



Academic & Instructional Services



- [General Information](#)
- [Collegewide Learning Lab](#)
- [Academic Policies](#)
- [Gordon Rule](#)
- [Attendance](#)
- [Change of Name, Address, Major](#)
- [Grading Policies](#)
- [General Student Complaints](#)
- [Academic Appeals](#)
- [Ombudsperson](#)
- [Credit Policies](#)
- [Nontraditional and Accelerated Credit](#)
- [Transfer Credit](#)
- [Massive Open Online Courses \(MOOCS\)](#)
- [Distance Learning](#)
- [Correspondence or Extension Credit](#)
- [Educational Funding Programs](#)
- [Library](#)
- [Academic Standards of Progress](#)
- [Academic Warning Probation and Suspension](#)
- [Readmittance After Suspension](#)
- [Academic Dismissal](#)
- [Grade Forgiveness](#)
- [Excess Hours Advisory Statement](#)
- [Academic Amnesty](#)
- [Drop Withdrawal](#)
- [Academic Changes](#)

General Information

This section of the catalog is designed to familiarize the student with college regulations, academic terminology, the College grading system, special courses and programs, and other pertinent student information concerning academic life at Florida Gateway College. For information about the specific programs at Florida Gateway College contact the departments shown below. For more global academic help, contact the appropriate vice president for additional assistance.

Vice President for Academic Programs: (386) 754-4269
 Vice President for Occupational Programs: (386) 754-4321

Nursing and Health Sciences

(386) 754-4352, BSN, LPN, PCA, PCT, PTA
 (386) 754-4404, ASDN (RN)

Teaching, Design and Computer Programs

(386) 754-4266

Criminal Justice/Public Service Training Center (Olustee)

(386) 754-4347, Corrections
 (386) 754-4448, Emergency Medical Services
 (386) 754-4383, Law Enforcement

Business, Industrial & Agricultural Programs

(386) 754-4225
 Horticulture
 Industrial Technology
 Business
 Cosmetology
 Logistics and Supply Chain Management
 Engineering Technology

Liberal Arts & Sciences

(386) 754-4269

Catalog Search

S

Advanced Search

- [Catalog Home](#)
- [About FGC](#)
- [Alumni of the Year](#)
- [2015-2016 Academic Calendar](#)
- [President's Message](#)
- [District Board of Trustees](#)
- [The College](#)
- [Student Services](#)
- [Business Services](#)
- [Academic & Instructional Services](#)
- [General College Admissions](#)
- [Testing, Advising, & Registration](#)
- [Bachelor of Science Degree](#)
- [Bachelor of Applied Science Degree](#)
- [Associate in Arts Degree](#)
- [Articulation with Florida Universities](#)
- [Associate in Science Degree](#)
- [College Credit Certificates](#)
- [Occupational Credit Certificates](#)
- [Applied Technology Diplomas](#)
- [All Programs by Degree](#)
- [Florida's Statewide Course Numbering System](#)
- [Course Information](#)
- [Course Descriptions](#)
- [AA Transferable Courses](#)
- [General Education Courses](#)
- [General Education Core Courses](#)
- [Administrative Personnel & Faculty](#)
- [My Personal Catalog](#)

Attendance

Regular attendance is expected, and is a course requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. The instructor will notify the student in writing of excessive absences. After the last date to withdraw from a course, an **F** grade may be assigned by the instructor. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. The instructor will enter the last date of student's attendance on the Final Grade Roster when recording an **F** for nonattendance.

Change of Name, Address, Major

A student should file any change of address, name, residency or citizenship with the Registrar's Office. Students may also update their address through MyFGC. Change of major should be initiated in the appropriate academic department. **It is very important to keep the College informed as to correct addresses, so that important information will be received by the student.**

Grading Policies

Final Examinations and Course Grading

Final examinations are held at the end of each semester/ term. The student should refer to the final examination schedule published in the course schedule. A grade of **F** may be assigned to any student who has an unexcused absence from a final examination.

GRADING SYSTEM

GRADE	POINTS PER CREDIT
A	4.0 quality points
B+	3.5 quality points
B	3.0 quality points
C+	2.5 quality points
C	2.0 quality points
D+	1.5 quality points
D	1.0 quality point
F	0
I (Incomplete)	Not computed
W (Withdrawal)	Not computed
S (Satisfactory)	Not computed
U (Unsatisfactory)	Not computed
AU (Audit)	Not computed
N	Not computed

Grades: Passing grades are **A, B+, B, C+, C**, for Gordon Rule courses (GR); otherwise, **A, B+, B, C+, C, D+, D, and S**. Failing grades are **F** and **U**. Grades of **I** earn no credit and are not counted in the grade point average until the courses are completed, or the **I** grade changes to an **F**. Grades of **W, S, U, AU, N, and I** are not computed in the student's cumulative or current grade point average (GPA).

Grades of C or better MUST be earned in GORDON RULE designated courses for all students enrolled in these courses.

N Grade

N grades earn no grade points or credits, remain on the student's permanent record, and prevent the student from receiving academic recognition on the President's List and the Vice President's List. The **N** grade means that the student has continued to attend class but has not attained a sufficient level of skill or knowledge to be granted credit and must reregister for the course during the following term and demonstrate proficiency before credit can be given.

Incomplete Grade

If a student is unable to complete a course and the withdrawal date has passed, the student may receive a grade of **I** under the condition that it is practical for the student to complete the requirements of the course in the first three weeks of the next term. The instructor's approval is required before this grade may be assigned. Reregistering in the course is not required in order to change an incomplete to a passing grade. **I** grades prevent the student from receiving recognition on the President's List and the Vice President's List.

A grade of **I** **must** be changed to a passing letter grade by completing the requirements of the course no later than the first three weeks of the next semester/term, or the **I** grade will be changed to an **F** on the student's permanent record. It is the

student's responsibility to make arrangements with the instructor for completion of the course. When course requirements are completed, the instructor will submit a grade change to the Registrar's Office.

Grade Points

To compute an average that indicates the overall quality of a student's record, grade points are assigned as follows: 4 points for each semester hour of **A**, 3.5 points for each hour of **B+**, 3.0 points for each hour of **B**, 2.5 points for each hour of **C+**, 2.0 points for each hour of **C**, 1.5 points for each hour of **D+**, 1.0 point for each hour of **D**, and no points for each hour of **F**, **U**, **I**, **N**, and **AU**. A grade of **A** for a three semester hour course earns 12 grade points; a grade of **D** in a four hour course earns four grade points. Credit hours for **I**, **AU**, **S**, **N**, and credit by examination are not computed in the grade point average.

Semester Average

A student's semester average is obtained by dividing the total grade points earned in that term by the total credit hours attempted in that semester/term. A student's cumulative grade point average may be obtained by dividing the total grade points earned for all semesters/terms by the total number of credit hours attempted. A student's cumulative grade point average includes any applicable courses transferred from other colleges.

General Student Complaints

A student may register a general complaint against any college employee. Policy number 6Hx12:09-38 explains this policy and procedure in detail. Complaints may include faculty demeanor in the classroom, rude behavior or treatment from faculty, staff, or administration as perceived by the student, and/or other general complaints that are not associated with harassment, discrimination, misconduct, grades or other academic concerns, and perceived violations of college policy, state statute, or Federal laws. Please refer to those additional policies and procedures for further information.

Academic Appeals

A student who wishes to register an appeal regarding a class, test, assignment, course grade, or other academic issues should first confer with the appropriate faculty member in an endeavor to resolve the problem. If the problem cannot be resolved, then the student presents the completed academic appeal form to the following college personnel in the stated order: (1) relevant faculty member, (2) faculty member's supervisor, (3) the appropriate vice president, (4) and finally to the Campus Appeals Board, by notification to the appropriate vice president. Resolution of the appeal at any stage halts the progression of the appeal. The Campus Appeals Board is the highest level of academic appeal, and all decisions made at this level are final. A student may involve the ombudsperson at any point in an academic appeal. Many academic issues can be settled through discussion without need for an official appeal. Students are encouraged to discuss academic issues with faculty first, and to utilize the ombudsperson for assistance where needed. Please see FGC Policy 6Hx12:09-39 and the college website under **Current Students** for additional information and directions. This procedure shall not apply to decisions of agencies other than Florida Gateway College, such as clinical facilities or employers of students and other businesses allowing job-site training of students. The College has no authority over those decisions.

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 student may contact the Ombudsperson directly.
- 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 also available on the college website.

Credit Policies

Definition

Credit is a unit of measure assigned to courses or course equivalent learning. The types of postsecondary credit authorized are:

- College Credit.** College credit is the type of credit assigned by Florida College System institutions to courses or course equivalent learning that is part of an organized and specified program leading to a baccalaureate, associate degree, certificate, or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(5)-(8), F.A.C. One (1) college credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction; with credits for such activities as laboratory instruction, internships, and clinical experience determined by the institution based on the proportion of direct instruction to the laboratory exercise, internship hours, or clinical practice hours.

1. **Lower division college credit.** Lower division college credit is assigned to college credit courses offered to