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 2015-2016 Catalog
 

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## 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

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## Water Resources Training Programs

(386) 754-4308

## Course Offerings

The College exercises the prerogative of choosing the courses to be offered during any semester. This offering is announced in the official course schedule for the semester and is contingent on enrollment levels and staff availability. It is subject to change without prior notification.

## Academic Assistance

Florida Gateway College provides several sources of academic assistance to students, including convenient access to faculty and staff, peer tutors, Library, Audiovisual Center, NetTutor (an online tutoring center) and the Collegewide Learning Lab. A student is encouraged to avail himself or herself of all the educational resources available through the College.

## Access to Faculty

The College prides itself on providing a caring, friendly atmosphere conducive to the learning process. A student experiencing academic difficulties is encouraged to contact his or her instructor to determine what additional assistance, if any, can be provided. College faculty maintains convenient office hours to provide interactive opportunities for students to discuss class work. Faculty hours are posted on faculty office doors.

## Peer Tutors

The College is sometimes able to provide academic tutors for students experiencing academic difficulties. Any student needing information about peer tutors should contact the instructor of the course in question for details or contact the office of college success. Peer tutors are subject to availability, funding, and subject area expertise.

## Audiovisual Center

The Audiovisual Center, located in the Wilson S. Rivers Library and Media Center, works closely with faculty and staff to provide printed and audiovisual material to the College community.

The Audiovisual Center also maintains a television microwave broadcast system that transmits credit courses to area cable television subscribers within the College's district. These credit courses, and other videotapes, are also broadcast campuswide over two closed circuit television channels.

## Collegewide Learning Lab

The Collegewide Learning Lab is a stand-alone, multi-purpose, learning center. The Lab is available to all FGC students, St. Leo University students, and the general public from 8 a.m. to 8 p.m. Monday through Thursday during all semesters and on Fridays from 8 a.m. to 3 p.m. spring and fall semesters. The Lab provides over 70 computers that are internet accessible and preloaded with software programs commonly required for students. Students may work on assignments using the latest version of MicroSoft Office, Blackboard, Internet Explorer, FireFox or Chrome or just check their emails or surf the web. Assistance is available for all these systems.

The College Success Lab also provides Peer Tutors for all levels of math, Writing, and Reading. Chemistry, Physics, Spanish, and Statistic tutors are also available depending on the current Tutor backgrounds. Tutors receive Level II CRLA (College Reading and Learning Association) training and certification. An online tutoring program is also available, through Blackboard 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.

Faculty may reserve computers in a classroom situation for their class as a whole if desired. Test proctoring is also available as needed.

The Collegewide Learning Lab is located in building 059 on the main campus. If you wish to contact the Lab you may call 386-754-4307 or 386-754-4437.

## Academic Policies

### Academic Load

A normal load for fall or spring semester is 15 credits. In each summer term, six credits is considered a normal course load.

Maximum course loads for which a student may register without special permission are 19 credits. Maximum course loads are recommended only for students who have a high school average of **B** or a minimum college grade point average of 3.0. A credit overload must be approved by the appropriate vice president.

## Academic Transcripts & Final Grades

A permanent cumulative record is kept on each student. This record shows for each semester/term all credits attempted and earned, all grades earned, and term and cumulative grade point averages. A student can retrieve final grades or unofficial transcripts by logging onto [MyFGC](#) on our home page. For more information regarding Internet access of final grades, contact the Registrar's Office in Building 015 or call (386) 754-4205 or (386) 754-4290.

Transcripts of a student's record are provided by the Registrar. For security reasons, transcripts will not be faxed. Transcripts will not be released for students or alumni whose financial obligations to the College have not been satisfied. Release of transcripts requires the written request or permission of the student prior to issuance. Transcripts are mailed out approximately one week after the Registrar's Office receives the written request. The request has to be signed by the student and indicate where the transcript must be sent. A photo ID is required to pick up a transcript. The transcript request form is available through the College Web page.

## Declaring a Major

Students who are taking classes, but not seeking a degree at FGC, may be classified as non-degree seeking while taking courses at FGC. All other students who have completed 12 credit hours must declare a major, program, or certificate. Students need to see an academic advisor and complete a Change of Degree form.

## Classification of Students

Students may be classified in any number of ways. The following categories are common to most students enrolling at Florida Gateway College:

**FRESHMAN:** has completed fewer than 30 credits.

**SOPHOMORE:** has completed 30 or more credits.

**JUNIOR:** a baccalaureate student who has completed 60, but less than 90, credits.

**SENIOR:** a baccalaureate student who has completed 90 or more credits.

**FULL TIME:** is enrolled for 12 or more credits.

**PART TIME:** is enrolled for fewer than 12 credits.

**TRANSIENT:** temporarily enrolled at Florida Gateway College based on prior approval from another college or university without the intention of receiving an FGC degree. The student intends to transfer such coursework back to his/her home institution.

**AUDIT:** is admitted to the College by standard admissions procedure but desires to take credit courses without receiving a grade for those classes. Audit students are charged regular credit fees.

**PERSONAL ENRICHMENT:** is not a candidate for a degree or certificate but takes credit classes. A student is only allowed to take a maximum of 12 credit hours as personal enrichment unless the student has already earned an associate degree or has signed approval from an appropriate academic vice president. These students must meet regular admission requirements.

**NONDEGREE:** enrolls in courses for which no credit is given or is not working toward a degree.

**OCCUPATIONAL:** enrolls in an occupational credit course with the intention to receive a certificate.

## Gordon Rule

The State Board of Education has adopted Rule 6A-10.030 popularly known as the "Gordon Rule." This rule places stringent requirements upon those students seeking the Associate in Arts degree. To meet this rule Florida Gateway College requires that all students seeking associate degrees must take six semester hours of mathematics coursework at the level of college algebra or higher. For the purposes of this rule, applied logic, statistics and other such computation coursework which may not be placed within a mathematics department may be used to fulfill three hours of the six hours required by this section. 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 section of this catalog. In order to graduate with the Associate in Arts degree, students also will be required to demonstrate writing ability in a wide variety of English, humanities, and social science courses containing substantial writing requirements. All English courses will have a significant writing requirement. All of these courses are designated in the course description section of this catalog with a "GR." These courses also have the prerequisite of appropriate entry level test scores or completion of Principles of Writing and Principles of Reading.

A student seeking a transferable Associate in Science degree should see their advisor regarding the Gordon Rule Requirements.

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

## 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.

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

freshmen and sophomores (1000 and 2000 level courses).

2. **Upper division college credit.** Upper division college credit is assigned to college credit courses offered to juniors and seniors (3000 and 4000 level courses).

- b. **Clock Hour.** A clock hour is the unit assigned to courses or course equivalent learning that is part of an organized and specified program leading to a Career and Technical Certificate or Applied Technology Diploma pursuant to the stipulations in subsections 6A-14.030(6), (9), F.A.C. It applies to postsecondary adult career courses as defined in Section 1004.02(26), F.S. One (1) clock hour is based on the learning expected from the equivalent of thirty (30) hours of instruction. For purposes of Title IV Student Aid Programs under the Higher Education Act, colleges should defer to Title 34 Section 688 of the Code of Federal Regulations.
- c. **Developmental credit.** Developmental credit is the type of credit assigned by Florida College System institutions to courses that provide degree seeking students who wish to enroll in college credit courses with additional academic preparation determined to be needed pursuant to Rule 6A-10.0315, F.A.C. One (1) developmental credit is based on the learning expected from the equivalent of fifteen (15) fifty-minute periods of classroom instruction. Developmental courses provide competency-based instruction to develop college entry competencies in the communication and computation skills described in Rule 6A-10.0319, F.A.C.
- d. **Institutional credit.** Institutional credit is postsecondary credit that is competency-based. Institutional credit is not guaranteed to automatically transfer.
- e. **Noncredit.** Noncredit is a term indicating that credit, as defined herein, is not awarded. It applies to the instructional classifications of noncredit continuing education, adult general education, citizenship, recreational, community education, and community instructional services. The unit of measure is hours of instruction.

## Nontraditional and Accelerated Credit

There are many areas of nontraditional learning which may allow for the awarding of college credit. Below are a few of them. Also, the College offers opportunities for academic enrichment and accelerated education. Students should see the academic and admissions sections of this catalog for further information on other areas.

### College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a series of examinations developed by the Educational Testing Service (ETS) that allows students to demonstrate competency in certain subjects and earn college credit for those courses without attending classes. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

The CLEP exams are administered at any center authorized by the College Entrance Examination Board. **The student is required to provide their official test scores to the Admissions Office in Building 015.**

**The following conditions apply to the acceptance of CLEP credit:**

- a. Credit for CLEP examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions. Examinations are designed to give credit for knowledge acquired by nontraditional means, such as special interest or self-directed study. Consult Advising Services for further information.
- b. Up to 45 credits of coursework may be earned through the College Level Examination Program (CLEP).
- c. CLEP credits awarded will be recorded on the student's transcript.
- d. No credit will be given for courses not offered through the College on exams administered prior to July 1, 2001.
- e. No more than six semester credits shall be transferred in each of the five areas of the general examination on exams administered prior to July 1, 2001.
- f. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- g. The institution will comply with all applicable state regulations regarding CLEP.

### Advanced Placement (AP)

The College allows students to receive credit for Advanced Placement (AP) courses taken in high school. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

**The student is required to provide their official test scores to the Admissions Office in Building 015.**

**The following conditions apply to the acceptance of AP credit:**

- a. A student must have passed the Advanced Placement (AP) exam in his or her particular subject area(s) with a score of 3, 4, or 5.
- b. Credit for AP examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
- c. Up to 45 credits of coursework may be earned through AP exam credit.
- d. AP credits awarded will be recorded on the student's transcript.

- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. The institution will comply with all applicable state regulations regarding AP credit.

### **International Baccalaureate (IB) Credit**

The International Baccalaureate (IB) program is a challenging curriculum offered in high schools around the world, which provides an opportunity for high school students to earn college credit. Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

**The student is required to provide their official test scores to the Admissions Office in Building 015.**

**The following conditions apply to the acceptance of IB credit:**

- a. A student must have passed the International Baccalaureate (IB) exam in his or her particular subject area(s) with a score of 4 or higher.
- b. Credit for IB examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
- c. Up to 45 credits of coursework may be earned through IB exam credit.
- d. IB credits awarded will be recorded on the student's transcript.
- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. The institution will comply with all applicable state regulations regarding IB credit.

### **Cambridge AICE (AICE) Credit**

The Cambridge AICE (AICE) program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels". Credits are recorded with no grades or quality points given. These credits do not affect a student's grade point average.

**The student is required to provide their official test scores to the Admissions Office in Building 015.**

**The following conditions apply to the acceptance of AICE credit:**

- a. A student must have passed the AICE exam in his or her particular subject area(s) with a score of A, B, C, D, or E. Grades are not based on the American A-F grading scale.
- b. Credit for AICE examinations is awarded based upon the State Articulation Coordinating Committee (ACC) credit by exam guidelines for state universities and Florida college system institutions.
- c. Up to 45 credits of coursework may be earned through AICE exam credit.
- d. AICE credits awarded will be recorded on the student's transcript.
- e. Credit for examinations may be earned in those courses where students have not already earned academic credit.
- f. The institution will comply with all applicable state regulations regarding AICE credit.

### **Recognition of Experiential Learning**

Florida Gateway College will award college credit for experiential learning, under the following procedure. Students with sufficient learning can have that knowledge recognized by documenting their learning activities and receiving college credit. Up to 25 percent of a student's program may be granted for nontraditional learning. A student must be enrolled in one of the College's A.A., A.S., A.T.D. or Certificate programs and the credits the student seeks must be applicable to that program. Credit is awarded on a course by course basis. Credits can only be awarded in courses in the current course inventory at Florida Gateway College.

To seek college credit for experiential learning, the student must first complete an Application for Preliminary Evaluation of Experiential Learning and forward it to the director of the appropriate instructional division. The course listed in the Florida Gateway College catalog for which the student is seeking credit will be specified by the student in this application. A separate application is required for each course for which the student is seeking credit. If the application is accepted, the student will be notified of acceptance. Assessment may involve written or performance tests, preparation of a portfolio, evaluation of certificates/licenses, interviews with faculty members, and review of external agency recommendations (ACE, AIB, PONSI, etc.). The appropriate academic vice president or division director and faculty member will determine the method of evaluation. There will be an assessment fee of \$100 per course. The fee must be paid when the application is submitted. The credit, if awarded, will appear on a student's transcript as transfer work, and will reflect only **S** (Satisfactory) and **U** (Unsatisfactory) grades, which will not be figured into a cumulative average.

If the student must assemble an experiential portfolio, the portfolio must contain evidence of scholarship or work experience that involved the mastery of the expected learning outcomes of the course for which credit is applied. In each case, the portfolio will be an individually assembled body of evidence that supports the claims of course learning mastery. When completed, the portfolio will be reviewed by a committee in the specific discipline, and, if the portfolio is accepted, the appropriate credits will be granted, on a **S** (Satisfactory) or **U** (Unsatisfactory) basis.

The College reserves the sole right to determine experiential learning applicability to Florida Gateway College courses. For more information regarding recognition of experiential learning, contact the Registrar's Office in Building 015 at (386) 754-4204.

## **Military Credit**

Veterans may be eligible to receive college credit for training and/or other courses completed during their military service. A student may request an evaluation of his or her educational experience while in the military through application to the Registrar's Office. The College generally follows the American Council of Education evaluation guide when evaluating armed services coursework, but reserves the right to be the sole determinant of courses applicable for college credit. Credit will be accepted when it applies to a student's program of study and when it is comparable in content, credit, and value to a course offered at Florida Gateway College.

## **Cooperative Education**

Cooperative Education allows a student to gain work experience directly related to his/her academic major. This plan integrates classroom study with employment and is based on the principle that learning does not confine itself to academic achievement but is also dependent upon practical experience.

Advantages of cooperative education to students include increasing educational motivation, developing greater human understanding, accelerating maturation, providing orientation to the world of work, providing financial aid, and providing useful employment.

A student who is interested in cooperative work experience should contact the appropriate vice president or program director. The main criterion for entry into the program is that the work experience must parallel the student's career training on campus. The co-op student must maintain a 2.0 or higher GPA to continue in the program.

## **Independent Study**

A student wishing to take independent study courses may seek to enroll in either Special Independent Study or Directed Independent Study. The student must secure an Application for Independent Study form from the appropriate division office and submit it to the appropriate instructor and appropriate academic vice president or program director for approval.

Special Independent Study courses are offered when a student is unable to register for a needed regularly offered course due to one of the following reasons: medical, required course for graduation not being offered, a required course was canceled because of insufficient enrollment, or a student is in his/her last semester and has been unable to register for a course required for graduation. Directed Independent Study courses are especially designed to allow a student to pursue a particular topic or subject, under the guidance of a qualified instructor.

The student taking an independent study course works on his/her own to achieve mastery of the material in the course. Periodic conferences are scheduled with the instructor for tutorials and exams, and to ensure that satisfactory progress is being made.

The maximum number of credits allowed for independent study is 25 percent of a student's program. A student may begin an independent study program only after receipt of approval from the instructor and appropriate vice president. The instructor will specify the testing, attendance, term paper, and other requirements of the class. The regular grading system applies to all independent study students. Grades earned through independent study have the same effect as those earned through regular classroom instruction.

**Students must register through the Registrar's Office for independent study classes as they do for all other classes, before the end of the add/drop period.**

## **Transfer Credit**

Evaluation, acceptance and application of transfer credit will be based upon receipt of official transcripts from all institutions attended, testing agencies, or department of military services. It is the student's responsibility to provide all official transcripts. Students should provide unofficial transcripts for advising purposes.

Evaluation of transcripts from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service. Contact the Admissions Office for more information at (386) 754-4287.

FGC does not accept credit based upon another institution's award of transfer or articulated credit.

All transfer credit awarded by FGC will be noted on the student's transcript.

The decision as to the acceptance of transfer credits will be based on the regional accreditation status of the college. If a college is regionally accredited, FGC will normally accept the credit. There is no differentiation between courses taken on site or online.

All developmental, freshman and sophomore level courses attempted at the prior institution will be evaluated for degree-seeking students. For students requesting admission into a baccalaureate program, 3000 and 4000 level courses also will be evaluated. Only courses relevant to the individual baccalaureate degree, AS, AAS, ATD or certificate program will apply toward those program requirements. Courses taken as part of an A.S., A.A.S., or certificate program and clearly related to specific occupational or professional training, including courses leading to professional licenses or certifications, ordinarily will not apply toward an A.A. degree or an unrelated baccalaureate degree, including acceptance as elective credit. Once applied to the student record, transfer courses will not be removed.



FGC ordinarily will not accept credit for transfer purposes from a non-regionally accredited institution ("transfer institution"), even if the institution has another type of accreditation. There is no differentiation between courses taken on site or online.

Section 1007.24(6), Florida Statutes (F.S.), states that, "Non-public colleges and schools that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education... may participate in the statewide course numbering system." Furthermore, Section 1007.24 (7), F.S., guarantees the transfer of credit between all participating institutions.

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions based upon Florida Gateway College's guidelines for transfer credit.

A student wishing to appeal the decision of transferability of a course should contact the Registrar's Office regarding additional requirements. A student will be required to provide additional documentation as to the content and quality of the course and faculty credentials.

To graduate from Florida Gateway College, a transfer student must complete at least 25 percent of program credits at FGC before graduation.

A student's cumulative GPA is calculated from the courses transferred in and the earned hours at Florida Gateway College.

Transfer credits awarded shall be determined based upon whether the course was quarter hours or semester hours. If the course was quarter hours, the credit awarded shall be converted to the equivalent semester hours. Due to the conversion from quarter hours to semester hours, a student may be lacking a portion of the hours required, either as general education or subject area requirements. In this case, the student will be required to take a course in the appropriate general education area or subject area to make up any credit hour deficiencies.

Students who have completed either the PSAV Basic Law Enforcement or Basic Corrections and have passed the State Certification Examination in either discipline are eligible to obtain additional credits towards the Criminal Justice A.S. degree upon successful completion of 12 college credit hours at FGC towards this degree.

### **Massive Open Online Courses (MOOCS)**

MOOCS represent one alternative method for learning important information, and especially for developing skills in reading, writing and mathematics. However, MOOCS cannot be directly transferred to FGC for credit granting purposes. Students seeking credit for a MOOC must communicate with the relevant credit granting institution, and if applicable and appropriate, request that the institution consider awarding that institution's credit for the completed MOOC. All such institutional credit awarded on that institution's transcript will be evaluated for award of transfer credit by FGC, pursuant to FGC's transfer credit practices. It is the student's responsibility to provide all official transcripts.

The above process is also required in order for FGC to evaluate and consider award of credit for online coursework taken at other online providers. This also applies to coursework recognized by the American Council of Education (ACE), with the exception of military credit, as identified above.

### **Correspondence or Extension Credit**

Up to 25 percent of a student's program may be granted for correspondence and/or extension credit, providing:

1. The courses were administered by a regionally accredited institution,
2. The minimum grade of **D** was earned, and
3. The courses were administered at the freshman and sophomore levels.

### **Distance Learning**

#### **Online Courses**

You can use the Internet to learn and complete courses, and eventually whole degree programs, while working from your own space. As you take courses, you will meet students, create friendships, and get to know your instructors, all from the comfort of your own work space and at times that work for you.

If you are disciplined, self-motivated, and have a working knowledge of computers and the Internet, our online courses may be a good fit for you. To take an online course, you will need an e-mail account, an Internet connection, and a computer. Online courses are offered through Blackboard, a web-based learning management system that contains tools for distance education, such as course content and assignments, a discussion board for collaboration and communication, assignment boxes for submission of homework, and much more. All online courses are instructor-led and offer the same content and rigor of a traditional campus course, such as exams and assignments with due dates. Instructors use a variety of learning methods and assignments in online courses just as they do in a traditional campus course. You may access your online course at <http://blackboard.fgc.edu>. These courses are identified in the schedule with 0I# as the section.

#### **Hybrid Courses**

Hybrid courses are courses that combine traditional meeting times on campus with online coursework available in Blackboard.

In order to take this type of course, students should be familiar with online learning, should have access to a computer with Internet capability, and should have the ability to attend on campus classes on the days prescribed by the instructor. Many of these courses meet only once per week, or perhaps only meet a select number of times during the semester. These courses are identified in the schedule with HI# as the section.

### Collaborate Courses

Blackboard Collaborate is a video and audio conferencing software that allows students and teachers to interact in real time over the internet. Some online and hybrid courses use Collaborate as a tool to enhance communication with students. Collaborate courses require specific meeting times on campus and/or over the internet. These courses are identified in the schedule with I4# and H4# as the section.

## Educational Funding Programs

Florida Gateway College manages a number of state and federal services available to assist students in funding their education and/or training. All programs are coordinated with each other and with other financial aid to maximize service, yet prevent duplication in funding.

### Wages

Assists persons who are no longer eligible for public assistance in finding work. Services may include work placement, skill training, occupational training, on-the-job training, childcare, travel, and other support services. Check eligibility with the WAGES office at your local Department of Children and Families offices.

### Career Pathways

Assists the communities with high school to college transition of occupational classes, decreasing the possibility of repetition of coursework. Coordinates and supports preparation of middle and high school students in technical content areas. Funding supports delivery of program, not individual student funding. Articulation agreements between the school districts and the College are in place to provide students with:

1. college credit for some occupational education in high school,
2. credit by examination,
3. advanced placement in college programs, or
4. preferential admission to selective admission programs.

For more information, please contact the Education and Training Specialist.

## 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, ebooks, DVDs, CDs, 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](http://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. This orientation worksheet is also available on the FGC 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 maintains convenient day and evening hours to support student, faculty, and community needs.

## Academic Standards of Progress

All students are expected to maintain progress toward achievement of their academic goals. Students who do not attain Florida Gateway College's standards of progress are subject to academic warning, probation, suspension, or dismissal.

A student's progress will be determined at Florida Gateway College by the relationship of credits of coursework attempted to grade points earned. For each credit hour of **A**, 4 grade points are earned; for each credit hour of **B+**, 3.5 points; for each credit hour of **B**, 3 points; for each credit hour of **C+**, 2.5 points; for each credit hour of **C**, 2 points; for each credit hour of **D+**, 1.5 points; for each credit hour of **D**, 1 point. No points are earned for any other grades.

To remain in good standing and progress toward an educational goal, a student must earn the grade points necessary to maintain a 2.0 (**C**) cumulative grade point average (GPA). For a further explanation of how to calculate a GPA, see the section

on Grading Policies.

## Academic Warning, Probation and Suspension

All students must exhibit sufficient academic progress. Students who do not comply with Florida Gateway College's standards of progress are subject to academic warning, probation, suspension, and/or dismissal. For these purposes, a student's cumulative GPA includes all courses taken at Florida Gateway College and any coursework transferred from other colleges.

**Warning:** A student who does not maintain a cumulative 2.0 GPA will be placed in academic warning status.

**Probation:** A student who does not maintain a cumulative 2.0 GPA for two consecutive semesters will be placed in academic probation status. Students in this category will not be allowed to register for more than 13 credits. A student on probation who achieves a 2.0 GPA each semester/term will remain on academic probation until their cumulative GPA is at least 2.0 on a 4.0 scale.

**Suspension:** A student on academic probation who does 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 full fall, spring, or summer semester.

## Readmittance After Suspension

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

## Academic Dismissal

This represents a separation of students from the College for at least one year. Academic dismissal occurs if a student returning from suspension fails to maintain 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.

## 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 **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.

Florida Gateway College recalculates the GPA when a student repeats a course and receives a grade. Students should check their unofficial transcript on MyFGC to ensure that the GPA has been recalculated. If it has not, contact the Registrar's Office to request the recalculation. 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. All grades from the third and subsequent attempts will be calculated in the GPA.

### Developmental Education Courses

Students should be aware that only three attempts in a developmental education class will be allowed by Florida Gateway College. Florida state law mandates additional tuition/fees for the third attempt at a developmental education course. Students who do not complete the **same course** within three attempts will be prohibited from registering for **any** college class, whether it is for college level or developmental education level courses. For these purposes, a withdrawal or a change to an audit counts as an attempt.

A student who feels there were extenuating circumstances which prohibited him or her from completing the developmental education class may appeal to the Vice President for Student Services for an exception to policy. If the Vice President for Student Services grants the exception, the student will be charged at regular tuition rates for the third attempt.

A student with questions about repeating college developmental education instruction should contact his or her advisor, or the Registrar's Office, for additional information.

## Continuous Enrollment in Developmental Education Classes

Students who score into developmental education classes through their placement test scores must be continuously enrolled in at least one dev ed class.

Students who are enrolled in developmental education class(es) and drop all of their developmental education classes must be dis-enrolled from all classes for that semester.

Students, who enroll in classes, which include developmental education classes, can withdraw from any or all developmental education classes only at the end of add/drop and after the student has attended at least one class meeting for which the student is enrolled.

The withdrawal is an attempt and classifies as continual enrollment in developmental education classes.

## Excess Hours Advisory Statement

Section 1009.286, 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 2012-2013 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.

## Academic Amnesty

A student who has not attended FGC in the past five preceding academic years may request academic amnesty for one full semester of college work. A student must petition for academic amnesty prior to re-enrolling at FGC or within the first semester of re-enrolling at FGC. Academic amnesty may only be applied to a term in which no grade of "C" or higher was awarded. Academic amnesty may be requested for only one term and will be for all courses in that term.

Academic amnesty will only apply to FGC coursework. Coursework approved for academic amnesty will be excluded from grade point average (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 secure approval.

Academic amnesty 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.

See Policy and Procedure 6Hx12:09-37, for additional information and full details. Students should follow the guidelines set forth in the procedure to apply for academic amnesty at Florida Gateway College (FGC).

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 admissions 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 the multiple course attempts surcharge.

## Drop/Withdrawal

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 (see Academic Calendar). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published date will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

To Withdraw from a Course:

1. Submit the Course Schedule Change form to an academic advisor for signature (Advising Services, Building 014).

2. Submit the same form to the Director of Financial Aid or Director's designees for signature, if the student receives any form of financial aid, including scholarships.
3. Take the signed Course Schedule Change form to the Registrar's Office for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Course Schedule Change form for withdrawal, may phone the Director of Advising Services in Building 014, or designated advisor for signature.

Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing may receive a grade of **F** from his/her instructor.

## Academic Changes

This catalog is meant to portray academic regulations that were in effect at the time the catalog was printed. There may be changes to the courses and/or the programs after the catalog is published. Students are required to work with their advisors to remain knowledgeable about FGC's requirements as well as transfer requirements.



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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.



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