

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

CHAPTER I

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

CONSUMER INFORMATION

The following reports, policies and general information are available to you upon request. In addition, most of this information is directly accessible on the Florida Gateway College Web site www.fgc.edu.

Student Privacy Information The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Registrar's Office in Building 015, or on the Registrar's page on the College Web site.

Florida Gateway College Graduation/Completion and Transfer-out Rates This information is available through the Office of Research and Institutional Effectiveness in Building 016, telephone 386.754.4227.

Campus Crime Statistics and Institutional Security Policies are reported in this handbook. This information is also available at the Admissions Office in Building 015, telephone 386.754.4396 or the Office of the Vice President for Student Services in Building 014, telephone 386.754.4336.

Institutional Information This includes requirements and procedures for withdrawing, cost of attendance, refund policy, current academic programs, and names of accrediting agencies. This information can be found in the College Catalog, on the College Web site, or at the Registrar's Office in Building 015, telephone 386.754.4205. Additional information regarding the cost of attendance can be obtained at the College Business Office in Building 001, telephone 386.754.4206.

Americans with Disabilities Act In accordance with

College Policy 6Hx12:6-44, the College will comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2009. This law represents a comprehensive ban on discrimination against disabled individuals in employment, public services, public accommodations, and services. The ADA does not preempt any federal, state, or local law that provides greater or equal protection for the rights of individuals with disabilities. Further, the College complies with Section 504 of the Rehabilitation Act, as required by law. It is the policy of the District Board of Trustees that reasonable substitution of requirements for admission to the College, admission to a program of study, or graduation from Florida Gateway College be provided for students who can demonstrate eligibility through certification by an appropriate professional in their field. For services, contact Janice Irwin, Disability Services Coordinator, located in Building 017, telephone 386.754.4393, before or directly upon arrival on campus.

Florida Virtual Campus www.flvc.org is your central Web resource for planning and managing your higher education experience. If you are a currently enrolled, transfer, or returning student, you may be able to access your personal information and utilize the services below. You will need a password which can be obtained from the Registrar's Office. Sample degree audit allows you to review requirements of a particular degree program at selected institutions. Institutional degree audit compares your academic record at your home institution to your major currently on record. Degree planning compares your academic record along with courses you may want to take against particular degree programs at selected institutions.

Financial Assistance Information For those who qualify, this includes types of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to reestablish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, conditions for federal loan repayment for students who participate in volunteer services. This information can be found in the College Catalog, on the College Web site and at the Financial Aid Office in Building 014, telephone 386.754.4296.

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

Voter Registration Information Florida Gateway College encourages all students who are 18 years of age and U. S. citizens to participate in local, state, and national elections. Voter registration forms are available from the Student Activities Office in Building 007 and from your county Supervisor of Elections Office. If you have any questions, you can contact the Elections Office at 386.758.7029 for Columbia County.

Medical Services In case of illness, injury, or an emergency while on campus or at a school-sponsored activity, the student should contact his or her personal physician or go to the emergency room. If an emergency, illness, or injury appears life threatening, 911 should be called and the incident should be reported immediately to campus security, office telephone 1010 or 386.623.2398. The injured or ill student shall be responsible for the cost of all medical, transportation, and emergency services.

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

- The right of each student to pursue and acquire knowledge in an atmosphere of free inquiry;
- The right of each faculty member to pursue, acquire, and disseminate knowledge in the faculty member's academic area (or related academic areas) in an atmosphere of free inquiry;
- The right of members of the academic community to pursue learning free from disruption, with due process for all concerned.

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

**Florida Gateway College
WEATHER EMERGENCY COLLEGE
CLOSING PROCEDURE**

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

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

Columbia County Citizens Information Hotline

386.719.7530 (NOTE: This hotline is only activated in time of declared emergency.)

BROADCAST MEDIA

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

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

WQHL 98.1 (radio* – Suwannee and Columbia counties)

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

WSKY 97.3/WKTK (radio – Gainesville)

WUCR 107.9 FM (radio – Union County)

Channel 20 WCJB (TV – Gainesville)

Channel 4 WJXT (TV – Jacksonville)

Channel 12 WTLV (TV – Jacksonville)

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

NEWSPAPERS & WEB SITES

Baker County Press

Dixie County Advocate

Dixie County Times

Gilchrist County Journal

High Springs Herald

Florida Gateway College

(Web site and main phone,

(386-752-1822; conditions permitting)

Lake City Reporter

Lake City Journal (Web site; conditions permitting)

Suwannee Democrat

Union County Times

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

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

County Emergency Management Departments will be notified of FGC's closing status. You may contact Columbia County Emergency Management at 386.758.1125. In Baker County, you may contact the Emergency Management Department at 904.259.6111 or 904.259.8024; Dixie County Emergency Management at 352.498.1240; Gilchrist County Emergency Management at 352.463.3410; or Union County Emergency Management at 386.496.4330. Duval County Emergency Management will only accept emergency closing information from its county.

The College switchboard will have its message modified, conditions permitting, to indicate the closing status. Additionally, closing information will be listed on the College's Web site and Channel 8 (Columbia County) as conditions permit. If there is any need for further clarification, you may call FGC's Supervisor of Safety at 386.754.4428, or from a campus phone dial 1010. The College's Duty Security Officer at 386.754.4426 or cell: 386.623.2398 will also be apprised of the closing status.

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

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

Any questions or concerns may be directed to the Public Information Office at 386.754.4248 or 386.754.4247.

GENERAL RIGHTS OF STUDENTS**A. Discrimination**

There shall be no discrimination in any respect by the College against a student (or applicant for admission as a student) based on race, color, age, religion, national origin, gender, marital status, disability, or sexual orientation.

B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints of censorship, subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. For more specific guidance, see the Student Code of Conduct in this handbook, or contact the Student Activities office at 386.754.4317.

C. Freedom of Press

In their publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship.

D. Protection Against Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College safety officers or administrative officers may conduct searches and seizures only as authorized by law.

E. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. Propose policies that affect student activities and conduct.
2. Make decisions on student activity budget matters.

F. Disruption-free Learning Environment

Discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have the right to a classroom free from disruptions which interfere with learning. The instructor sets the standard of acceptable behavior in the classroom. In the interest of preserving the rights of others, a student may be dismissed from a class for unacceptable behavior.

G. Records

1. General

The Registrar's Office will maintain and safeguard student academic records. All official student and former student records are private and confidential. Separate records may be maintained by the following offices: Academic Advising, Admissions, Financial Aid, Test Center, Veterans' Affairs, and Disabled Student Services.

2. Notification of Social Security Number Collection and Use

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

3. Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords

students certain rights with respect to their education records. These rights include the right to inspect and review education records, the right to request the amendment of education records that are believed to be inaccurate or misleading, and the right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA allows disclosure without consent.. Once a student is enrolled as a postsecondary student, parents have no inherent rights to inspect a student's education records. However, records may be released to parents if:

- a. the student gives written consent,
- b. a subpoena is issued,
- c. the parent(s) submits evidence to the Registrar's Office that the student is claimed as a dependent on their most current Federal Income Tax form.
- d. in an emergency, to protect the health and safety of the student or other persons.

Detailed information about FERPA, including who may have access to information contained in your records, is available at the Registrar's Office in Building 015, in the college catalog, or on the Registrar's page on the College Web site.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

H. AIDS Policy

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

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

A nonprofit worldwide AIDS organization harnessing

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

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

STUDENT CODE OF CONDUCT

The goal of the College is to fulfill its educational mission in part by teaching students how to function within acceptable guidelines in an educational environment. Consequently, the disciplinary procedures enacted by Florida Gateway College are developed as tools for guiding and teaching rather than punishment. Complete policies and procedures can be viewed on the College Web site.

Student Code of Conduct information can be located at 6Hx12:9-08, or other policy information locations as shown below. The Code of Conduct is intended as a guideline for acceptable behavior as a member of the College community.

Usually, violations of the Student Code of Conduct can be handled by an internal procedure. When necessary, federal, state and/or municipal law enforcement and authorities may be involved. The following list is not all-inclusive.

ACADEMIC MISCONDUCT 6Hx12:9-08

No student shall receive or give assistance not authorized by the instructor in the preparation of any essay, laboratory assignment, examination, or other assignment included in an academic course. No student shall take or attempt to take, steal, or otherwise procure in an unauthorized manner any material pertaining to a class, including but not limited to tests, examinations, laboratory equipment and roll books.

No student shall sell, give, lend, or otherwise furnish to any person material which can be shown to contain the questions or answers to any examinations given at the College without authorization from the instructor.

INTELLECTUAL PROPERTY 6Hx12:4-14

Academic work completed by students shall be the intellectual property of the student unless otherwise determined by written