



# FLORIDA GATEWAY COLLEGE

## PHI 2010 002 – Intro to Philosophy

Fall 2025 – A16

Tuesday/Thursday, 1:00-2:15p

Building 002, Room 015

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### **Instructor Information**

**Name:** Carrie Avery, Associate Professor of Philosophy and Religion

**Office Phone:** (386)-754-4488

**Email:** carrie.avery@fgc.edu or through Canvas message. I should respond to your correspondence within one business day.

**Office:** Building 2, Room 17

**Office Hours:** TBD

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### **Course Information**

**Credits:** 3

**Requirements Met:** AATR, GE, GR

**General Education Area:** Group 2 Humanities

**Prerequisites:** Completion of ENC0025 and REA0017 with a grade of C or better, or ENC0027C with a grade of C or better, or score out on an accepted placement test.

### **Course Description**

In this course, students will be introduced to the nature of philosophy, philosophical thinking, major intellectual movements in the history of philosophy, including topics from the Western philosophical tradition, and various problems in philosophy. Students will strengthen their intellectual skills, become more effective learners, and develop broad foundational knowledge.

### **Required Texts/Learning Resources**

Stich, S., & Donaldson, T. (2024). *Philosophy: Asking questions – Seeking answers*. Oxford University Press. ISBN-13: 978-0-19-776801-3

### **General Learning Outcomes/Program Learning Outcomes**

- **Communication:** Students will effectively communicate through oral or written skills.
- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.

### **State Course Learning Outcomes:**

- Students will develop critical thinking skills.
- Students will demonstrate an understanding of classical Western philosophical views.

- Students will analyze, explain, and evaluate foundational concepts of epistemology, metaphysics, and ethics.

- **Critical Dates – Fall 2025**

| <b>Date</b>                         | <b>Event</b>                                     |
|-------------------------------------|--------------------------------------------------|
| 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                           |
| 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 (Module 1)**

| Class Date | Before Class                                                             | During Class                                                                                                                                                                                | After Class                                                                                        |
|------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 8/19/2025  | <ul style="list-style-type: none"><li>• Purchase your textbook</li></ul> | <ul style="list-style-type: none"><li>• Introduction to the course</li><li>• Review the syllabus and coursework</li><li>• Answer student questions</li><li>• Complete Exit Ticket</li></ul> | <ul style="list-style-type: none"><li>• Print and/or save a digital copy of the syllabus</li></ul> |
| 8/21/2025  |                                                                          | <ul style="list-style-type: none"><li>• MLA Presentation by Kay Hogan</li><li>• Complete Exit Ticket</li></ul>                                                                              |                                                                                                    |

#### **Week 2: 8/25-8/31 (Module 2)**

| Class Date | Before Class                                                                            | During Class                                                                                                                        | After Class                                                                                                                                 |
|------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 8/26/2025  | <ul style="list-style-type: none"><li>• Read chapters 1 and 2 in the textbook</li></ul> | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete the Discussion Activity</li><li>• Complete Exit Ticket</li></ul> |                                                                                                                                             |
| 8/28/2025  |                                                                                         | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete the Discussion Activity</li><li>• Complete Exit Ticket</li></ul> | <ul style="list-style-type: none"><li>• Complete the weekly Reading Annotation assignment</li><li>• Complete the Writing Response</li></ul> |

#### **Week 3: 9/01-9/07 (Module 3)**

| Class Date | Before Class                                                                     | During Class                                                                                         | After Class |
|------------|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------|
| 9/02/2025  | <ul style="list-style-type: none"><li>• Read chapter 3 in the textbook</li></ul> | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete the Discussion Activity</li></ul> |             |

| Class Date | Before Class | During Class                                                                                                                            | After Class |
|------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------|
|            |              | <ul style="list-style-type: none"> <li>• Complete Exit Ticket</li> </ul>                                                                |             |
| 9/04/2025  |              | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete the Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |             |

#### Week 4: 9/08-9/14 (Module 3)

| Class Date | Before Class | During Class                                                                                                                            | After Class                                                                                                                                  |
|------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 9/09/2025  |              | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete the Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |                                                                                                                                              |
| 9/11/2025  |              | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete the Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>• Complete the weekly Reading Annotation assignment</li> <li>• Complete the Video Response</li> </ul> |

#### Week 5: 9/15-9/21 (Module 4)

| Class Date | Before Class                                                                       | During Class                                                                                                                            | After Class |
|------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 9/16/2025  | <ul style="list-style-type: none"> <li>• Read chapter 4 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete the Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |             |
| 9/18/2025  |                                                                                    | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete the Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |             |

**Week 6: 9/22-9/28 (Module 4)**

| Class Date | Before Class | During Class                                                                                                                        | After Class                                                                                                                                |
|------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 9/23/2025  |              | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |                                                                                                                                            |
| 9/25/2025  |              | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>• Complete the weekly Reading Annotation assignment</li> <li>• Complete Writing Response</li> </ul> |

**Week 7: 9/29-10/05 (Module 5)**

| Class Date | Before Class                                                                       | During Class                                                                                                                        | After Class                                                                                                                                    |
|------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/30/2025  | <ul style="list-style-type: none"> <li>• Read chapter 5 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |                                                                                                                                                |
| 10/02/2025 |                                                                                    | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>• Complete the weekly Reading Annotation assignment</li> <li>• Complete the Creative Project</li> </ul> |

**Week 8: 10/06-10/12 (Module 6)**

| Class Date | Before Class                                                                       | During Class                                                                                                                        | After Class                                                                                                                                    |
|------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/07/2025 | <ul style="list-style-type: none"> <li>• Read chapter 6 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> |                                                                                                                                                |
| 10/09/2025 |                                                                                    | <ul style="list-style-type: none"> <li>• Lecture</li> <li>• Complete Discussion Activity</li> <li>• Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>• Complete the weekly Reading Annotation assignment</li> <li>• Complete the Creative Project</li> </ul> |

**Week 9: 10/13-10/19 (Module 7)**

| Class Date | Before Class                                                                     | During Class                                                                                                                    | After Class                                                                                                                             |
|------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 10/14/2025 | <ul style="list-style-type: none"><li>• Read chapter 9 in the textbook</li></ul> | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> |                                                                                                                                         |
| 10/16/2025 |                                                                                  | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> | <ul style="list-style-type: none"><li>• Complete weekly Reading Annotation assignment</li><li>• Complete the Writing Response</li></ul> |

**Week 10: 10/20-10/26 (Module 8)**

| Class Date | Before Class                                                                      | During Class                                                                                                                    | After Class                                                                                                                             |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 10/21/2025 | <ul style="list-style-type: none"><li>• Read chapter 11 in the textbook</li></ul> | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> |                                                                                                                                         |
| 10/23/2025 |                                                                                   | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> | <ul style="list-style-type: none"><li>• Complete weekly Reading Annotation assignment</li><li>• Complete the Creative Project</li></ul> |

**Week 11: 10/27-11/02 (Module 9)**

| Class Date | Before Class                                                                      | During Class                                                                                                                    | After Class                                                                                                                           |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| 10/28/2025 | <ul style="list-style-type: none"><li>• Read chapter 12 in the textbook</li></ul> | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> |                                                                                                                                       |
| 10/30/2025 |                                                                                   | <ul style="list-style-type: none"><li>• Lecture</li><li>• Complete Discussion Activity</li><li>• Complete Exit Ticket</li></ul> | <ul style="list-style-type: none"><li>• Complete weekly Reading Annotation assignment</li><li>• Complete the Video Response</li></ul> |

**Week 12: 11/03-11/09 (Module 10)**

| Class Date | Before Class                                                                      | During Class                                                                                                                  | After Class                                                                                                                                |
|------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 11/04/2025 | <ul style="list-style-type: none"> <li>Read chapter 13 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>Lecture</li> <li>Complete Discussion Activity</li> <li>Complete Exit Ticket</li> </ul> |                                                                                                                                            |
| 11/06/2025 |                                                                                   | <ul style="list-style-type: none"> <li>Lecture</li> <li>Complete Discussion Activity</li> <li>Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>Complete the weekly Reading Annotation assignment</li> <li>Complete the Writing Response</li> </ul> |

**Week 13: 11/10-11/16 (Module 11)**

| Class Date | Before Class                                                                      | During Class                                                                                                                  | After Class                                                                                                                                |
|------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 11/11/2025 | <b><i>NO SCHOOL</i></b>                                                           | <b><i>NO SCHOOL</i></b>                                                                                                       | <b><i>NO SCHOOL</i></b>                                                                                                                    |
| 11/13/2025 | <ul style="list-style-type: none"> <li>Read chapter 14 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>Lecture</li> <li>Complete Discussion Activity</li> <li>Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>Complete the weekly Reading Annotation assignment</li> <li>Complete the Creative Project</li> </ul> |

**Week 14: 11/17-11/23 (Module 12)**

| Class Date | Before Class                                                                      | During Class                                                                                                                  | After Class                                                                                                                            |
|------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 11/18/2025 | <ul style="list-style-type: none"> <li>Read chapter 15 in the textbook</li> </ul> | <ul style="list-style-type: none"> <li>Lecture</li> <li>Complete Discussion Activity</li> <li>Complete Exit Ticket</li> </ul> |                                                                                                                                        |
| 11/20/2025 |                                                                                   | <ul style="list-style-type: none"> <li>Lecture</li> <li>Complete Discussion Activity</li> <li>Complete Exit Ticket</li> </ul> | <ul style="list-style-type: none"> <li>Complete the weekly Reading Annotation assignment</li> <li>Complete Writing Response</li> </ul> |

**Week 15: 11/24-11/30 (Module 12)**

| Class Date | Before Class                                                                      | During Class                                                                                      | After Class                                                             |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 11/25/2025 | <ul style="list-style-type: none"> <li>Review Final Project Directions</li> </ul> | <ul style="list-style-type: none"> <li>Review Final Project</li> <li>In-class Workshop</li> </ul> | <ul style="list-style-type: none"> <li>Work on Final Project</li> </ul> |
| 11/27/2025 | <ul style="list-style-type: none"> <li><b>NO SCHOOL</b></li> </ul>                | <ul style="list-style-type: none"> <li><b>NO SCHOOL</b></li> </ul>                                | <ul style="list-style-type: none"> <li><b>NO SCHOOL</b></li> </ul>      |

**Week 16: 12/01-12/05 (Module 12)**

| Class Date | Before Class                                                                      | During Class                                                                                      | After Class                                                            |
|------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 12/02/2025 | <ul style="list-style-type: none"> <li>Review Final Project Directions</li> </ul> | <ul style="list-style-type: none"> <li>Review Final Project Extra Credit Presentations</li> </ul> | <ul style="list-style-type: none"> <li>Submit Final Project</li> </ul> |

**Student Expectations****Attendance**

Attendance is mandatory. Students will complete an Exit Ticket at the end of each class. This assignment will be used for class participation points. Students are unable to complete this assignment outside of the assigned class period.

**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.

**Late Work**

The following assignments will remain open for 7 days:

- Writing Response Assignments
- Video Response Assignments
- Creative Projects
- Reading Annotations

The following assignments will remain open for 2 days:

- Final Project



**A late penalty of 10 points per day will be applied to assignments submitted after the due date.**

The late penalty will only be forgiven for the following reasons (if approved by Professor Avery):

- Medical note
- Death in family
- Covid related hardship
- Other MAJOR disruption

You must email and/or call Professor Avery for an extension before the assignment closes.

## **Grading Policies (Student Performance Measures)**

### **Learning Activities (Student Expectations)**

**Exit Tickets (10% of Final Grade)** Students will complete an exit ticket at the end of each class. This will be used for class participation points/attendance.

**Reading Annotations (5% of Final Grade)** Students will annotate a portion of the assigned reading material.

**Writing Response Assignments (45% of Final Grade)** Students will answer the response question in at least 750 words.

**Creative Projects (15% of Final Grade)** Students will show proficiency of subject matter through creative projects (infographic, power point, flyer, etc.).

**Video Reflections (15% of Final Grade)** Students will answer a review question in a video response.

**Final Project (10% of Final Grade)**

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**Grading Scale:**

| Grade | Overall Percentage |
|-------|--------------------|
| A     | 90-100%            |
| B+    | 87-89.99%          |
| B     | 80-86.99%          |
| C+    | 77-79.99%          |
| C     | 70-76.99%          |
| D+    | 67-69.99           |
| D     | 60-66.99%          |
| F     | below 60%          |

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**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**

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.

Minimal technical skills require for this course include the ability to use Microsoft Office products and navigate the Internet.

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](mailto:helpdesk@fgc.edu).

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**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/index.html>). 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://fgc.libguides.com/researchhelpguides>).

Phone- 386-754-4401  
Email- [library@fgc.edu](mailto: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](mailto: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](mailto: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](mailto: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.html>), 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](mailto: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](mailto: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/](http://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](http://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/](http://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](mailto: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.