

## CLASS-RELATED

### COURSE SYLLABI

A course syllabus is required for each course offered by the College each term. Each supervisor keeps on file the course syllabi for each course offered in the division, and is responsible for the development of new courses proposed. Each course syllabus should be submitted to the appropriate supervisor or vice president by the division deadline each term. These syllabi are kept on electronic file.

Course Syllabus: Faculty shall prepare a syllabus for each class taught. Included in the syllabus will be a brief description of all required assignments, approximate value of each assignment in the course grade, instructor's attendance policy, instructor's grading scale, the academic honesty statement, the reasonable accommodation's statement, the college withdrawal policy, equity and diversity statement, FERPA statement, SACS statement, and the library orientation statement for Gordon Writing Rule courses. A copy of the syllabus must be given to each student at the first class meeting. Syllabi should include:

- a. Instructor's Name and Division
- b. Office Telephone Number and Location
- c. Office Hours
- d. E-mail address, if available
- e. Textbook(s), Lab Manuals, Workbooks, etc.
- f. Learning Activities (projects, papers, presentations, reading, oral participation, test, etc.)
- g. Applicable Learning Resources (published materials, tapes, films, slides, charts, models, specimens, etc.)
- h. Evaluation
- i. Attendance Requirements
- j. Schedule of class events (topics, tests, other learning activities)
- k. Student Learning Outcomes
- l. Library Orientation Statement for Gordon writing Rule Courses
- m. Grading System
- n. Relevant support for learning (lab hours, Smarthinking information, Blackboard, other available support)
- o. **Every syllabus must contain the following statements:**

#### **Disability Statement:**

Florida Gateway College seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Office of Disability Services (extension 4393) in Building 17, Room 21, and to contact the faculty member in a timely manner to arrange for appropriate accommodations.

#### **Academic Integrity:**

**You may not purposefully deceive any official of the College by Cheating on any assignment, examination, or paper. Cheating is the use of anyone else's work, whether he/she is a student or**

not, as your own. A student may be withdrawn from a course with the grade of "F" if found to have cheated on any course assignments or tests.

### **EA/EO:**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

### **SACS Statement:**

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.

A dated copy of all syllabi must be submitted electronically to the area office in the Microsoft Word format for each class for each semester taught. Faculty members are encouraged to put their syllabi and course outlines on the College website.

### **GRADING SYSTEM**

The assignment of grades is the sole responsibility of the instructor. Posting grades (e.g. on your office door) by name or social security number is a violation of the Family Education Rights and Privacy Act (FERPA) and, as such, is not permitted.

Final grades are entered into MyFGC and must be entered no later than the date published for submission of final course grades in the academic calendar. Directions for submission of grades are available at the Tutorials link on the Registrar's web page.

**Be sure to enter the last date attended for any F, I, or U grade.** You may change a grade until grades are rolled into academic history. This happens throughout the term. After that time, you will not be allowed to change grades online and should submit a grade change form to the Registrar's Office.

Please contact the Registrar's Office if you have questions or problems with grade submission. If you submitted your grades, but have been notified that they are missing, contact the Registrar's Office.

The grades of "A", "B+", "B", "C+", "C", "D+", "D", and "S" are passing grades. Grades of "F" and "U" are failing grades. Grade of "I" is an interim grade. Grades of "W", "S", "AU", and "N" are final grades carrying no credit. (Note: All General Education Gordon Rule Math and Writing courses require a "C" to pass.)

The quality of a student's performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade points as follows: