining to admission application deadlines (includes transfer requests), specific to international student admission.

Fully complete and submit by the published admission application deadline:

1. International Student Application for Admission;
2. Confidential Financial Statement reflecting evidence of adequate financial resources for the period of enrollment;
3. Foreign educational transcripts which must be evaluated by a National Association of Credential Evaluation Services (NACES) approved foreign credential evaluation and translation service;
4. TOEFL (test of English as a Second Language) scores, with a minimum score of 500 on the TOEFL paper exam, 173 on the TOEFL computer-based test, or 61 on the TOEFL internet-based test.
5. All of the aforementioned requirements must be received before a decision regarding acceptance to the college can be made and an I-20 issued.

Upon arrival at FGC, the international student will be required to provide:

1. Copies of all immigration documents, including passport;
2. Proof of health insurance to cover medical costs while in the United States;

International students will be assessed tuition at full cost. Fees are due at the time of registration and may be paid in cash, check, or money order - all in U.S. currency. Students may also pay tuition by credit card (Mastercard and Visa only).

UPPER DIVISION/BACCALAUREATE LEVEL - ADMISSION TO THE COLLEGE

All students, including native associate degree graduates, are required to apply for baccalaureate level admission through a **separate** admission process in order to be considered for admission into an upper division *program* at FGC.

The primary degree pathway for many baccalaureate programs is often defined by a preferred associate degree. Example: The primary pathway to the Baccalaureate of Science Degree in Nursing is an Associate in Science degree in Nursing. Students should possess, at a minimum, the necessary requirements (preferred associate degree) for admission to the upper division level of FGC from which application to the *program* can be pursued.

Fully complete and/or submit by the published admission application deadline the ([see academic calendar for deadlines](#)):

1. FGC Baccalaureate Application for Admission
2. Residency Declaration portion of the admission application. In support of the declaration students must provide acceptable documents, as prescribed by Florida Statute, which support the petition for Florida residency classification, as defined for the purpose of assessing tuition.
3. Official transcript reflecting high school completion from a qualified/credible high school, and/or satisfactory completion of a qualified high school equivalency diploma, i.e., GED®, and/or a signed and notarized home school affidavit attesting to the student's successful completion of a home education program as prescribed by the state statute in which high school completion was achieved. If previously provided and deemed acceptable for re-admission, applicant does not need to provide again.
4. Official transcripts from all institutions previously attended (with the exception of Florida Gateway College and/or Lake City Community College).
5. Students should meet with an advisor regarding admission requirements/deadlines specific to their baccalaureate program of intent.

Residency Classification

Residency refers to the classification of a student as an in-state *Florida resident for tuition purposes* or an out-of-state resident. This classification determines the rate of tuition assessed to the student. Florida residents who meet residency requirements as established by Florida Statute (F.S.) pay less in fees per credit hour than do non-Florida residents.

Section 1009.21, Florida Statutes, outlines the broad legal parameters for establishing residency for tuition purposes in Florida public higher education institutions. The policy regarding residency for tuition purposes in Florida is composed of several layers, including state statute, rules of the two higher education governing boards in Florida, and statewide guidelines developed by college and university administrators in conjunction with the Statewide Residency Committee, the Florida

Department of Education, and the State University System of the Florida Board of Governors.

All applicants for admission and/or re-admission to Florida Gateway College are required to complete a statement/declaration of residency concerning their status as a Florida resident for tuition purposes. U.S. citizens, lawful permanent residents, and aliens lawfully present in the United States who are in an eligible Visa category *may* be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the State for at least 12 consecutive months immediately prior to the first day of classes of the term for which residency is sought.

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent, legal guardian, or person serving in a parental relationship to the student has, established, and maintained legal residence in Florida for at least twelve consecutive months immediately preceding the first day of class of the term for which residency is sought. As provided by Section 1009.21(2)(a)2, F.S., it is imperative that the required 12 month qualifying period be for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

Upon application for admission and/or re-admission to the college, admissions office staff will review the information provided on the statement/declaration by the student and/or parent/legal guardian/person serving in a parental relationship if the student is a dependent, along with required supporting documentation as prescribed by F.S. to verify residency for tuition purposes and eligibility for in-state tuition assessment. The burden of providing clear and convincing documentation that justifies the institution's classification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his or her parent, legal guardian, or person serving in a parental relationship. Criteria for establishing Florida residency for tuition purposes as well as required documentation is prescribed by Florida Statute. Residency status is determined by college staff. Questions regarding initial residency status/classification should be directed to the college's admissions office staff.

A person who is classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes if that person or, if that person is a dependent child, his or her parent, legal guardian, or person serving in a parental relationship presents clear and convincing documentation that supports permanent legal residency in this state for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education. Reclassification of residency for tuition purposes is more difficult and requires more documentation than initial residency classification.

Questions regarding a student's residency reclassification should be directed to the college's registrar's office staff.

Georgia Four-County Differential/Residency Classification Request

Georgia residents who reside in Echols, Clinch, Ware, or Charlton counties may be eligible for Florida in-state tuition rates at FGC due to the proximity of their residence to the College. Qualification is based upon documented evidence of legal residence in the state of Georgia in the following counties: Echols, Clinch, Ware, or Charlton. Georgia residents of the aforementioned counties who wish to apply for the differential tuition rate should complete the Georgia Differential Residency Classification Request form upon application for admission to the College.

Residency Appeals Committee

In accordance with Florida Statutes, Florida Gateway College has established a residency appeals committee to consider student appeals of residency determinations. In cases where the applicant expresses a desire to appeal the residency classification, the matter will be referred to the designated residency appeal officer or appropriate appeal committee in accordance with the institution's official appeal process.

The residency appeal officer or committee will convey to the applicant the final residency determination and the reasons for the determination. The final residency determination will be provided to the student in writing.

Students who wish to appeal the classification of residency for tuition purposes should submit a written request citing the basis for the appeal. Copies of all documentation supporting the appeal for residency reclassification should be included with the request. The request and all supporting documentation should be submitted to the Registrar, who serves as Chair of FGC's Residency Appeal Committee. The Registrar's Office is located in Building 015.



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[Saint Leo](#)

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

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.

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.

