FLORIDA GATEWAY COLLEGE

MGF 1130.001 – Mathematical Thinking

A16 Fall 2025

Tues/Thur 11:30 AM-12:45 PM in 9 – 234

Instructor Information

Name: James Givvines, Professor of Physics
Email: james.givvines@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.
Office: Building 4 room 3.
Office Hours: TBA
Office Phone: 386-754-4221
Other Available Hours: call or email to schedule

Course Information

Credits: 3
Requirements Met: AATR, GE, GEC, GR
General Education Area: Mathematics
Prerequisites: MAT 1033 or MGF 1100 with a grade of C or higher, or score out on appropriate placement test.

Course Description

In this course, students will utilize multiple means of problem solving through student-centered mathematical exploration. The course is designed to teach students to think more effectively and increase their problem-solving ability through practical application and divergent thinking. This course is appropriate for students in a wide range of disciplines/programs.

Required Text

Mathematical Thinking, Custom Edition, 1st ed. (Pearson, 2023). Online access code with e-text.
IMPORTANT: MyMathLab has a free trial option that will allow you to immediately start working on your homework even if you do not have funds to purchase access. Please use this trial while you wait for financial aid or other funds to come in.

Calculators

Students are required to use SCIENTIFIC calculators ONLY. Students are not permitted to borrow calculators during exams. *Students are not permitted to use calculators with graphing or CAS capabilities in class or on exams.*

Course Objectives and Preparation for Future Courses

We hope all students will gain understanding and proficiency in the algebra of basic mathematical systems and develop an appreciation for the application of mathematics in a myriad of fields. In addition, we hope all students will develop habits necessary for success in mathematics - regular class attendance and keeping up with the course by keeping up with the homework. In MGF 1130 we

attempt to help students to develop these habits by requiring outside-of-class work and by recording class attendance.

Gordon Rule

6A-10.30(2)(b), FAC, commonly known as the "Gordon Rule" states that each college shall require a minimum of six semester hours of mathematics as part of the graduation requirements for the A.A. Degree. Students who take six hours of math at the level of MAC 1105, COLLEGE ALGEBRA, MGF 1130, MATHEMATICAL THINKING, or MGF 1131, MATHEMATICS IN CONTEXT, or higher, WITH A FINAL GRADE NO LOWER THAN A "C", will be considered to have fulfilled the mathematics requirement.

General Learning Outcomes

- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.
- **Quantitative Reasoning:** Students will apply mathematical concepts and reasoning to draw valid conclusions.

Course Learning Outcomes

Successful completion of this course will include meeting the following course-specific learning requirements:

Course-Specific Learning Outcome	**Method of Assessment**
• Student will determine efficient means of solving a problem through investigation of multiple mathematical models	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Student will apply logic in contextual situations to formulate and determine the validity of logical statements using a variety of methods	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Student will apply mathematical concepts visually and contextually to represent, interpret, and reason about geometric figures	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Student will recognize the characteristics of numbers and utilize numbers along with their operations appropriately in context	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.
• Student will be able to analyze and interpret representations of data to draw reasonable conclusions	▪ Online homework, tests, projects, quizzes, book homework, classroom participation.

Critical Dates – Fall 2025

Date	**Event**
Monday, August 18	Fall A16 and A8 classes start
Monday – Wednesday, August 18-20	Add/Drop period for Fall A8
Monday – Friday, August 18-22	Add/Drop period for Fall A16
Monday, September 1	Labor Day – No Classes

Date	Event
Monday, September 15	Fall B12 classes start
Monday – Wednesday, September 15-17	Add/Drop period for Fall B12
Friday, September 26	Deadline for student-initiated withdrawals – A8
Monday, September 29	Fall B10 classes start
Mon. – Wed., Sep. 29 – Oct. 1	Add/Drop period for Fall B10
Friday, October 10	Fall A8 classes end
Monday, October 13	Fall B8 classes start
Monday – Wednesday, October 13-15	Add/Drop period for Fall B8
Tuesday, November 7	Deadline for student-initiated withdrawals – A16
Tuesday, November 11	Veteran's Day – No Classes
Monday, November 14	Deadline for student-initiated withdrawals – B12
Thursday, November 18	Deadline for student-initiated withdrawals – B10
Monday, November 21	Deadline for student-initiated withdrawals – B8
Wednesday – Friday, November 26-28	Thanksgiving Break – No Classes
Monday, December 5	Fall A16, B12, B10, and B8 classes end

Schedule of Class Events

Week 1: 8/18 – 8/24

Class Date	Before Class	During Class	After Class
8/19/25	▪ Read syllabus	• Syllabus • Chapter 5.1: Prime and Complex Numbers	• Syllabus Quiz **DUE** at 11:59 pm in Canvas
8/21/25	▪	• Chapter 5.2: Integers • Chapter 5.3: Rational Numbers • Chapter 5.4: Irrational Numbers	• Homework on Mastering

Week 2: 8/25 – 8/31

Class Date	Before Class	During Class	After Class
8/26/25	▪	• Chapter 5.5: Number Properties • Chapter 5.7: Sequences	• Homework on Mastering
8/28/25	▪	• Chapter 9.1: Measuring Length	• Homework on Mastering

Class Date	Before Class	During Class	After Class
		• Chapter 9.2: Measuring Area and Volume • Chapter 9.3: Measuring Weight and Temperature	

Week 5: 9/1 – 9/7

Class Date	Before Class	During Class	After Class
9/2/25	▪	• Chapter 10A: Fundamentals of Geometry • Chapter 10B: Problem Solving with Geometry	• Homework on Mastering
9/4/25	▪	• Chapter 10.2: Triangles • Chapter 10.4 Area and Circumference	• Homework on Mastering

Week 4: 9/8 – 9/14

Class Date	Before Class	During Class	After Class
9/9/25	▪	• Chapter 10.5: Volume and Surface Area • Chapter 11C: Proportion and Golden Ratio	• Homework on Mastering
9/11/25	▪	• Chapter 11A: Mathematics and Music	• Homework on Mastering

Week 5: 9/15 – 9/21

Class Date	Before Class	During Class	After Class
9/16/25	▪	• Geometry Project	•
9/18/24	▪	• Geometry Project	•

Week 6: 9/22 – 9/28

Class Date	Before Class	During Class	After Class
9/23/25	▪	• Midterm Review	•
9/25/25	▪	• Midterm Exam	•

Week 7: 9/29 – 10/5

Class Date	Before Class	During Class	After Class
9/30/25	▪	• Chapter 1A: Living in the Media Age • Chapter 1B: Propositions and Truth Values	• Homework on Mastering
10/2/25	▪	• Chapter 3.4: Truth Tables	• Homework on Mastering

Week 8: 10/6 – 10/12

Class Date	Before Class	During Class	After Class
10/7/25	▪	• Chapter 1C: Sets and Venn Diagrams	• Homework on Mastering
10/9/25	▪	• Chapter 1D: Analyzing Arguments • Chapter 1E: Critical Thinking	• Homework on Mastering

Week 9: 10/13 – 10/19

Class Date	Before Class	During Class	After Class
10/14/25	▪	• Day for run over on topics	• Homework on Mastering
10/16/25	▪	• Chapter 1.1: Understand, Solve, and Explain • Chapter 1.2: Extending Unit Analysis	• Homework on Mastering

Week 10: 10/20 – 10/26

Class Date	Before Class	During Class	After Class
10/21/25	▪	• Chapter 1.3: Problem Solving • Chapter 2.1: Functions	• Homework on Mastering
10/23/25	▪	• Chapter 2.2: Linear Modeling	• Homework on Mastering

Week 11: 10/27 – 11/2

Class Date	Before Class	During Class	After Class
10/28/25	▪	• Chapter 2.3: Exponential Modeling	• Homework on Mastering
10/30/25	▪	• Modeling Project	• Homework on Mastering

Week 12: 11/3 – 11/9

Class Date	Before Class	During Class	After Class
11/4/25	▪	• Modeling Project	• Homework on Mastering
11/6/25	▪	• Chapter 5A: Fundamentals of Statistics • Chapter 5B: Statistical Studies	• Homework on Mastering

Week 15: 11/10 – 11/16

Class Date	Before Class	During Class	After Class
11/11/25	▪ ***No School***	• ***Veteran's Day – No School***	• ***No School***
11/13/25	▪	• Chapter 5C: Statistical Tables and Graphs • Chapter 5D: Graphics in the Media	• Homework on Mastering

Week 14: 11/17 – 11/23

Class Date	Before Class	During Class	After Class
11/18/25	▪	• Chapter 5E: Correlation and Causality	• Homework on Mastering
11/20/25	▪	• Chapter 6A: Characterizing Data	• Homework on Mastering

Week 15: 11/24– 11/30

Class Date	Before Class	During Class	After Class
11/25/25	▪	• Review for Final Exam	•
11/27/25	▪ ***NO SCHOOL***	• ***Thanksgiving Break - NO SCHOOL***	• ***NO SCHOOL***

Week 16: 12/1 – 12/8

Class Date	Before Class	During Class	After Class
12/2/25	▪	• Class does not meet (exam time for TR 1:00 classes)	
12/4/25		• Final Exam 11:30 am – 2:15 pm	

Course Outline

Unit 2 - Number Theory and the Metric System

- 5.1 – Number Theory: Prime and Composite Numbers
- 5.2 – The Integers; Order of Operations
- 5.3 – The Rational Numbers
- 5.4 – The Irrational Numbers
- 5.5 – Real Numbers and Their Properties; Clock Addition
- 5.6 – Arithmetic and Geometric Sequences
- A.1 – Measuring Length; The Metric System
- A.2 – Measuring Area and Volume
- A.3 – Measuring Weight and Temperature

Unit 4 – Geometry

- 6.1 – Fundamentals of Geometry
- 6.2 – Problem Solving with Geometry
- C.1 – Triangles
- C.2 – Area and Circumference
- C.3 – Volume and Surface Area
- 6.4 – Proportion and the Golden Ratio
- 6.5 – Mathematics and Music

Unit 5 – Logic

- 4.1 – Living in the Media Age
- 4.2 – Propositions and Truth Values
- B.1 – Truth Tables for the Conditional and Biconditional
- 4.3 – Sets and Venn Diagrams
- 4.4 – Analyzing Arguments
- 4.5 – Critical Thinking in Everyday Life

Unit 1 – Problem Solving and Mathematical Modeling

- 1.1 - Understand, Solve and Explain
- 1.2 - Extending Unit Analysis
- 1.3 - Problem-Solving Hints
- 2.1 - Functions: The Building Blocks of Mathematical Models
- 2.2 - Linear Modeling
- 2.3 - Exponential Modeling

Unit 3- Representations of Data

- 10.1 – Fundamental of Statistics
- 10.2 – Should you Believe a Statistical Study?
- 10.3 – Statistical Tables and Graphs
- 10.4 – Graphics in the Media
- 10.5 – Correlation and Causality
- 10.6 – Characterizing Data

Final Class Project

Student Expectations

Attendance

Attendance is mandatory. Specific policies will be determined by your instructor.

Homework

Students are required to do online homework in MyMathLab. All sections of each unit need to be completed by students and are part of your grade.

Courtesy and Student Conduct Code

Students should not arrive late to class without an explanation afterward or leave early from class without advance permission. Self-restraint, courtesy and consideration for fellow students and the lecturer are imperative. In particular, please turn off cell phones. See *The Student Code of Conduct* in the Student Handbook**.**

Testing Procedure

Unit assessments will be open in Honorlock for 72 hours (Friday – Sunday) at the end of each unit. During that 72-hour window, you may take the assessment at any time, but must complete it in one sitting (no stopping, then picking up where you left off later). **The use of Honorlock for online assessments is mandatory and non-negotiable**. The Testing Center will only be utilized for testing in emergencies, where the instructor or another faculty/staff member cannot proctor the exam. The Student Success Center (SSC) may not be used. **All quizzes and exams, including the midterm, will be given online using Honorlock**. If you need to miss an exam, you need to contact the instructor to arrange for another date PRIOR TO the original due date. Makeup exams are permitted on a **verifiable** emergency basis.

Formulas & Cheat Sheets

It is the policy of the department that formulas and other notes are not allowed on any unit exam or departmental final exam except when noted in the course outline. These assessments should be "closed book and notes."

Grading Policies (Student Performance Measures)

Learning Activities

Your grade will be based on one of two formulas. You will automatically receive the higher of the two choices.

Grade Breakdown
Homework (15%)
Instructor's Elective (10%)
2-3 Projects (30%)
Midterm Exam (15%)
Unit Quizzes (30%)

Grading Scale
Individual instructors my assign B+, C+, or D+ grades.

- **A –** 90% - 100%
- **B –** 80% - 89.9%
- **C –** 70% - 79.9%
- **D –** 60% - 69.9%
- **F –** 59.9% or below
- **I –** Incomplete (assigned for reasons as stated in college catalog)
- **W –** Voluntary withdrawal by student before the withdrawal date

Extra Credit
Extra credit opportunities may be offered throughout the semester.

Returning Grades
I will grade most assignments within one week of the due date. For more expansive assignments, I will return them within two weeks. This gives me ample time to provide constructive, useful feedback to help you progress and grow as a student in this course.

Student Support and Tech Needs

Succeeding in Any College Mathematics Course
Develop a systematic study routine between class meetings - study your notes, read the book and work the assigned problems. Your personal motivation and work ethics are the key to your success. You are ultimately responsible for mastering the material in any course.

Getting Help with Your Math
If you are having trouble with your math, **seek help early in the semester!** FGC has help available for you at the following places...

1. Your **Instructor** is available during regular office hours and sometimes by appointment to help with specific homework assignments. If your instructor is busy when you drop by, come back at another time.
2. Form a **Study Group** with other students enrolled in the same course. Meet at a regular time and a place (e.g., the library, the math lab, an empty classroom).
3. The **Student Success Center** offers free peer-tutoring for most mathematics courses. The Center is currently located in the back of Building 008.
4. **Khan Academy** can be found at http://www.khanacademy.org and has several videos on multiple topics.

All of these services are offered to you **free** at Florida Gateway College! Take advantage of the available resources and **SUCCEED** in your math course!

Basic Technical Requirements

This course requires students to have access to a computer and the internet. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Pearson MyLab & Mastering

Getting Started

Enter Your Canvas Course

1. Sign in to Canvas and enter your Canvas course.
2. Do one of the following:
   - Select **MyLab & Mastering** in Course Navigation, and then select any course link on the Pearson page.
   - Select any Pearson link from any module.
3. Go to *Get Access to Your Pearson Course Content*.

Get Access to Your Pearson Course Content

1. **Accept** the End-User License Agreement and Privacy Policy. (If you previously linked your Canvas and Pearson accounts, you go directly to the Pearson payment page. Skip to Step 3.)
2. To link your Canvas and Pearson accounts, do one of the following:
   - If you already have a Pearson account, enter your username and password.
     Tip: To look up your Pearson account, select **Forgot your username or password?**
   - If you do not have a Pearson account, select **Create** and follow the prompts to create a new account.
3. To get access to your Pearson course, do one of the following:
   - Select **Access Code**, enter your access code, and select **Finish**.
   - Under Use a Credit Card or PayPal, select the button with the applicable price and enter your payment information.
   - Get temporary access without payment for 14 days. (You can pay for full access when temporary access expires or when you're ready.)
4. When the registration is complete, the You're Done page appears and you get a confirmation email. You can close the You're Done page and return to your Canvas course. From now on, when you select any of the MyLab & Mastering links in your Canvas course, your MyLab & Mastering course immediately opens in a new tab.

Note: In the future, it is recommended you enter your MyLab & Mastering course through Canvas.

Need Help?

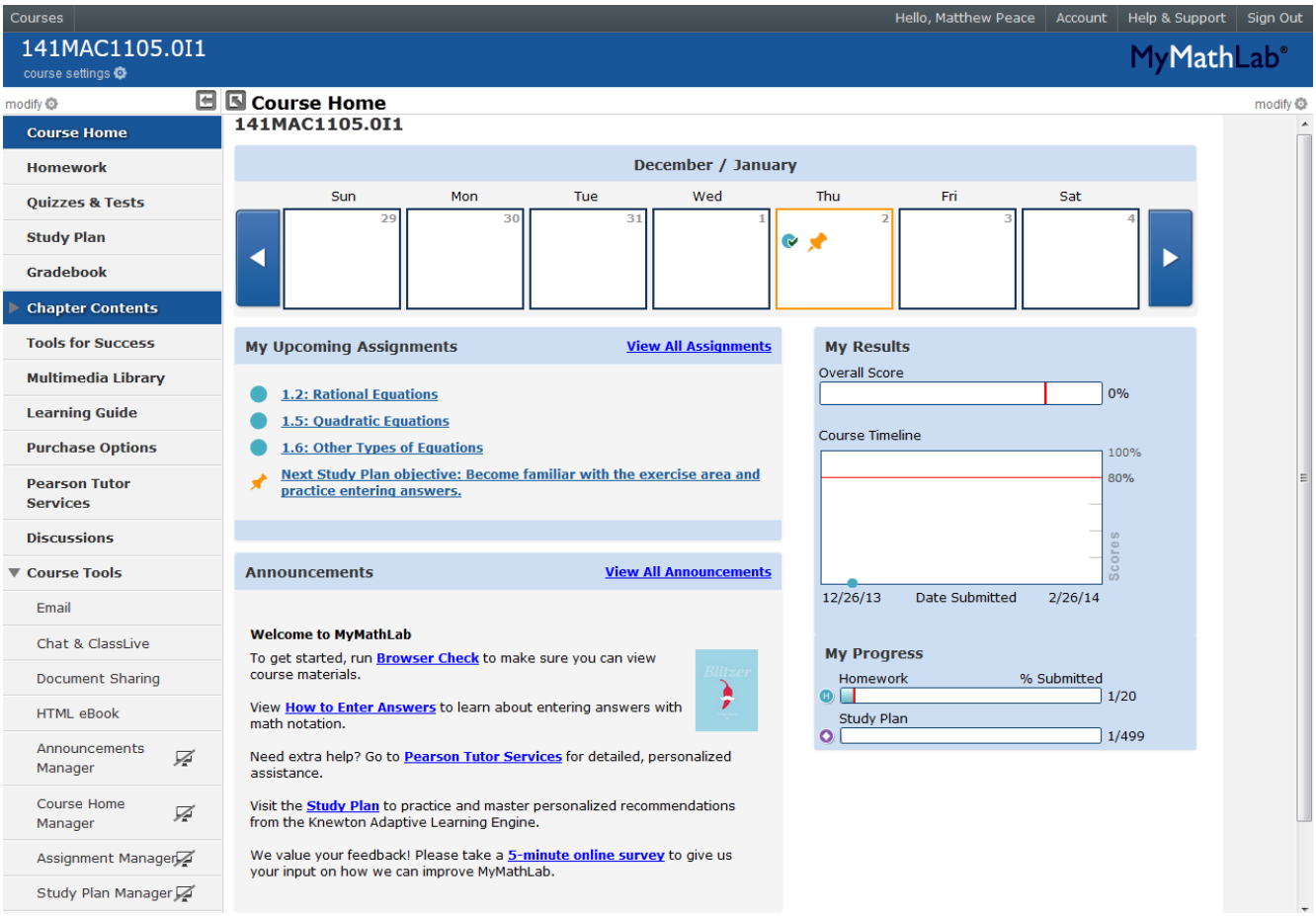
See Help for MyLab & Mastering with Canvas.

Go to our YouTube channel where students and instructors can find getting started videos.

Contact Pearson 24/7 Technical Support. To provide them with your details in an export file, enter your Canvas course and go to **MyLab & Mastering>Diagnostics**. (If you don't have access to the Diagnostics page, please contact your instructor for this information.)

Using MyLab

The picture below is a typical screen shot from the entrance point of MyLab and Mastering. MyLab serves as a portal to get to MyMathLab. MyMathLab is where you will complete your required HW problems, your study plan, and any additional studying you would like to complete. Like Canvas, MyLab has a toolbar allowing you access to different portions of the site. The descriptions below will give you an idea of what resources are available and what work you should be doing.



Your **graded work** on MyMathLab is based on Homework assignments for each section. Go to the "**Homework**" section and select which section you'd like to work on. If you have already shown mastery in a concept, it should not take you long to complete the problems. See the Homework section below for more information.

1. Homework problems are graded, but if you do not get the correct answer, often times you will receive several attempts at the same problem. **Eventually, if you do not come to the correct answer, MyMathLab will display the solution and ask you to try a similar problem (but**

with different numbers). As long as you *EVENTUALLY* get the problem correct, you will get credit. Again, your time spent on the Homework is documented along with your progress.

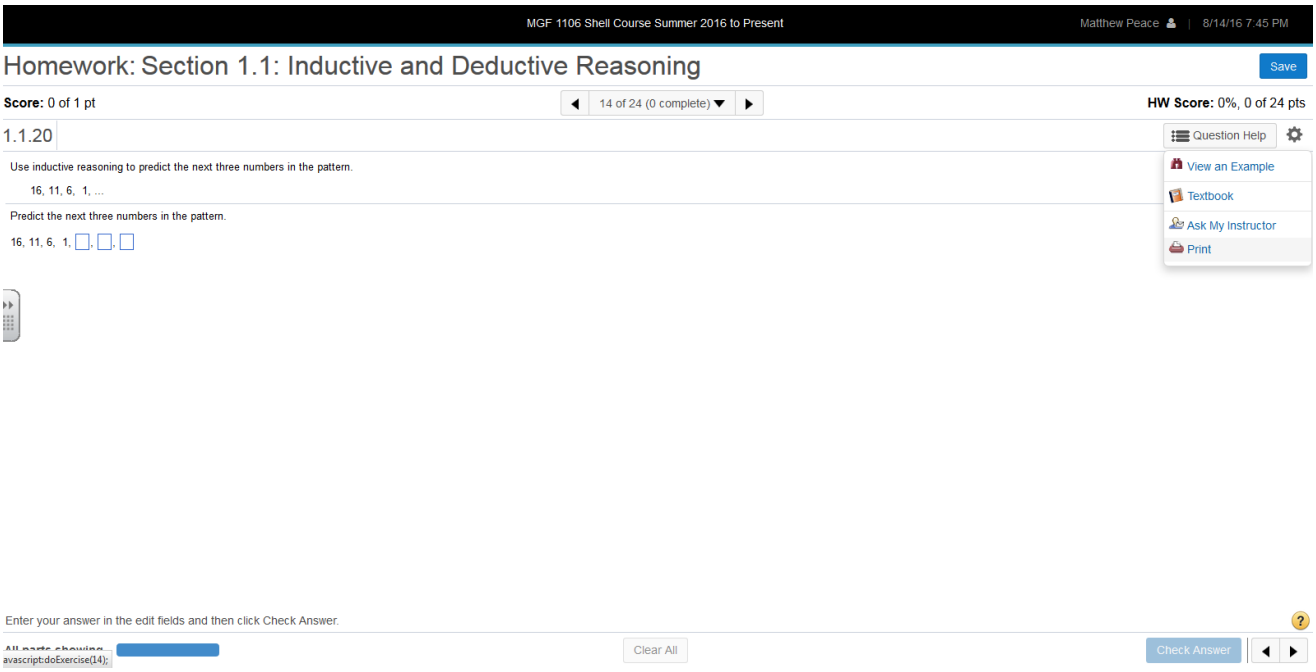
2. In addition to the homework, at the beginning of each Chapter (or Unit) you can get an idea of what concepts you need to work on by developing your study plan.
    a. Click on the "Study Plan" button on the main toolbar
    b. Then click on "Take a Sample Test"
    c. Choose the appropriate Chapter Assessment
    d. Click "I am ready to Start" and begin the test.
    Note: Do not spend a great deal of time on the assessments as they are meant to diagnose what areas you should work on. **The assessment does not affect your HW average**, however your time spent on the assessment is documented.
3. After submitting the chapter assessment (**again this will not impact your grade**), a study plan is created. Return to the "Study Plan" section by going back to main menu or clicking on "Back to Study Plan." By each lesson (and also each concept) a pencil will appear on the sections you need to work on. If a graduation cap appears, it means you have shown mastery of the subject. The study plan will lead you to **non-graded exercises** for a particular concept you need to work on.
4. At any time, you may retake the assessments (any amount of them) to show mastery of concepts. The study plan will be updated each time you take an assessment. ***Please note that the study plan is not your Homework and is not graded, however, your progress and time spent working on the study plan is documented.***
5. To check your progress on MyMathLab, click on the "**Gradebook"** button. This will display any time spent on practice tests, homework, and tutorial exercises (study plan) as well as grades earned on homework.

Supplemental Resources in MyLab

1. The "**ebook**" section has information about your textbook that can supplement your studying. It contains a summary video lecture for each section, a multimedia textbook section giving you an interactive version of your textbook, practice exercises associated with the textbook that are NOT tracked in MyMathLab (**neither grades, nor time spent will be documented in MyMathLab**), and a link to the study plan for that particular section. There is also a link to the FREE tutoring center you have access to.
2. The "**Multimedia Library"** section gives you a way to search for a particular medium (animation, video, power point presentations) that you might find useful in any section.

Homework and Practice Exercises

Below is a screenshot from the Homework Exercises and those in your Study Plan.



When doing Homework or Practice Exercises make sure you are aware of the resources available to you. Let's outline the "Question Help" features designed to assist you complete a problem.

1. **View an Example:** This is less interactive but gives you an example of a similar problem in step-by-step fashion with the option to return to the original problem at any time.
2. **Video** (not all problems have this option): This option will display a video where a solution will be given to that particular type of problem by the author of the book.
3. **Animation** (not all problems have this option): The animation option is similar to "View an Example" except that there is an audio voice over included with the solution. There is also more animation than in "View an Example."
4. **Textbook:** This option open will open a window that turns to the relevant pages out of your textbook. This is an interactive version of the textbook that has practice problems for you to try and video examples.
5. **Ask My Instructor:** Click this option if you'd like to ask a specific question about this problem to your instructor. You will be able to type a message and a link to the problem you are working on will be included with the message.
6. **Print:** If you'd like to print the problem for later, click this button.
7. The navigation button in the top center will allow you to move to different problems.
8. On the left side of the page is your toolbox for inputting answers. See http://media.pearsoncmg.com/cmg/pmmg/player_tour/enteranswers.html for more details on special input procedures.
9. After selecting your answer choice (or inputting the answer) you may move onto another problem by using the exercise navigator above the problem. However, to check the accuracy of your solution, click **Check Answer** at the bottom of the page. You should always check your answer before moving on to another problem. Remember, you will only receive HW credit for those problems you eventually answer correctly.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (https://www.fgc.edu/academics/library/). The library has more than 70 computers with 50 pages daily of free B&W printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: (https://www.fgc.edu/academics/library/research-help-and-guides/).

Phone- 386-754-4401
Email- library@fgc.edu
Ask-A-Librarian text and chat

Fall & Spring Semester Library Hours
Monday – Thursday: 7:30 am – 7:30 pm
Friday: 9:00 am – 4:00 pm
Saturday: 1:30 pm – 5:30 pm
Sunday: CLOSED

Summer Semester Library Hours
Monday – Thursday: 7:30 am – 6:30 pm
Friday: CLOSED
Saturday & Sunday: CLOSED

Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

Fall Semester SSC Hours
Monday--Thursday: 8:00am – 6:00 pm
Friday: 9:00am – 4:30pm

Spring Semester SSC Hours
Monday--Thursday: 8:00am – 6:00 pm
Friday: 9:00am – 4:30pm

Summer Semester SSC Hours
Monday – Thursday: 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (https://www.bettermynd.com/students) an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (https://app.bettermynd.com/register)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (https://www.fgc.edu/students/complaints-and-appeals/), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the College Catalog for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Enrollment Services by 4:30 p.m. on the deadline posted on the** Academic Calendar **or it is considered late**.

To withdraw from a course, the following steps must take place:

1. The student obtains the instructor's authorization and last date of attendance in person or via email.
2. The student meets with an academic advisor, who will sign the form (Building 14). Or, if an online student, emails the advisor a statement requesting a withdrawal from the course. The email must include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Enrollment Services).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The **Incomplete Grade Request Form** must be completed and submitted for approval by the **FIRST day of Final Exams and BEFORE** issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirements needed to satisfactorily complete the course **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper netiquette throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Civil Rights and Compliance Statement
Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement
The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 007, Room 107
Phone: (386) 754-4393
Email: Accessibility.Services@fgc.edu

FERPA Statement
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 Office of Enrollment Services in Building 015 or on the Florida Gateway College website (www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement
Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement
Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download

software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (www.honorlock.com/install/extension/). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a similarity report, which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or Draft Coach. If needed, that would allow you time to review the library's research and help guides or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, higher quality education programs and lifelong learning opportunities.