FACULTY HANDBOOK
2024-2025

FLORIDA GATEWAY COLLEGE

149 SE College Place
Lake City, FL 32025

Main Number: (386) 752-1822

Security: (386) 754-4490
Weekends and Evenings: Campus Extension 1010
Mobile Phone: (386) 623-2398

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, quality higher education programs and lifelong learning opportunities.

TABLE OF CONTENTS

DIRECTORY OF ADMINISTRATIVE PERSONNEL

Title	Person	Extension
President	Dr. Lawrence Barrett	4200
Vice President, Academic Affairs	Dr. Kathleen Ciez-Volz	4260
Vice President, Business Services	Ms. Michelle Holloway	4364
Vice President, Student Affairs & Public Information	Mr. Anthony Cardenas	4324
Dean, Enrollment & Marketing	Ms. Kacey Mimbs	4233
Dean, Workforce, Career & Technical Education	Mr. Kristopher Brady	4225
Interim Dean, Liberal Arts & Sciences	Dr. Troy Appling	4369
Associate Dean, Academic Quality, Evaluation & Innovation	Dr. Brandon McIntire	4407
Associate Dean, Libraries & Institutional Effectiveness	Ms. Christine Boatright	4337
Associate Dean, Student Affairs	Ms. Sandra Tomlinson	4413
Assistant Dean, Nursing & Health Sciences Programs	Ms. Ann Brown	4297
Assistant Dean, Teacher Preparation Programs	Dr. Pamela Carswell	4469
Executive Director, Human Resources	Ms. Cassie Buckles	4313
Executive Director, Information Technology/CIO	Mr. Travis Green	4419
Executive Director, Resource Development	Mr. Lee Pinchouck	4201
Director, ASDN and Certificate Programs	Ms. Patricia Orender	4354
Director, Advising & Career Services	Ms. Rebecca Thomas	4304
Director, Athletics	Mr. Christopher Hackett	4271
Director, Benefits & Employee Relations	Ms. Kathryn McCrary	4384

Director, Business Services	Mr. Tyler Neal	4385
Director, Clinical Experience	Ms. Kristeen Roberts	4368
Director, College Facilities	Mr. Randal Thomas	4325
Director, Community Outreach & Special Projects	Mr. Travis George	4335
Director, Curriculum Development	Ms. M. Elizabeth Rogers	4294
Director, Dual Enrollment & Recruitment	Ms. Julie Cannon	4443
Director, Enrollment Services / Registrar	Ms. Crystal Janasiewicz	4361
Director, Financial Aid	Ms. Brandilynn Dean	4395
Director, Institutional Research & Grants	Vacant	
Director, Marketing	Mr. Rob Chapman	4248
Director, Network & Security	Mr. Ryan Touchton	4444
Director, Payroll	Vacant	
Director, Procurement & Contracts	Ms. Kathrine Harris	4381
Director, Public Service Programs	Vacant	4383
Director, Resource Development	Ms. Rebecca Golden	4433
Director, Student Life	Ms. Amy Dekle-Hunt	4317
Director, Testing & Accessibility Services	Mr. Rob Dawson	4215
Director, TRIO	Ms. Elizabeth McCardle	4458
Associate Director, Enrollment Services	Ms. Barbie Dietz	4236
Associate Director, Financial Aid	Ms. Denise Morrissette	4282
Coordinator, CTE Programs	Ms. Madison Morton	4219
Coordinator, Human Resources	Ms. Becky Berry	4415

Coordinator, Library Resources	Ms. Kristin Corbin	4339
Coordinator, Library Services	Ms. Kay Hogan	4391
Coordinator, Life Safety & Security Systems	Mr. Derriel Cribbs	4319
Coordinator, Media Operations	Mr. Lance Bass	4431
Coordinator, Payroll	Vacant	4311
Coordinator, Public Information	Mr. Stephen Culotti	4247
Coordinator, Research and Data Analysis	Ms. Laurie Layton	4421
Coordinator, Student Success Lab	Ms. Christina Slater	4382
Coordinator, Take Stock in Children	Ms. Peggy Boston	4423
Coordinator, Wellness	Mr. Charles Ruise	4371
Chair, Mathematics & Sciences	Dr. Pedro Mora	4373
Coordinator/Instructor, AA Education	Ms. Allyson Czarnecki	4268
Coordinator/Instructor, AS Early Childhood Education	Dr. Dawn Cross	4336
Coordinator/Instructor, BS Early Childhood Education	Dr. Sharron Cuthbertson	4495
Coordinator/Instructor, BS Elementary Education	Dr. Elizabeth Carroll	4203
Coordinator/Instructor, Automotive Technology	Mr. Torben Reichhardt	4485
Coordinator/Instructor, CNA	Ms. Rebecca McDaniel	4355
Coordinator/Instructor, Cosmetology	Ms. Brenda Jernigan	4264
Coordinator/Instructor, EMS	Mr. Thomas Brown	4465
Coordinator/Instructor, EPI	Dr. Carrie Toreky	4262
Coordinator/Instructor, Firefighting	Mr. Tracey Higdon	4210
Coordinator/Instructor, Health Information	Ms. Japera Barnes	4261

Technology

Coordinator/Instructor, Horticulture	Mr. William "Erik" Smith	4279
Coordinator/Instructor, HVAC	Mr. Alexander Elman	4470
Coordinator/Instructor, Law Enforcement & Corrections	Mr. John Thomas	4383
Coordinator/Instructor, Nursing Skills 4346Lab/Simulation	Ms. Sarah White	
Coordinator/Instructor, PTA	Ms. Christine McLaughlin	4460
Coordinator/Instructor, RN-BSN	Dr. Melissa Davis	4352
Coordinator/Instructor, Water Resources	Dr. Ali Messenger	4278
Coordinator/Instructor, Welding	Mr. Joseph Ganser	4322
Academic Advisor	Ms. Angela Glantz	4379
Academic Advisor	Ms. Rylie O'Quinn	4434
Academic Advisor	Mr. Abraham Perry Jr.	4494
Academic Advisor	Ms. Lynsie Witt	4229
Accounting & Operations Specialist	Ms. Evelyn Scerbo	4389
Bursar	Ms. Alicia Horne	4234
Instructional Designer	Ms. Kaitlyn White	4285
Network/Systems Administration Specialist	Mr. Robert Charles	4410
Network/Systems Administration Specialist	Ms. Sonya McNeely	4417
Programmer Analyst	Mr. Jeffrey Braun	4312
Student Success Coach	Ms. Shirley Miller	4440
Transfer & Career Advisor	Vacant	

GENERAL INFORMATION

Florida Gateway College (FGC) has established a strong tradition of providing high quality postsecondary educational opportunities to the citizens of North Florida. What began as a school of Forestry in 1947 has now grown to be a comprehensive public community college serving approximately 4,500 students a year.

The College traces its growth from the Forest Ranger School, which utilized structures that remained from a World War II-era air base. In 1961, when the state of Florida created Lake City Junior College on the campus of the old forestry school, the College became one of 28 two-year institutions envisioned in the state's master plan. In those early days, Lake City Junior College had fewer than 400 students.

The inclusion in 1970 of "community" in the College's title emphasizes the broad spectrum of transfer and occupational programs offered in addition to continuing education and community service courses. The college officially changed its name to Florida Gateway College on July 1, 2010. Florida Gateway College began offering its first baccalaureate degree in 2012, and now has five robust degree programs.

Today the campus of FGC is an attractive site, nestled in one hundred acres of southern pines, with 25 modern buildings surrounded by crepe myrtle and azalea shrubbery. The College offers outstanding programs in liberal arts and sciences. A significant number of students who begin their college career in these programs earn associate degrees and then successfully transfer to senior institutions where they maintain superior records when compared to their university counterparts.

The College also offers outstanding opportunities in diverse occupational programs such as business administration, computer programming, golf course operations, water/wastewater, landscape technology, and cosmetology. The College provides comprehensive training in allied health fields such as registered nursing, practical nursing, emergency medical services, physical therapist assistant, patient care technician, and others. Each year the College maintains the search for excellence by offering new programs which meet the needs of its district.

The College's district encompasses five North Central Florida counties: Baker, Columbia, Dixie, Gilchrist, and Union. This 2,683 square mile district is an area twice the size of Rhode Island. The region around the College is commonly referred to as Florida's Crown and the Gateway to Florida. The College district is situated midway between the Atlantic Ocean and the Gulf of Mexico. The geographic area around the College would generally be considered rural.

The moderate climate, hospitality of the community, and beauty of the adjacent recreational areas draw visitors and newcomers from around the world. The main campus is located approximately six miles east of downtown Lake City, Florida on Highway 90, with additional sites in Baker (Olustee), Dixie and Gilchrist counties.

MISSION STATEMENT

Mission Statement is annually reviewed and approved by the Board of Trustees. The last review was on June 8, 2023.

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, quality higher education programs and lifelong learning opportunities.

DIVERSITY STATEMENT

We at Florida Gateway College are a multicultural community of diverse racial, ethnic and class backgrounds, national origins, religious and political beliefs, physical abilities, ages, genders, and sexual orientation. Our educational activities and everyday interactions are enriched by our acceptance of one another, and as members of the community, we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

In order to maintain this atmosphere, bigotry will not go unchallenged within this community. We shall strive to educate each other on the existence and effects of racism, sexism, ageism, homophobia, religious intolerance, and other forms of individual prejudices, especially when such prejudice results in physical or psychological abuse, harassment, intimidation, or violence against persons or property. We will not tolerate such behavior nor will we accept jest, ignorance, or substance abuse as an excuse, reason, or rationale for it.

All who work, live, study, and teach at Florida Gateway College should be committed to these principles which are an integral part of FGC's focus, goals, and mission.

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 equity 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 (386) 754-4313.

Florida Gateway College provides any faculty member, employee, or student the right to pursue a grievance according to FGC Board of Trustees policy 6Hx12:6-10, which can be found on the FGC website, and in administrative offices on campus.

FGC also provides policies and grievance procedures that protect against harassment and/or discrimination (6Hx12: 6-23).

FACULTY ADMINISTRATIVE INFORMATION

ACCESS TO POLICIES AND PROCEDURES

The College faculty and staff may access the Board of Trustees Policies and Procedures on the College website. This enables them to access current and complete information concerning College operations, which directly affect faculty and staff. Policies and Procedures are located at www.fgc.edu under Resources – Policy and Procedures or use the following link: https://www.fgc.edu/resources/policies-and-procedures/

FACULTY QUALIFICATIONS

The minimum qualifications for faculty (including Dual Enrollment instructors) are as follows:

KNOWLEDGE, ABILITIES, AND SKILLS:

Ability to present information in a coherent manner and the ability to fairly evaluate student retention of that information. Computer literate.

EDUCATION AND EXPERIENCE:
- A Doctorate degree plus completion of 18 graduate credit hours in the field or have evidence of alternative credentials is preferred for faculty who teach baccalaureate level courses.
- Faculty who teach transferable college credit courses must hold a Master's degree and have completed 18 graduate credit hours in the field or have evidence of alternative credentials.
- Faculty who teach nontransferable college credit courses must hold a Bachelor's degree or have evidence of alternative credentials.
- Faculty who teach developmental education courses must have a Bachelor's degree, or have evidence of alternative credentials.
- Faculty who teach non-college (vocational) credit occupational courses: a Bachelor's degree is preferred or evidence of alternative credentials.

Alternative credentials may include undergraduate and graduate degrees, related work experience in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

In an emergency situation the College reserves the right to employ an interim faculty member that may or may not have the academic credentials, but can demonstrate qualification to teach course content through alternative credentials as noted above.

(In accordance with Southern Association of Colleges and Schools Commission on Colleges.)

Clarification on appropriate SACSCOC-approved teaching credentials can be obtained from the academic affairs vice president or dean.

Personnel files should be updated annually as returning faculty complete additional course work. New transcripts (official) should be forwarded to the office of Human Resources with a copy to the vice president and/or supervisor.

It is important that the Human Resources Office maintain a current address and phone number for each member of the faculty and staff. Notice of change of address and/or phone number should be given to Human Resources and the supervisor.

APPOINTMENT OF ADJUNCT FACULTY

Adjunct faculty members are contracted for each course taught. Subsequent contracts are subject to the needs of the College. Contracts must be signed by the appropriate director or executive director, dean, vice president, and President. The contracts state course title, course number and

section, the teaching period, days and time the class will meet, and the amount of remuneration. Under no circumstances does this contract carry with it a guarantee of future employment.

Adjunct faculty compensation for credit courses is determined by the total number of students enrolled in the course. In some cases, classes assigned to adjunct faculty must be reassigned to full-time faculty, and the College reserves the right to do so.

Adjunct faculty members do not hold academic rank, nor do they qualify for the benefits provided to full-time employees of Florida Gateway College except those benefits as provided for in Division of Retirement Rule 60S-1.004 and in the Affordable Health Care Act. All personnel who teach for the College on an adjunct basis are invited to express an interest in and submit an application for an available full-time teaching faculty position appropriate to their discipline(s) and department(s). Beyond the invitation to make application, there shall be no other commitments or implication of a commitment to adjunct faculty for consideration for a full-time position.

The new-hire onboarding process includes 1) completion of the online new hire paperwork listed below; 2) completion of four online new-hire training modules, and 3) meeting with Human Resources to review paperwork and background screening.

DOCUMENTS REQUIRED FOR APPOINTMENT AS A FACULTY MEMBER ARE:
1. Application for Employment
2. Official academic transcripts for all colleges and universities attended
3. Copies of pertinent licenses or certificates (if applicable)
4. Tax Withholding Exemption Form (W-4)
5. Florida Retirement Statement
7. Emergency Notification Form
8. Computer User Guideline Form
9. Notice of SSN Collection/Usage Form
10. Employment Eligibility Verification (I-9)
11. FERPA Certification
12. Direct Deposit Authorization
13. FDLE
14. Authorization for Payroll Deduction
15. Post Offer Information/Loyalty Oath
16. Code of Ethics
17. Receipt of Faculty, Student, and Accessibility Services Handbooks
18. Acknowledgement of FL Statute 1006.695
19. HIPPA Privacy Policy Statement
20. Public Records Exemption Request

MUST BE COMPLETED PRIOR TO THE START OF EMPLOYMENT

Adjunct faculty must also provide:

Signed Bencor Alternative Social Security Enrollment Form and Statement

PLEASE NOTE: YOUR NAME AND COLLEGEWIDE IDENTIFICATION NUMBER CANNOT BE PROCESSED FOR PAY UNTIL THESE DOCUMENTS ARE ON FILE.

INSTRUCTIONAL WORK SCHEDULE

The current instructional work schedule policy and procedure can be found at
https://www.fgc.edu/wp-content/uploads/2022/05/04-05-revised-5-22.doc

ACADEMIC RANK

Full-time faculty may hold academic rank. The academic rank has no relationship to the establishment of instructional salaries. All full-time faculty members on continuing contract status will be awarded the title of associate professor, and then professor after five additional years and the approval of your submitted portfolio. All full-time faculty members who are not on continuing contract will be awarded the title of assistant professor. All adjunct faculty members will be classified as instructors.

SALARY PAYMENT

All personnel must be paid via direct deposit. All full-time faculty members will receive payment according to the established payroll schedule. At the current time the pay dates are the 15th and the last working day of the month. Payment for overload and part-time instructors (excluding hourly-compensated instructors) will be equal installments and be paid on the 15th and the last day of the month during the period of the contract. Payment for summer terms will be at the next applicable pay period after receipt of the Recommendation and Contract in Human Resources. Adjunct faculty members are enrolled in the FICA Alternative Plan administered by the BENCOR Company. FICA contributions are made to the BENCOR Company and invested as directed by the faculty member.

AVAILABILTY OF TAX SHELTERED ANNUITIES

Full-time instructors, adjunct instructors, and part-time employees are eligible to participate in Tax Sheltered Annuities available through the College. To participate, contact the Payroll Department.

RESPONSIBILITIES AND CONDITIONS OF EMPLOYMENT

The responsibilities of teaching faculty are as follows:
(*full-time faculty only)

1. Conduct assigned classes in accordance with the catalog description at times listed in the College course schedule and the written stipulations of the supervisor.

2. Meet every class, including the final examination, at the assigned time and in the assigned room.

3. Maintain standards of teaching worthy of accreditation.

4. Seek out means of improving instruction through professional societies, meetings, workshops, and the current literature of the field.

5. Adjust, as far as possible, teaching methods to student needs.

6. Punctually submit to the appropriate directors and/or executive directors:
   a. Office hours when faculty will be available to students submitted each term by deadline set by division vice president.
   b. A copy of the syllabus.
   c. Revised rosters accurately identifying students who never attended class by required deadline.
   d. Other forms and reports as may be necessary.

7. May not dismiss a class for the entire period without approval by the appropriate supervisor.

8. Maintain grades in Canvas for student access throughout the term. Submit grades in Banner by the established deadline located in the Academic Calendar.

9.* Provide academic advising for students.

10.* Attend all faculty meetings (Collegewide, division, or department)

11.* Participate as members of campus committees.

12.* Participate in community service or community-based organizations.

13. Conduct independent studies and special assignments as needed and/or assigned.

14. Participate in determining course schedules for upcoming terms.

15. Submit textbook change request and/or orders and all other forms to appropriate offices in a timely manner.

16. Abide by the Code of Ethics and observe all regulations stated within the College Policies and Procedures Manual, this handbook and/or as enumerated by the appropriate supervisor.

17. Hold the required minimum office hours per week and be available to students and others in office during scheduled time.

18. Participate in programmatic assessment activities, including student learning outcomes assessment and reporting and program review.

19. Other duties as assigned.

PROFESSIONAL CONDUCT FOR EDUCATORS
Florida educators shall be guided by the ethical principles outlined in Florida Adminstrative Code

6A-10.081. The code can be found at https://www.flrules.org/gateway/ruleno.asp?id=6A-10.081

KEYS/SWIPE CARDS

The division assistant will fill out a key request form for each key that each instructor will need. After receiving appropriate administrative approval, the card will be sent to Maintenance/Security. The instructor will be contacted to go to the Maintenance/Security office to sign for the keys. The keys will be the responsibility of the instructor until the instructor leaves the employment of the College and returns the keys.

PARKING

There are limited Staff/Faculty parking places. They are filled on a "first come, first served" basis. You must obtain a parking decal from the Public Safety office in Building 007. If the decal is not displayed in your vehicle, you will be ticketed.

FACULTY ID

All full-time faculty and adjunct Nursing and Health Sciences faculty are eligible to have an employee ID made by the Student Life office located in Building 007, the Charles W. Hall Student Center. Before visiting the Hall to obtain your ID, remember to bring your government-issued ID and verify with HR that your ID information has been shared with our office.

COPYING

Copiers are available in most classroom buildings. Please see the division assistant for information on accessing copiers.

CLASSROOM SUPPLIES

Check in the area office for supplies such as markers, pens and pencils, paper, and other day-to-day materials. Personal purchase of materials for class and/or students, without prior authorization of the vice president, will not be reimbursed.

OFFICE SPACE

Full-time faculty will be assigned office space. Part-time faculty will be assigned shared office space if available. For those part-time faculty without dedicated space, computer and phone access will be provided as needed. Make arrangements through the area office personnel.

TRAVEL PAPERS/PROFESSIONAL MEETINGS

All Travel/Temporary Duty Requests must be approved by all parties **prior** to the travel. Any travel which is not approved in advance is unauthorized travel and expenses may not be reimbursed. Please remember that out-of-state travel must be approved by the President and out-of-country travel must be approved by the Board of Trustees.

Instructors may request funds for professional development from Staff and Program Development (SPD). Money is available for faculty to attend professional meetings and for program development. Even if money is not available for per diem, you may still be able to get temporary duty. See the division assistant for the forms. The academic vice president authorizes expenditures from the SPD account.

All student travel must also be approved in advance. To begin the approval process, please contact the Student Life Office at 754-4316.

PURCHASE OF MATERIALS AND SUPPLIES

If supplies are needed, faculty members should consult with the appropriate division coordinator, director, executive director, dean or vice president well in advance of the date they are needed. General office supplies (pens, legal pads, etc.) are available in the division offices.

No materials, supplies, etc., are to be purchased in the College's name without proper authorization. Only the directors, executive directors, deans or vice presidents are authorized to sign purchase requisitions. All purchases must be made through the division and using proper procedures. Call your division assistant or supervisor.

No faculty member will be reimbursed for any supplies purchased without proper and prior authorization.

TEXTBOOK COMMITTEE

The purpose of the Textbook Committee is to review textbooks used in courses taught in each discipline to ensure that the adoption of textbooks conforms to current State guidelines as prescribed by the State Board of Education. There may be an exception where the selection of a textbook will be mandated by external requirements (i.e., specific textbooks for required state programs).

DESK COPIES OF TEXTBOOKS

Desk copies and examination copies of textbooks will be offered to you by publishing representatives. If there is a text you would like, you may request the division office to provide contact information for the appropriate publisher.

EVALUATION OF FACULTY

Formal evaluations using the approved evaluation instrument will occur annually for faculty at the assistant and associate professor ranks.   The portfolio submission is a compilation of evaluations from years 1-5 (for those moving to associate professor) and years 6-10 (for those moving to professor).   All assistant professors and those associate professors wishing to work towards the professor rank must submit supporting documentation with each evaluation. Associate professors who do not wish to work towards professor will still be formally evaluated using the approved instrument, but are not required to submit supporting documentation.   In cases where faculty performance is below an acceptable range, the administrator may choose to evaluate a faculty member more often than is noted here.

Faculty at the rank of professor will be formally evaluated every third year using the approved evaluation instrument (including supporting documentation). During the other two years in the cycle, faculty will submit a review of success rates, student evaluations, and goal progress.

Part-time faculty will be observed at least one time per calendar year, complete the formal evaluation instrument, and be required to meet with the appropriate supervisor or administrative designee.

The formal evaluation instrument is comprehensive, and incorporates both supervisor observations and faculty self-evaluation. In terms of supervisor observations, supervisors will observe one full class session each calendar year, and may alternate between observing

traditional and online courses, when applicable. During the observation, the appropriate supervisor notes effective methodologies and those needing improvement, which are then included within the formal evaluation instrument. The faculty evaluation form includes self-evaluation on the part of the instructor, which is juxtaposed with the supervisor's evaluation. There are also sections for outlining professional development plans, goals attained during the year, setting new goals for the next year, and documenting service to the college/community.

Student evaluation of faculty will be conducted each term. These evaluations will be anonymous. Evaluations are delivered electronically to students for response, and the anonymous compilation of student feedback is disseminated to faculty electronically for their review immediately after the respective term.   The appropriate supervisor meets with the faculty member to discuss the student feedback, and to incorporate that feedback into the faculty evaluation. In cases where faculty performance is below an acceptable level, the administration reserves the right to seek more frequent feedback from students and to collect student evaluation of instruction in-class via paper and pencil questionnaires in cases where not enough data is collected, or where accrediting agencies call for additional information.

PROCESS USED TO GRANT CONTINUING CONTRACTS

Full time faculty on a tenure track line will be hired as assistant professor. Upon the awarding of continuing contract faculty will be titled associate professor. Faculty who are titled associate professor may apply for the title of professor upon completion of an additional five years of effective service.

All full-time faculty members hired on a continuing contract track are required to submit a portfolio in January of their fifth full academic year of continuous service. The portfolio will include five years of formal evaluations with supporting documentation.

Submitted portfolios will be reviewed by a committee solely comprised of faculty on continuing contract. A portfolio must meet a minimum average score of "3" in each of following three areas for the committee to recommend its acceptance to the Vice President of Academic Affairs: Excellence in Teaching, Excellence in Professional Development, and Service to the College and Community. Upon acceptance of the portfolio, an assistant professor will be awarded a continuing contract and promote to associate professor at the beginning of the next academic year.

Similarly, after an additional five years of effective service, and formal evaluations with supporting documentation, an associate professor may choose to submit a second portfolio with additional requirements set forth in the evaluation document. Upon acceptance of the portfolio, an associate professor will promote to professor at the beginning of the next academic year.

The appropriate supervisor meets with new faculty in their first full term of instruction to review the requirements set forth for the continuing contract. The appropriate supervisor will also review with associate professor level faculty the requirements for professor level status.

TERMINATION OF FACULTY ON CONTINUING CONTRACT

In accordance with State Board of Education Rule 6A-14.0411(6), faculty on continuing contract may be dismissed by the Board upon recommendation of the President at any time during the college year, provided that no such employee may be dismissed during the college year without

opportunity to be heard at a public hearing after at least fourteen (14) days notice of the charges against the employee and of the time and place of the hearing and provided further that the charges must be based on Board Policy: 6Hx12:3-03:

- Annual contracts may be offered to full-time administrative, professional and instructional personnel.
- Continuing contracts shall be offered to full-time instructional personnel in accordance with Florida Statues and SBE Rules. Time spent on instructional contracts funded solely by grant money will not be credited towards the award of a continuing contract.

1. The continuing contract shall be effective at the beginning of the annual College contractual periods.

2. Each faculty member must complete at least five (5) years of satisfactory service.

3. Each employee issued a continuing contract shall be entitled to continue in a faculty position at the College without the necessity for annual nomination or reappointment until the employee resigns except as otherwise provided in the State Board rule.

4. a. The College may dismiss an employee under continuing contract or return the employee to an annual contract upon recommendation by the President and approval by the Board (see b and c). The President shall notify the employee in writing of the recommendation, and upon approval by the Board, shall afford the employee the right to a hearing in accordance with the policies and procedures of the College. As an alternative to the hearing rights provided by College policies and procedures, the employee may elect to request an administrative hearing in accordance with the guidelines of Chapter 120, Florida Statutes, by filing a petition with the Board within twenty-one (21) days of receipt of the recommendation of the President.
    b. Upon consolidation, reduction, or elimination of a community college program or restriction of the required duties of a position by the Board, the Board may determine, on the basis of the criteria set forth in (1) and (2) of State Board Rule 6A 14.04111, which employees should be retained on a continuing or annual contract and which should be dismissed. The decision of the Board shall not be controlled by any previous contractual relationship. In the evaluation of these factors, the decision of the Board shall be final.
    c. For failure to meet post-award performance criteria, or for cause in accordance with college policies and procedures.

5. Any employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence for a period not to exceed one year from the initial acceptance of the administrative leave. Continuation in the administrative leave position beyond one year constitutes relinquishment of the continuing contract.

COMPUTERS

Each instructor has a computer available to him/her for advising and class preparation. In order to use baseline Banner (INB), each supervisor must request permission from the Office of Enrollment Services for faculty access to the necessary security class. Assistance in learning to use the computers is available from the division coordinator, director, executive director, dean, vice president, division assistant, or the Technology Department.

Computer labs are available for class instruction. Instructors wishing to teach classes using the computers should contact the coordinator or director to schedule those classes.

You should never share your User ID, Password, or PIN with anyone else.

Each instructor has access to MyFGC (Self-Service Banner) to access course information and information on students in that instructor's classes. Tutorials are located on the Registration and Records web page.

Any employee designated as an advisor also has access to MyFGC to access information on students. This may include the student's transcript, class schedule, or other information.

If you require additional information that cannot be obtained through MyFGC, you may request access to baseline Banner. Such requests should be submitted through your supervisor, who will forward his or her approval to the Director of Enrollment Services. Upon determination that the access is required, the request will be forwarded to Information Services. Information Services will notify the instructor of the Username and Password for baseline Banner.
By accessing student information, you are agreeing to comply with all rules and regulations relating to student records, including FERPA. Please see the section on FERPA for more information.

LAPTOP COMPUTER POLICY
Due to loss of laptop computers owned by the college, the college has instituted the following policy:

FACULTY
1. Faculty will sign out laptop computers from the division office indicating that they take full responsibility for the machine.
2. The division office will verify the location of each computer two times per semester.
3. All faculty members will keep their office doors closed and locked when they are not in their office.
4. The Academic Affairs Vice President will emphasize each semester the need for constant security of laptops at all times, both on and off campus.
5. The Academic Affairs Vice President will inform faculty each semester that access to laptops may be revoked or restricted based upon the breaking of any of these rules.
6. A computer program will be inserted into each laptop purchased that allows it to be tracked.
7. Supervisor will remind faculty of this policy every semester.

STUDENTS

1. Students will sign out laptop computers from their program area indicating that they take full responsibility for the machine.
2. The program leaders will verify the location of each computer every two weeks.
3. Program leaders will emphasize each semester the need for constant security of laptops at all times, both on and off campus.
4. Program leaders will inform students within each semester that access to laptops may be revoked or restricted based upon the breaking of any of these rules.
5. A computer program will be inserted into each laptop purchased that allows it to be tracked.
6. Program leaders will remind students of this policy every semester.

FLORIDA GATEWAY COLLEGE COMPUTER USE GUIDELINES

Introduction

User access to technology resources owned and operated by Florida Gateway College impose specific responsibilities and obligations and are granted subject to College policies and local, state and federal laws. Appropriate use of these facilities must always be legal and ethical, reflect academic honesty, and abide by college standards. The use of shared resources including Internet access, network-drive storage, and available network bandwidth should show restraint and good judgment. All users must demonstrate respect for system security mechanisms; intellectual property; ownership of data and application software; freedom from intimidation, harassment and unwarranted annoyance. Appropriate use of technology resources includes authorized research, access to authorized areas of the network and shared resources, use of telephones, fax, e-mail, computers and application software intended for academic, administrative or other College work-related purposes. State law restricts the use of state facilities for personal gain or benefit.

GUIDELINES AND AGREEMENT GOVERNING THE USE OF THE COLLEGE'S INFORMATION TECHNOLOGY RESOURCES

1. All use of College technology resources MUST BE consistent with the business of the College.
   - Information placed on the system must relate only to instructional/educational responsibilities assigned to the employee or student.
   - Use of the system for any personal profit-oriented, commercial, or business purpose is strictly prohibited.
   - Threatening, obscene or defamatory statements are prohibited.
   - Anyone using the system is responsible for adhering to these guidelines and the prohibitions listed herein. A user shall indemnify the College from any damage or injury resulting from inappropriate/illegal use.

2. No individual shall place any device or peripheral on the College's network system without the express knowledge and consent of the Office of Information Technology.

3. All user accounts including log-on, e-mail access and FTP (File Transfer Protocol) are for use by the individual or individuals assigned. Sharing, or lending an account to any individual not assigned to it is strictly prohibited.

4. Use of College resources to gain unauthorized access to any account not assigned to the individual is expressly prohibited.

5. Use or interfacing of other organizations' networks or computing resources must comply with the rules of that network and must not interfere with the security of the College's network.

6. The following activities are prohibited:
- Using College IT (Information Technology) resources to acquire, reproduce, distribute or share intellectual property protected under state and federal laws (copyright).
- Using College IT resources for the acquisition, storing, posting, or displaying of obscene or pornographic or graphically violent materials or content.
- Transmitting unsolicited materials such as repetitive mass e-mailings, chain messages or advertising for private or personal business purposes.
- Attempts to circumvent or interfere with established network security devices including firewalls, log-ons and/or passwords, or the resetting or reprogramming of secure equipment including servers, mainframes, gateways, switches, routers and other devices or security codes.
- Attempts to modify system equipment and/or software.
- Unauthorized access, alteration, or destruction of another user's data, programs or e-mail; forged or fraudulent e-mail.
- The installation of unauthorized or unlicensed software.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Harassing or threatening of persons or organizations on or off campus.
- To every extent possible, student/employee social security numbers will not be kept on PCs.

7. Only authorized personnel are permitted to install or delete software on the College's computers. Any exception must be approved by the Executive Director of Information Technology in conjunction with the Vice President.

8. The College reserves the right to investigate possible inappropriate or unacceptable use. The College has the right to terminate the agreement and the user's privileges with or without cause immediately upon actual or written notice to the user.

Employees will abide by the terms and conditions listed in this document. FGC reserves the right to withdraw computer use and/or access privileges for non-compliance of the provisions of this document.

CLASS-RELATED INFORMATION

ACADEMIC FREEDOM
Academic freedom is supported and encouraged, and faculty 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; and
- The right of members of the academic community to pursue learning free from disruption with due process for all concerned.

CANVAS

Faculty will be assigned their courses in Canvas seventy-five (75) days prior to the start of the semester. As new courses are created in Banner within the 75-day timeframe, they will immediately become available to the instructor(s). Courses can be accessed by going to FGC's Canvas login page, https://fgc.instructure.com/.

The courses in the Second Chance Pell program occur in a separate Canvas instance. Faculty teaching in the program need to go to https://fgc-2.instructure.com/login/cas to access their course(s). The username and password are the same as they are for the College's normal Canvas instance. Faculty teaching in the Second Chance Pell program need to begin developing their courses immediately upon availability to ensure approval of all content with the Florida Department of Corrections. Any multimedia or additional website requests must be sent to the Second Chance Pell Liaison and Director of e-Learning, so they can work with the FDOC. Faculty planning to teach in-person at the correctional facility must upload all course materials they plan to share on classroom podium computers to the podium computer file repository. The upload process is found on the repository's homepage.

Instructors interested in accessing and/or copying a completed course created and/or taught by someone else need to make the request to the Director of e-Learning. Each request will be vetted with the appropriate program coordinator, academic chair, director, assistant dean, or dean.

Students will be entered into Canvas courses fifteen (15) days before the start of the semester. Course rosters will synchronize daily to reflect any enrollment change. The term date commences three (3) days prior to the start of the term. On this date, students can view published courses. Information Technology will run a force publish of courses at 12:00am on the date the term begins to ensure every course offering is visible to students. Instructors teaching dual enrollment courses in a school district with an early start date need to contact the Director of e-Learning to get the term date for their course(s) amended. The term date concludes two (2) weeks after the end of a course.

In the case that a student with a grade of "I" (Incomplete) requires an extension beyond the conclusion of the term to finish the course requirements, the instructor must make the request to the Director of e-Learning and include a copy of the Incomplete Grade Request Form with the appropriate signatures. After submission and approval of the extension, Information Technology and eLearning will make the missing task(s) available to the student and instructor(s) until the last day to submit grade changes for "I" grades received in the previous term. The instructor(s) will be responsible for amending the assignment dates to accommodate the request.

CURRICULUM & ASSESSMENT

Faculty are responsible for ensuring the content, quality, and effectiveness of the curriculum by systematically completing the following tasks:

- Identify appropriate student learning outcomes at the course, discipline/program, and institutional levels and assess the achievement of these outcomes
- Evaluate and analyze the results of assessment data, report results, and determine actions for improvement. Refer to the Assessment Handbook for Faculty for instructions.
- Implement and monitor the curriculum and keep it current in terms of content, the technology included in the curriculum, and the technology used in instructional delivery
- Serve on standing and ad hoc committees of the college that make recommendations regarding college policies and procedures, particularly the academic program policies and procedures
- Initiate appropriate procedures for the administrative approval of curriculum changes. Refer to the Educational Affairs Handbook for instructions on appropriate procedures.

COURSE SYLLABI

A course syllabus is required for each course offered by the College each term. Each course syllabus should be submitted to the appropriate department assistant each term by the instructor. For **general education core courses**, syllabi must be submitted **60 days** before the start of the term. All other syllabi should be submitted by the first day of the term or by the division deadline, whichever is earlier. These syllabi are kept on file electronically.   Each course syllabus should also be posted within Canvas.

Syllabi should include:
a. Instructor's name and division
b. Office telephone number and location; instructor email address
c. Office hours including virtual hours, where allowed
d. Textbook(s), lab manuals, and other resource requirements
e. The course curriculum
f. Learning activities (projects, papers, presentations, reading, oral participation, tests, etc.)
g. How student performance will be measured (grading scale, grade breakdown, etc.)
h. Applicable learning resources (published materials, videos, films, slides, charts, models, specimens, etc.)
i. Attendance requirements
j. Schedule of class events (i.e., course calendar)
k. Goals, objectives and student expectations including student learning outcomes
l. Relevant support for learning (lab hours, Brainfuse information, Canvas, other available support)
m. Library Skills Assessment requirement for ENC 1101

Additionally, every syllabus must contain the following statements:

The Library
The Wilson S. Rivers Library is located in Building 200 and also includes millions of ebooks and articles at 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

The 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 (386-754-4554).
The SSC also offers 24-hour online tutor services through Brainfuse. This service is accessed directly through students' Canvas courses. For more information about Brainfuse, contact the Student Success Center at 386-754-4554.
The SSC is open during the following hours:
- Monday – Thursday   8 am to 6 pm (All year)
- Friday 9 am to 4:30 pm (Fall/Spring)
- Saturday   10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at 386-754-4554, 386-754-4382, or 386-754-4437, or by emailing Christina Slater at christina.slater@fgc.edu.

EAB Navigate

The Student Success Center, located in Building 008, 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 courses 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 Student Success Center. 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 schedule, 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 Student Success Center 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
If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.**   If you would like to speak to a counselor over the phone, please call **(800) 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources, please contact the Director of Student Life, Building 7.

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

Academic Appeal; Grievances; General Complaint
If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website (www.fgc.edu) for more information. Under Student Resources and Student

Complaints/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 requirement needed to satisfactorily complete the courses **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, including Chat GPT and Transcript, to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor. Your assignments should reflect your own thoughts, analysis, and original work. We employ the use of AI detection tools like Turnitin and Honorlock 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 reach out to your individual instructors for clarification.

Equity and Diversity

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 equity 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 (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 Accessibility Services Office 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 109
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 College Web site.

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. 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
The 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 at https://app.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, phone (**844-243-2500**), and/or email (*support@honorlock.com*). If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu.

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 Tools and Tutorials link on the Registration and Records web page.

<u>Be sure to enter the last date attended for any F, I, or U grade.</u> 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 Office of Enrollment Services.

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

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" or higher 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:

"A"	4 grade points per credit
"B+"	3.5 grade points per credit
"B"	3 grade points per credit
"C+"	2.5 grade points per credit
"C"	2 grade points per credit
"D+"	1.5 grade points per credit
"D"	1 grade point per credit
"F"	0 grade points per credit

"N"   No Credit

"S" Satisfactory   No grade point credit applies.

"U" Unsatisfactory   No grade point credit.

"W" Withdrawal   No credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period. Instructors may not assign a "W" as a grade.

"AU" Audit   No credit. A student may not be changed to audit after add/drop.

"I" Incomplete   No credit.

Incomplete grades should be used only for emergency reasons, e.g., sickness, accident, etc. Faculty who give a grade of "I" must submit the grade, and when work is completed, file a Grade Change form.

A course for which the grade of "I" has been awarded MUST be completed by the deadline shown on the academic calendar, and another grade ("A", "B+", "B", "C+", "C", "D+", "D", "F") must be awarded by the instructor based upon course work which has been completed or the "I" automatically becomes the grade of "F".

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 requirement needed to satisfactorily complete the courses 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.

ATTENDANCE

Regular attendance is expected and is a course requirement in all Florida Gateway College courses. Attendance requirements will be established by the individual instructor in each course syllabus. The student is responsible for adhering to each instructor's attendance requirements as set forth in the course syllabus. After the last date to withdraw from a course, an "F" grade may be assigned for excessive absences. The instructor will determine the validity of absences and whether the student will be allowed to make up class work and/or examinations. Failure of the student to adhere to the instructor's attendance requirements may result in an "F" grade in the course. The instructor must supply a last date of attendance for any "F" grades.

Attendance in online courses should be measured by **academic engagement**. At Florida Gateway College, students who are "academically engaged" in online courses have completed a graded assignment and/or a measurable task within each week or module.

CLASS RECORDS, GRADE SHEETS, ETC.

Attendance and grade records must be maintained by the instructor. All necessary class rolls and other reports will be furnished to the instructor by the division coordinator, director, executive director, dean or vice president. Rolls must be returned to the division office by the dates indicated on the forms. This policy applies to both credit and non-credit classes.

CLASS ROSTERS

All faculty members will print from MyFGC the Preliminary and Official Class Rosters for each class taught. The steps to access class rosters are located in the Tutorials section of the Registration and Records web page. The supervisor will ensure that faculty members print the Preliminary Roster the morning of the first class meeting. If there is any student in your class who is not on the class roster, he or she should contact the Office of Enrollment Services. `

Revised Rosters and Official Rosters indicate students who have paid or legally deferred their fees and are considered to be officially enrolled at the College. Faculty will be provided with a Revised Class Roster which should be checked; the name of any student **who has never attended** should be **circled**. For online courses, students who have **never been academically engaged** (see above) should have their name circled. The Revised Rosters should be signed by the faculty member and returned to the appropriate office by the designated due date. These rosters will be sent to Enrollment Services and the students circled as never attending will be dropped. The revised rosters must be processed before financial aid can feed to student accounts. **Please do not highlight the student's name as the shading does not come through the fax or email. Please circle the student for non-attendance.**

For minimester courses that start before or after the first day of classes for a semester, the instructor should print the class roster from the official roster in MyFGC on the first day of class. Make sure to print an updated course roster after add/drop ends. This should be used as the revised roster to verify enrollment and report students who have never attended following the process set out above.

It is important to accurately report students who have never attended. Ramifications include students being refunded fees that must be repaid or financial aid being over-awarded and the College, the student, or both required to repay those funds.

Once Revised Rosters are submitted to Enrollment Services, any corrections should be submitted by the faculty member to the supervisor. If approved, the vice president or designee will send the official notification to the Office of Enrollment Services. It is only upon receipt of the approval of the vice president or designee that the Office of Enrollment Services will process corrections.

Banner feeds to Canvas on a regular basis, but is not immediate. Therefore, MyFGC is the most accurate enrollment information. If a student is dropped in error and has to be reinstated, they will not have access to Canvas until that feed has taken place.

All instructors will print the official class rosters on the date established by the vice president (after notification that all revised rosters have been processed by the Office of Enrollment Services). The official rosters should be accurate and any errors should be resolved immediately. Should instructors have any questions about class rosters or the monitoring of student attendance, they should contact their immediate supervisor.

FINAL GRADE ROSTER

An instructor should not submit an "audit" (AU) on the Final Grade Roster for any student who has not already officially received that designation (AU) on the Revised Roster. An instructor may not post a grade of "W."

Grades are due into MyFGC by the posted date in the Academic Calendar. After the deadline, the Vice President of Academic Affairs is notified of all missing grades. Any late grades should still be entered into MyFGC by the instructor.

AWARDING GRADES OF "F" AND "I"
Remember: if you award final grades of "F," "I," or "U," you will need to also indicate on the final grade roster within MyFGC the student's last date of attendance. This is required for financial aid purposes. See the incomplete statement above.

MID-TERM WARNING GRADES
FGC does not provide mid-term grades. Instructors will consult with their students regarding mid-term warning grades. Mid-term grades should not be entered into MyFGC.

It is the instructor's option to give a failing grade ("F"). However, the instructor can do this only after the last date for a student-initiated withdrawal. The last date of attendance must be entered on the final grade roster.

Change of Grade Form:
In the event a grade must be changed (if an "I" was assigned, for instance), this is the form to fill out and submit to the Office of Enrollment Services. This form should not be given to a student to submit to Enrollment Services. **WARNING!!** If an "I" grade is not changed by the deadline shown on the academic calendar, the "I" will be converted to an "F." Grade change forms should not be given to the student.

FINAL EXAM POLICY
The College shall set aside appropriate times during each term/semester for faculty to administer a final examination in each college credit course.

Each faculty member who teaches a college credit course shall administer a final examination during the examination time set aside by the College. At the faculty member's discretion, he/she may provide other appropriate instructional activity during the specified time, and in lieu of a final examination, or may continue instruction during the scheduled final exam period. It is the faculty member's responsibility to consult with the vice president concerning the method to be used, reaching an agreement which is consistent with concepts for each course.

Faculty members teaching classes on schedules not covered by the examination schedule will make, in consultation with the classes, arrangements for an examination time, and inform the vice president of those arrangements.

Students shall not be required to take more than three examinations on the same day. When the examination schedule would cause students to be scheduled for more examinations on the same day, provisions will be made for alternative testing arrangements for those students who petition for them. Faculty members are expected to make reasonable accommodations for students to avoid having students take more than three examinations on the same day.

Students are expected to take tests and examinations. The Final Exam Schedule is published in the College Schedule of Classes each term. Instructors will receive a copy of the exam schedule, and are to announce the exam date, and post the exam schedule.

Instructors are required to keep the final examination papers or evaluative instruments of students on file for one semester, in case any question arises concerning grades.

AUDITING COURSES

Auditing a course allows the student to attend classes without taking examinations or receiving credit. A grade of "AU" is assigned.

Auditing a course requires the instructor's permission and must be done when registering for the course at the beginning of the semester. The student needs permission from the instructor to audit a class. The audit option is designed to give students an opportunity to take courses to gain perspective, to review subject material, or for enjoyment, without academic penalty.

A student auditing a course is not allowed to change to credit status. Courses taken for audit do not count as hours enrolled for the following areas: Veteran's certification, Financial Aid awards, international student enrollment requirements, early admission program requirements, or dual enrollment.

ABSENCE OF AN INSTRUCTOR FROM A CLASS

If an instructor must miss a class because of illness or some other reason, he or she must notify the appropriate coordinator, director, or supervisor, as soon as possible. Every attempt should be made to reach the supervisor.

If an instructor feels that a substitute is needed in his/her absence, he or she should contact the supervisor as soon as possible.

It is the responsibility of the instructor to obtain both the residence and business telephone numbers of each student in a class if the instructor wishes that information. Since students often do not inform the Registrar of changes, do not count on the college database for this information.

DELAY OF AN INSTRUCTOR IN MEETING A CLASS

If an instructor must be late for a class session, he or she must notify, as soon as possible, the supervisor or vice president so that adequate provision can be made for the class. If an instructor must call after 4:30 p.m., he/she should call the Security campus extension 754-1010 to get a message to the appropriate supervisor.

COLLEGE CREDIT AND HOURS OF INSTRUCTION

State Board of Education rules define the required minimum number of hours of instruction (or equivalent) for the credits the colleges and universities of the state may grant. The Florida Gateway College instructional calendar is prepared each year to ensure that all day and evening classes are scheduled to meet or exceed these requirements, including class breaks and examination time. It is of great importance, therefore, that all instructors adhere to the scheduled hours of instruction. If absence from class is necessary, the instructor should contact the division coordinator, director, executive director, dean, or vice president about arranging a substitute instructor or about scheduling class make-up time. Since exam week is a part of the instructional schedule, **all classes should meet during that week at the times scheduled for final examinations.**

In college credit classes, fifteen hours in class equals one credit hour. For a student to be considered a full-time student, he/she must take at least 12 credit hours. In order to complete an Associate in Arts degree in two years, a student should take at least 15 hours per fall/spring term.

CLASSROOM CONTROL

The progress of a class must not be jeopardized by permitting the continued presence of any student whose behavior in any way could adversely affect the class. While the responsibility for the administration of classroom discipline ordinarily rests with the instructor, the Code of Conduct Officer handles all disciplinary problems which are referred to Student Conduct. Additionally, the Code of Conduct Officer is available to all faculty/staff for consultation on behavioral intervention (extension 4458). If an adjunct instructor takes disciplinary action concerning a student, the Code of Conduct Officer must be notified. Should the behavior of a student require assistance with removing the student from the classroom, Public Safety may be contacted at extension 4428. For further information, see the Student Code of Conduct in the Student Handbook.

TOBACCO PRODUCTS

There will be no smoking or other consumption of tobacco products in any classroom or laboratory by students or faculty. This policy applies to on-campus and off-campus facilities.

SPEAKERS

Any instructor who wishes to have a speaker who is not a member of the faculty appear in class is required to notify the appropriate supervisor in advance of the proposed date. Regular contract and budget procedures must be followed if there is cost involved.

CHANGE IN MEETING LOCATIONS

Occasionally, instructors find it necessary or desirable to conduct a class session in a different location, classroom, or laboratory other than the one to which they were assigned. Should this occur, prior permission must be obtained from the appropriate director, dean or vice president and signs should be posted at the assigned location to indicate the change. Permanent changes should be submitted to the Office of Enrollment Services by the faculty coordinator so that the correct location is in the system.

All classes must meet for the total scheduled hours—in the assigned classroom facility—on the scheduled day or evening. No exceptions will be allowed without written permission of the appropriate director, executive director, dean or vice president.

CREDIT BY EXPERIENTIAL LEARNING

Students may earn credit for life or work experience. In order to earn credit in this manner, the student must apply to the vice president. Experiential learning application forms are available in the Office of Enrollment Services. The method of evaluation, whether by examination or portfolio, will be determined by the director, executive director, dean or vice president. There will be a $100 assessment fee per course. Grades for these courses will be reported on a pass/fail basis. For further information, refer to the college catalog.

ACADEMIC AFFAIRS
Dr. Kathleen Ciez-Volz, Vice President (4260)
Ms. Skylar Murphy, Executive Assistant (4253)

Academic Affairs
Dr. Troy Appling, Interim Dean, Liberal Arts & Sciences (4369)
Ms. Alexis Strong, Administrative Specialist (4489)

Associate of Arts
Vacant, Senior Staff Assistant (4253)

Chairpersons
Dr. Pedro Mora, Mathematics & Natural Sciences (4373)

Nursing and Allied Health
Ms. Ann Brown, Assistant Dean (4297)
Ms. Emily Davis, Senior Staff Assistant, Nursing & Health Sciences (4448)
Dr. Patricia Orender, Director, ASDN & Certificate Programs (4354)
Ms. Jeanette Blackmon, Senior Staff Assistant, Nursing and Health Sciences (4404)
Ms. Kristeen Roberts, Director, Clinical Experience (4368)

Coordinators
Ms. Japera Barnes, Health Information Technology (4261)
Dr. Melissa Davis, RN-BSN (4352)
Ms. Rebecca McDaniel, CNA Program (4355)
Ms. Christine McLaughlin, Physical Therapist Assistant (4460)
Ms. Sarah White, Skills Lab/Simulation (4346)

Teacher Preparation
Dr. Pamela S. Carswell, Assistant Dean (4469)
Ms. Debra Grow, Senior Staff Assistant (4257)

Coordinators
Dr. Elizabeth Carroll, Elementary Education, BS (4203)
Dr. Dawn Cross, Early Childhood Education, AS (4336)
Dr. Sharron Cuthbertson, Early Childhood Education, BS (4495)
Ms. Allyson Czarnecki, Elementary Education, AA (4268)
Dr. Carrie Toreky, Educational Preparation Institute (4262)

Workforce, Career & Technical Education
Mr. Kristopher Brady, Dean (4225)
Ms. Jessica Ervien, Administrative Specialist (4219)
Ms. Lachrisha Gwinn, Director, Public Service Programs (4303)
Ms. Ricki Nichols, Senior Staff Assistant, Water Resources (4207)

Coordinators
Mr. Thomas Brown, Emergency Medical Services (4465)
Mr. Alex Elman, HVAC (4470)
Mr. Joe Ganser, Welding (4322)
Mr. Tracey Higdon, Firefighting (4210)
Ms. Brenda Jernigan, Cosmetology (4264)
Dr. Ali Messenger, Water Resources (4278)
Ms. Madison Morton, CTE Programs (4219)
Mr. Torben Reichhardt, Automotive Technology (4485)
Mr. Erik Smith, Horticulture (4279)
Mr. John Thomas, Law Enforcement and Corrections (4383)

e-Learning

Dr. Brandon McIntire, Associate Dean, Academic Quality, Evaluation & Innovation (4407)
Ms. M. Elizabeth Rogers, Director Curriculum Development (4294)
Kaitlyn White, Instructional Designer (4285)

GENERAL INFORMATION

Arts and Sciences consists of the areas of Liberal Arts and Mathematics/Sciences. The Liberal Arts and the Mathematics/Sciences areas provide the majority of "university parallel" or university transfer instruction at Florida Gateway College. Through general education coursework, these areas also support FGC's college-credit career and technical education programs.

Occupational Programs offers students the opportunity to earn unique Bachelor of Science Degrees, Associate of Science Degrees, Vocational Certificates, College Credit Certificates, Applied Technology Diplomas, and Industry Certifications to prepare for immediate employment in business and industry. Programs consists of Corrections, Law Enforcement, Nursing and Health Sciences, Teaching, Cosmetology, and Business, Industrial, and Agricultural.

Students pursuing an Associate of Arts in Education have declared an area of education as their major with the intention of continuing their studies to obtain a baccalaureate degree. These students spend time outside their coursework observing in public-school classrooms. Additionally, the Future Teachers Club offers benefits such as collegiate support, community service opportunities, and social interactions, enhancing the college experience for education majors.

The Bachelor of Science Degree in Elementary Education (BEE) program is an approved state of Florida certification program. Designed for graduates of the AA program, the BEE prepares students to become Florida certified elementary education teachers with reading and ESOL endorsements. Students in this program are eligible to join the Future Teachers Club and will engage in coursework at FGC along with internships in local public schools.
The Early Childhood Education programs are offered online to accommodate the needs of working students. The DCF Child Care Professional Credential can be obtained through successfully passing a nine credit hour program. FGC also offers three 12 credit college

certificates with specializations in infant and toddlers, management and preschool. Child Development Early Intervention Specialization (CDEI) is a college credit certificate (36 credits) that prepares individuals to assume major caregiving and educational responsibilities within programs for preschool children. All certificates articulate to the Associate of Science in Early Childhood Education (60 credits). The EECE program is accredited by the National Association for the Education of Young Children (NAEYC).

The Bachelor of Science Degree in Early Childhood Education (BEC) program prepares graduates to work in child care programs serving young children from birth through age four. The BEC program is designed for students who have already received an Associate of Science or an Associate of Arts degree and wish to pursue further education. The BEC program meets all requirements set by the state and is fully accredited. While the BEC does not lead to Florida teacher certification, it does meet requirements identified to become either Head Start or Voluntary Pre-Kindergarten (VPK) lead teachers. Graduates will have a strong knowledge base on child development and with knowledge of best practices to support young children's success. The BEC program is accredited by the National Association for the Education of Young Children (NAEYC).

The Educator Preparation Institute (EPI) offers a comprehensive suite of teacher training programs designed to support both aspiring and current educators. The EPI program is tailored for individuals who hold a four-year degree or higher in fields outside of education. This program allows participants to complete the coursework mandated by the Florida Department of Education and pass the Florida Teacher Certification Exams, thereby becoming certified teachers with a reading endorsement. Participants also complete internships in local public schools , gaining practical, hands-on experience. The alternative certification program provides a pathway to professional certification for teachers currently working in public schools with temporary certificates. The program assists these teachers in completing the necessary coursework required by the Florida Department of Education to obtain a professional teaching certificate. The Reading Endorsement program is the third component of the EPI. Current teachers working in public schools can enhance their qualifications by taking three courses to obtain a reading endorsement, which is essential for improving their teaching skills and effectiveness in literacy education. Teacher certification exams are conveniently administered at the FGC test center, ensuring that participants have easy access to the testing facilities required for their certification.

The Bachelor of Science in Business Administration (BSBA) is a comprehensive program designed to equip students with the essential skills, knowledge, and competencies required to thrive in diverse and dynamic business environments. Students are exposed to critical areas such as accounting, finance, marketing, management, operations, and business ethics. They also gain valuable critical thinking, problem-solving, communication, and teamwork skills. This program merges theoretical knowledge with practical applications, preparing students to navigate the complexities of the business world effectively. The BSBA program is for students who have already received an Associate in Science or an Associate in Arts degree and are interested in pursuing further education. The BSBA program meets all requirements set by the state and is fully accredited.

The program curriculum provides a comprehensive education in business administration.

The Computer Science department offers courses designed to prepare students in a variety of areas, specializing in information technology, programming, and analysis. Major options can be one of three Associate of Science paths, which include Computer Programming and Analysis, Computer Information Technology and Cyber Security. Additionally, there are three certificate offerings to include networking infrastructure, computer office specialist with programming, and computer support specialist with programming. Programs lead to multiple industry certification opportunities. Courses are also offered that are suitable for non-majors or A.A. electives.

The Digital Media and Design A.S. prepares students to become digital content creators in a world that is constantly being shaped by technology. Students will study digital art, animation, motion graphics, drawing/design theories, digital photography, video production and more. Through project-based curriculum, students will not only master the current digital media software, but they will also have opportunities to work on a wide range of projects, including many for real-world clients. They will use their diverse set of skills to create persuasive messages for a wide range of audience needs.

The Animation certificate is a 15 credit hour program designed for students who are interested in learning how to bring their artwork, characters, and stories to life. Students learn to convert their artistic abilities into digital animation skills using the latest industry-standard software. Students will have the opportunity to develop and create an original animated story.

The Multimedia Design certificate is a 15 credit hour program designed for students who are interested in learning the basic skills to create and adjust the content of multimedia presentations and projects. These include digital video production and editing, basic graphics creations, basic menu interface creation, design of basic animations, and application of design principles into their projects.

The Video Game Design certificate is a 24 credit hour program designed for students who are interested in working in the game development industry. Students will learn the basic process of creating a video game from beginning to end. Students will learn about brainstorming an idea, designing game play, writing a game design document, and creating animations and digital art. They will also be given the opportunity to create a small original game.

The Video Production certificate is a 12 credit hour program designed for students who are interested in learning basic digital video production techniques and desktop video editing, using industry-standard software. Students also learn to create basic graphical elements for incorporation into video. The goal of this program is to prepare students for initial employment as a videographer, or video editor, or to provide supplemental training for persons previously or currently employed in the field of video production.

Business programs consist of a 25 credit Certificate in Business Management and a 60 credit Associate in Science (AS) degree in Business Administration. These programs prepare students to enter the workforce at various levels, including management, operations, and administrative support, with some emphasis on entrepreneurship. Additionally, three stackable Accounting certificates ranging from 13 to 28 credits provide flexibility to a student's needs.

Welding and Heating, Ventilating, and Air Conditioning (HVAC) are two separate programs with two separate job markets. Welding jobs range from an individual welding shop to manufacturing to construction. There is constant demand for good certified welders, and this program leads to nationally recognized certification. The HVAC program also leads to nationally recognized certification. There is constant demand for properly trained air conditioning technicians with residential and commercial companies.

The Automotive Technology program consists of a 24 credit Automotive Service Technician certificate, a 44 credit General Automotive Technician certificate, and a 68 credit Associate of Applied Science degree (A.A.S.) that are responsible for training individuals to attain an entry-level position in the automotive industry. The certificates cover a broad range of instruction. An appropriate amount of time is spent in each area to thoroughly cover needed instructional material as well as to gain hands-on skills. These programs lead to multiple opportunities to obtain industry recognized certifications.

The Cosmetology program is a long-established program that leads to state licensing. Throughout the years, Florida Gateway College students have consistently achieved high pass rates on the state licensing exam. This program fills every year, and graduates have been very successful in finding employment in our North Florida area. The program covers hair, facials, and nails with additional specialty certificates in facials and nails available.

The Associate of Science in Operations Management Technology is a 60 credit hour, limited access program. The program is designed to provide graduates of certain certificate programs the opportunity to advance their technical, supervisory and managerial skills to allow for career advancement. This pathway lets students train in the areas of management, leadership, finance, marketing, business and human resources preparing students for careers in first-line supervision, middle management or entrepreneurial endeavors.

The all online 18 credit Certificate in Horticulture consists of six basic horticulture classes pertinent to anyone working in any aspect of the horticulture industry. The courses are Principles of Plant Growth, Applied Agricultural Chemistry, Soils Science, Landscape Plants, Irrigation for Golf and Landscape, and Turfgrasses for Golf and Landscape. This certificate is being marketed mainly to people working in the golf and landscape industries, but it is pertinent to any horticulture field and would have value to a new student without industry experience. The Advanced Certificate in Horticulture is a 30 credit, fully online program focused on advanced plant science and horticulture principles. With courses including Integrated Pest Management, Materials Calculations and Turfgrass Science, the program is for anyone working in the golf, landscape or horticulture industry and seeking to enhance their career.

The Associate of Science in Agribusiness Management is a 60-credit hour program which prepares students for employment as managers, supervisors or professionals in the agricultural field. Graduates will have an understanding of not just the agricultural aspects of the industry, but also the organizational, operational, economic and managerial components.

The Basic Law Enforcement program is a 770-hour program consisting of 20 courses. The courses range from classroom portions (Legal, Investigations, and Patrol Tactics) to practical courses (Firearms, Defensive Tactics, 1st Aid, and Vehicle Operations). Successful completion of the program allows the graduate to sit for the state officer certification exam. A passing score

qualifies the graduate for immediate employment with any state or local law enforcement agency in Florida. The program is offered on a full-time basis twice a year and a part-time, night-class basis once a year. Successful completion of the course can articulate 24 credits toward an Associate of Science degree in Criminal Justice. Cross-over programs allowing certified Florida correctional officers to more easily transition into law enforcement are also offered.

The Basic Corrections program is a 420-hour program consisting of 14 courses. The courses range from classroom setting (Introduction to Corrections, Facilities and Equipment, Intake and Release) to practical courses (Firearms, Defensive Tactics, and 1st Aid). Successful completion of the program allows the graduate to sit for the state officer certification exam. A passing score qualifies the graduate for immediate employment with any state or local corrections agency in Florida. The program is offered on a full-time basis three to four times a year. Cross-over programs allowing certified Florida law enforcement officers to more easily transition into Corrections are also offered.

The Public Service Training Center also delivers advanced training to area law enforcement and corrections officers. The training center receives annual trust funds from the state to support this training. The center also contracts with the Department of Corrections to deliver a portion of their advanced training courses. These courses include Advanced Report Writing, Instructor Techniques, Breathalyzer, RADAR/LASER, Interview and Interrogations, Inmate Manipulation, Crisis Management, and many more. The courses are typically 40 hours and offered throughout the year.

The Firefighter Minimum Standards program is 492-hour program consisting of Firefighter I and II. Firefighter I is offered biannually which covers topics to include Fire Behavior, Ropes and Knots, Ladders, Controlled Burning, Physical Fitness, and Hazardous Materials. Successful completion of the program allows the graduate to perform duties as a volunteer fire fighter. Completion of Firefighter I allows a student to enter Firefighter II, where course topics will be expanded upon and additional topics such as vehicle extrication, live fire interior, LP exterior, and Class-A & B exterior burns will be covered. Completion of the full Firefighter Minimum Standards program ensures students are eligible to sit for the state Minimum Standards written and practical examinations to allow them to seek potential employment as a firefighter.

The Associates of Science Degree in Fire Science Technology is a 60-credit hour program for those who have already completed the fire academy and are working in the firefighting profession. The program is designed to provide scientific understanding of fire suppression techniques, investigative methodology, and fire protective practices necessary for firefighters to advance their careers. The coursework is designed to ensure graduates are prepared to pursue certifications as Fire officers (I & II), Fire Instructors and Fire Inspectors.

The EMS Programs offer the following courses to prepare students to work in pre-hospital emergency care. Courses are offered in a number of formats, locations and times to allow for the flexibility required for the average adult learner currently in the workforce.

The EMT program is a one semester program consisting of 300 contact hours (12 credit hours) of EMS education requiring didactic, skills laboratory and clinical components. This course is offered each semester and prepares the student for employment as an emergency medical technician functioning at the basic emergency care level. Topics of study include a preparatory

module, patient assessment, medical emergencies, trauma emergencies and special operations. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight. The curriculum adheres to the latest standards as approved by the Department of Education. Upon completion students are eligible to take the National Registry of EMTs certification exam for certification as an EMT. This course is a prerequisite for paramedic training.

The Firefighter/EMT program is a 792-hour combined approach which covers the material for both Firefighter Minimum Standards and EMT. Upon completion, students are eligible to take the National Registry EMT certification exam and the State of Florida Firefighter-II certification exam. This combined program prepares the student for employment as a State of Florida certified Firefighter/EMT.

The paramedic program is an extremely demanding three-semester program that prepares students for employment at the advanced emergency care level. The course consists of 1116 total contact hours (42 credit hours) and requires either Essentials of Anatomy and Physiology or Anatomy and Physiology 1 and 2 as a pre- or co-requisite to the first semester of the program as well as a current Florida EMT certificate. This program requires personal sacrifice and demands a high degree of integrity, self-sufficiency, discipline, motivation and highly developed study skills. This program is approved by the Florida Department of Health, Bureau of Emergency Medical Oversight and is nationally accredited by the Commission on Accreditation of Emergency Medical Services Programs (CoAEMSP). Upon successful completion of this program, the graduate is eligible to take the National Registry or the State of Florida paramedic certification exam. This course is a required component of the Associate of Science in Emergency Medical Services Technology degree program.

The Associate of Science Degree in Emergency Medical Services Technology degree program consists of 73 credit hours and prepares paramedics for employment as supervisors, operations managers, educators and service directors. The curriculum includes course work in psychology, ethics, and various business skills such as computer applications, oral communications and goal specific electives in management, education or critical care paramedic provider.

The Water Resources department offers non-credit workforce training in addition to credit programs. Students begin with a Water Quality Technician Certificate (18 credit hours) that will prepare and qualify them to take the State Water Operator exam.

The Environmental Science Technology A.S. degree program is designed for individuals interested in entering the field of environmental science, the water and wastewater field as well as experienced operators seeking to advance their career. Graduates are prepared to work in a variety of venues or transfer to the BAS program.

The Bachelor of Applied Science Degree (BAS) in Water Resources Management (WRM) is designed to prepare graduates to work in positions in the emerging field of water conservation, resources, and/or policy-making. The Water Resources Management Baccalaureate program is for students who have already received an Associate in Science degree (AS) in Environmental Science Technology or an Associate in Arts (AA) degree and are interested in pursuing further education. The program meets all requirements set by the state and is fully accredited. Students graduate with a strong knowledge base of management and political issues related to the field of

water resources. This degree may lead to employment in a variety of fields that include water management districts, municipalities, corporations focused on water quality, and environmental agencies and corporations where water might be of primary concern. Water related jobs are considered some of the fastest growing positions of this decade.

The Practical Nursing (PN) certificate program is a 12-month program designed to assist a student with nursing employment in such areas as a hospital, doctor's office, home health, or long-term care facility. The mission of the PN program is to offer an affordable, high quality nursing education to meet the healthcare needs of the community. The program aims to prepare entry level practical nurses with the skills necessary to deliver compassionate, safe & effective patient-centered care through collaboration, technology and evidence-based practices. We are also committed to providing a program that will allow seamless transition into the Associate Degree in Nursing. The Practical Nursing Certificate program qualifies the student to take the national licensing exam to become a licensed practical nurse. All students who graduate from a practical nursing program and wish to take the Licensed Practical Nurse exam in Florida will be reviewed by the Florida State Board of Nursing, in accordance with State Law Chapter 464.008 and 464.018.

The Associate of Science in Physical Therapy Assistant (PTA) program is designed to provide education necessary for graduation, licensure, and entry into the field of physical therapy as a Physical Therapist Assistant. Graduates will possess the attitudes and values consistent with the highest ethical practice standards, understand and appreciate the collaborative relationship between the physical therapist and the physical therapist assistant, and promote exceptional practice standards through lifelong professional development. The PTA program is composed of Phase I prerequisite courses totaling 32 credit hours. Phase II contains 42 credit hours of technical courses and requires 12 months to complete. Graduates are eligible to take the national licensing exam (NPTE) and will become patient-centered, competent rehabilitation practitioners. The PTA program is accredited by Commission on Accreditation in Physical Therapy Education (CAPTE).

The Associate of Science in Nursing (ASDN) program is a limited access program, qualifies the student to take the national licensing exam to become a registered nurse. The ASDN program currently has three (3) nursing program options: Traditional Generic, Traditional LPN to RN Bridge, and LPN to RN Fast Track Bridge. The mission of the ASDN program is to offer an affordable, high quality nursing education to meet the healthcare needs of the community. The nursing program aims to prepare entry level professional nurses with the skills necessary to deliver compassionate, safe and effective patient-centered care through collaboration, technology and evidence-based practices. All students who graduate from a nursing program are eligible to take the national licensing exam (NCLEX-RN). The program is approved by the Florida Board of Nursing (1964), 4052 Bald Cypress Way, BIN C02, Tallahassee, FL 32399-3252, (850) 245-4125 and accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

The Bachelor of Science in Nursing (BSN) program is offered online and is designed for the associate of science degree nursing (ASDN) graduate who has a current Registered Nursing (RN) license. Consistent with the mission of Florida Gateway College (FGC), the mission of the RN-BSN program is to prepare registered nurses with an affordable, high quality, generalist baccalaureate nursing education to meet present and future healthcare needs of their community and engage in life-long learning to advance the nursing profession. The Program allows ASDN graduates to develop skills necessary to prepare for leadership and administrative roles in

coordinating and directing nursing practice and management of the care team. The RN-BSN program can be completed in as little as 3-semesters with full-time enrollment and 6-semesters with part-time enrollment. The Baccalaureate degree program in nursing at Florida Gateway College is accredited by the Commission on Collegiate Nursing Education, http://www.ccneaccreditation.org.

The Health Information Technology Associate in Science degree is designed to prepare the graduate to work with and manage health-related information. Health information technicians collect, organize, analyze, and manage data used in the healthcare profession. Most health information technicians, also known as HIT professionals, work in a variety of settings including healthcare facilities, insurance companies and government agencies.

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Upon completion of the program, graduates are eligible to take the Registered Health Information Technician (RHIT) National Certification Exam offered through the American Health Information Management Association (AHIMA).

The Medical Coder/Biller program is designed to prepare students for coding careers in a variety of healthcare settings including hospitals, clinics, long-term care facilities, and insurance companies. Coding professionals read and analyze medical records, convert medical record data to diagnosis and procedure codes, and use codes to receive proper reimbursement for healthcare services. Industry job titles include entry level coder, medical record coder, clinical coder, coding technician, coding clerk, and medical coder/biller.

Program content includes, but is not limited to, medical terminology, anatomy and physiology, coding systems, fundamentals of disease processes, healthcare delivery systems, basics of medical records services, ethical and legal responsibilities, safety/security procedures, basic data processing, and employability skills. Upon completion of the program, graduates are eligible to take the Certified Coding Associate (CCA) National Certification Exam offered through the American Health Information Management Association (AHIMA).

Continuing Education
Courses are offered each semester to meet the continuing education requirements for many allied health professionals that include, but are not limited to Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Prehospital Trauma Life Support (PHTLS), Advanced Medical Life Support (AMLS), Emergency Vehicle Operators Course (EVOC), Critical Care Paramedic, EMT Refresher and Paramedic Refresher. These courses are offered as needed.

Community Education
Florida Gateway College is pleased to offer courses to help make our community a safer place to live, work and play. We routinely offer courses for the lay person in CPR and first aid. These courses are for general knowledge and do not provide any level of "certification."

LIBRARY SERVICES

Christine Boatright, Associate Dean 4337
Kay Hogan, Coordinator, Library Services 4391
Kristin Corbin, Coordinator, Library Resources 4339
Lynnda White, Reserves and Circulation, Study Rooms 4400
Penny Faris, Library Support Specialist 4338

386-754-4401
library@fgc.edu
https://www.fgc.edu/academics/library/

Fall and Spring Library Hours:	
Mon - Thurs	7:30 a.m. – 7:30 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	1:30 p.m. – 5:30 p.m.
Sunday	Closed
Summer Hours:	
Mon - Thurs	7:30 a.m. - 6:30 p.m.
Friday, Saturday, and Sunday Closed	

LIBRARY RESOURCES AND FACULTY PARTICIPATION

The FGC Library contains more than 32,000 physical items, including books, DVD's audiobooks, and magazines. There are more than 80 full text databases online in the Library Catalog. These databases, covering many subject specific areas, are funded through the state and the FGC Library to provide access to journal articles, newspapers, e-books, and other digital content to current faculty, staff, and students. Please encourage your students to take advantage of these resources. Access resources through the library website linked above or through the Library link in Canvas. UBORROW allows resource sharing between the 28 Florida College System libraries and the 12 State University System libraries through the online library catalog.

As a faculty member at Florida Gateway College, your advice and involvement in developing and maintaining the collection is required by our accrediting agencies to meet the high standards expected of an academic library. You may make online requests for materials to support your courses through the Library Materials Request form located on the Library Services webpage. The Library Associate Dean has final authority on collection development. We invite your assistance in keeping our collection relevant and up to date. In some areas, old information can be dangerous.

RESERVE SERVICES

Faculty are encouraged to notify the Library staff prior to giving class assignments requiring use of the library, to identify available materials and to place on reserve those items that should be available in the library for all students in the class. This ensures that required materials for students will be easily accessible. You may select library materials or place your personal books or articles on reserve for in-library use only, or for limited checkout as specified by the instructor. The Library Materials Request form mentioned above can also be used to request new library materials for the Reserve Collection. Please contact Lynnda White for more information.

INTELLECTUAL PROPERTY

Florida Gateway College subscribes to the belief that intellectual property rights should be respected and honored, and fair and appropriate use of published materials is both a legal and ethical obligation that all members of the College community should observe.

FGC Board Policy 6Hx12:04-14 addresses in detail intellectual property rights.

LIBRARY ORIENTATION AND LIBRARY SKILLS ASSESSMENT

The library offers tours and classroom instruction. The Coordinator of Library Services, Kay Hogan kay.hogan@fgc.edu (386-754-4391), will work with you to design a tailored library orientation for your students. The orientation covers library services, basic research skills, and plagiarism avoidance.

The Library Skills Assessment is a tutorial and quiz that leads students on a tour of the online library resources. All ENC 1101 students take the LSA through Canvas.

INFORMATION LITERACY ONLINE RESOURCES

The library website https://www.fgc.edu/academics/library/research-help-and-guides/ also includes a guide to the services we provide.

There is a Library Orientation video specifically created for online students as well as APA and MLA Citation video tutorials.

The Ask A Librarian service, found on the website, is available throughout Florida during extended hours to assist those who need research help when the FGC Library is closed.

Feel free to contact the Associate Dean or another staff member for assistance and to suggest improvements of library services or resources. Our main number is 386-754-4401, and our email address is library@fgc.edu.

INSTITUTIONAL EFFECTIVENESS

Christine Boatright, Associate Dean (4337)
Vacant, Director, Institutional Research & Assessment (4461)
Laurie Layton, Coordinator, Research & Data Analysis (4365)
Jessica Cohen, Research Specialist (4309)

The Department of Institutional Effectiveness and Assessment provides assessment, planning, data, research, and accreditation support services to the College community. Services offered by the Department to faculty include:

- Distribution and reporting of course evaluations
- Creation, distribution, and reporting of program-specific surveys, such as graduate and employer surveys
- Assistance with student learning outcomes assessment tools and processes
- Support for assessment, planning, credentialing, and other processes in Xitracs (the College's assessment, planning, and accreditation software)
- Provision of student and program data as needed for accreditation, reporting, and other needs
- Assistance with three-year program review
- Research and data collection consultation to evaluate success of programs and initiatives

STUDENT AFFAIRS AND PUBLIC INFORMATION

Mr. Anthony Cardenas, Vice President (4324)
Ms. Mariah Taylor, Executive Assistant (4321)

Athletics
Christopher Hackett, Director, Athletics (4271)

Student Affairs
Ms. Sandi Tomlinson, Associate Dean (4413)
Ms. Pamela Anderson, Senior Staff Assistant (4341)

Academic Advising and Career Services
Ms. Rebecca Thomas, Director (4304)
Mr. Abraham Perry Jr. Academic Advisor (4494)
Ms. Rylie O'Quinn, Academic Advisor (4434)
Ms. Angela Glantz, Academic Advisor (4379)
Ms. Lynsie Witt, Academic Advisor (4229)
Ms. Sandra Swinney, Senior Staff Assistant (4309/4222)
Vacant, Transfer & Career Advisor (4475)

Testing & Accessibility Services
Mr. Rob Dawson, Director (4215)
Ms. Kathy Smith, College Access Specialist (4390/4222)
Mr. Jesse Braden, Testing Specialist (4333)

Student Life
Ms. Amy Dekle, Director (4317)

TRIO
Ms. Liz McCardle, Director, (4458)
Ms. Kynsie Witt, Senior Staff Assistant (4479)
Ms. Kirsten Hammerle, Student Success Coach (4445)
Ms. Shirley Miller, Student Success Coach (4440)

Student Success Lab
Ms. Christina Slater, Coordinator (4382)
Mr. McKinley Jeffers, Student Success Lab Teaching Assistant II (4437)

Public Information
Mr. Stephen Culotti, Coordinator (4247)

Community Outreach and Special Projects
Mr. Travis George, Director (4335)

Dixie Center
Mr. Daniel Bennett, Staff Assistant (4493)

Wellness
Mr. Charles Ruise, Wellness Coordinator (4371)

STUDENT LIFE

The Student Life Office, located in building 7 also known as "The Hall," hosts many social and cultural events that can enhance the students' overall college experience. These events usually offer a variety of entertainment, giveaways, and free food. Throughout the week, Student Life also hosts drop by activities to promote student engagement outside of the classroom. All of these events and activities can be found on the Student Activities calendar, which is updated each month, or text SAO to 797979 for event updates.

Located in the back of the Hall is the College fitness center. The fitness center may be used by both employees and students at no charge. The center houses free weights, cardio equipment, strength trainers, a heavy bag and a speed bag. Between semesters the fitness center is closed, but will reopen when classes resume.

Food insecurity and adequate clothing can be a challenge for some students. To meet this need, the Student Life office is also home to the Student Food Pantry and the Career Closet. Students may visit the food pantry or career closet discretely anytime during their enrollment at FGC.

If you have any questions, contact us at Extension 4316 or student.life@fgc.edu.

ADVISING SERVICES

Academic advising is located in building 014 and is an important part of a student's experience at Florida Gateway College. Although new students meet with professional advisors in the Office of Advising Services and often continue those relationships to program completion, faculty advising plays a significant role in the development of many FGC students.

Faculty advisors have a unique perspective about the academic experience at FGC and what it takes to be a successful learner. In addition, faculty advisors have valuable insights regarding career and life goals, based on their field of expertise, which can help students develop personal awareness that extends beyond the college experience.

To help with the advising process, program brochures and packets are available online. Transfer information, for students who plan to transfer to another college or university, is available at flvc.org and on the Office of Advising website. Students should be encouraged to use the most recent FGC Catalog for specific information regarding program eligibility, academic success, and graduation requirements. Another important resource is the Student Handbook, which outlines FGC policies and procedures that affect student life.

Graduation applications must be completed with an advisor and filed with the Office of Enrollment Services at the beginning of the student's final term. CAPP, the degree evaluation in Banner, is a useful tool to verify that all requirements have been met.

Hours: are 8:00 a.m. to 4:30 p.m., Monday through Friday (Fall and Spring terms)
7:30 a.m. to 5:00 p.m., Monday through Thursday (Summer term)
Advisors are always available until 6:30 p.m. on Wednesday throughout the year.

OFFICE OF ACCESSIBILITY SERVICES

As an instructor, your role in implementing needed accommodations for students with disabilities is critical to helping our college meet federally mandated requirements. In accordance with the Rehabilitation Act of 1973 and Amendments of 1974, as well as the Americans with Disabilities Act of 1990, and Amendments of 2008, the College is required to provide reasonable accommodations in coursework, testing and related matters to students with disabilities. Services are provided to persons who have impairments that substantially limit major life activities, including the ability to learn. Training that outlines the legal requirements to ensure non-discrimination will be made available through the Office of Accessibility Services (OAS).

The OAS provides advising and identification of accommodations as well as services, including individualized tutoring for all students who self-identify and document their disability. Confidential files related to individual disabilities are maintained only by this office.

Students are required to register with the office to receive accommodations and also must provide accommodation letters issued by the OAS to their instructors. Faculty are required to provide the accommodations identified on the letter unless the student opts to exercise their right to refuse any or all of the accommodations if so desired. Instructors are strongly encouraged to contact the office (Building 007, Room 109) with any questions or concerns, or to determine whether special arrangements can be made to assist them in providing the needed accommodations. To contact the Office of Accessibility Services, call 386-754-4393 or email us at Accessibility.Services@fgc.edumailto:

TEST CENTER

The Test Center is located in building 007, room 109. Students are required to present a government-issued or FGC photo ID prior to testing. The Test Center web page can be viewed at testcenter.fgc.edu. It is the responsibility of the Coordinator of Testing to oversee all testing activities assigned to the Test Center.

Exams are normally delivered via the computer or online, and they are all closely monitored using security cameras with one or more test administrators or proctors present. The Test Center administers exams in compliance with state and federal regulations, including adherence to guidelines established in the Americans with Disabilities Act. Students with documented disabilities may qualify for accommodations as prescribed by the Disabilities Services Coordinator.

Effective assessment, testing, and certification services are fundamental to providing students and other test-takers a means of evaluating and measuring their potential and in accomplishing their goals. The following are a sample of the exams given in the Test Center.

- Challenge Exams – Institutional credit-by-exam
- Florida Civic Literacy Exam (FCLE)
- Computer Proficiency Test

- Florida Basic Abilities Test (FBAT) – Corrections Officer and Law Enforcement Officer
- Florida Department of Law Enforcement State Officer Certification Exams (SOCE) – Corrections Officer Law Enforcement Officer and Probation Officer
- Florida Educational Leadership Examination (FELE)
- Florida Teacher Certification Examinations (FTCE)
- General Educational Development Program examination (GED®)
- General Knowledge Exam (GK)
- TEAS Nurse Entrance Exams
- The National Firefighter Selection Inventory (NFSI)
- Paraprofessional Exam (Parapro)
- PearsonVUE Examinations (other certifications and examinations)
- Postsecondary Education Readiness Test (PERT)
- Remote Site Proctoring for non-FGC students
- Test of Adult Basic Education (TABE)
- Workshops related to testing as requested – Topics include Taming Test Anxiety or Study Smarter Not Harder.

Dual Enrollment Entry Testing
Dual Enrollment candidates must complete the ACT, PERT, or SAT prior to registering for their first term. Scores will be used for placement into the appropriate college-level courses.

For the SAT-I or Enhanced ACT scores, an official test score transcript must be submitted to the Test Center. Candidates taking the computer-based PERT test only need to notify the Test Center that they have taken the test, and the staff will retrieve the scores from the State repository upon request.

First-Time-In-College (FTIC) Placement Testing
All first-time-in-college applicants for admission to state colleges and universities who apply to enter degree programs (associate or bachelor's) must be tested for reading, writing, and mathematics proficiency or provide official test score transcripts (ACT, SAT).   However, those students who meet the exemption criteria, as set forth in State Board Rule 6A-10.0315, are not required to provide test scores. Advisors are prepared to discuss the appropriate placement options for students who are exempt from testing or for those students who do not meet the cut scores for placement into college-level courses.

Test scores will be accepted provided they are less than two years old at the time of initial placement into subject area courses.

OMBUDS OFFICE
A student may appeal a decision that is related to the student's access to courses and credit granted toward the degree to the Office of the Ombuds Coordinator. The Ombuds Office is located in Building 002, telephone 386-754-4441.

CAREER SERVICES
The Career Services Center provides a variety of resources and services to our current students, alumni and prospective students to assist them in identifying their choice career as well as

develop their career path and personal career plan. Available resources include multiple personality assessments, online career libraries and outlook tools, along with career development books. Additionally, students may apply for jobs or print their resume in the Career Services Center.

Career Services also collaborates with faculty by offering information to help them assist their students in making the connection between their academic studies and their career goals. Students may use the offered information in the career decision-making process to better understand and ensure their career and academic pursuit alignment, and successfully maneuver through the career development process as well.

Career coaching is available to assist students and faculty members, alike, with tasks that include writing or updating their resumes and preparing for job interviews. Students also learn job entry skills, which include items such as oral/written communications, problem solving, and professionalism in the workplace. The Career Services Center offers opportunities to students to enhance their career readiness preparation by sponsoring college-wide career development workshops and events. Furthermore, the Career Services Center works to strategically connect the College's students and alumni with community employers. Career Services works with employers, local chambers of commerce and one-stop centers to inform employers of the large market of potential employees attending Florida Gateway College.

Students can utilize these resources and services by visiting the Career Services Center in building 14 on campus or by visiting the Career Services Center's web page on Florida Gateway College's website: **https://www.fgc.edu/students/student-resources/career-services/**. Students visiting the center should call (386-754-4298) or email (**Career.Services@fgc.edu**) to schedule an appointment.

STUDENT SUCCESS CENTER
Located in Building 008 on the main campus, the Student Success Center is a stand-alone, multi-purpose, learning/success center. The Center is available to all FGC students from 8 a.m. to 6 p.m. Monday through Thursday during all semesters. During the fall and spring semesters, the center is open on Fridays from 9 a.m. to 4:30 p.m. The Center provides over 50 computers, three of which are Apple computers, that are internet accessible and preloaded with software programs commonly required for students. Students may work on assignments using the latest version of Microsoft Office, Canvas, or Chrome; check their emails; or browse the web. Assistance is available for all these systems. Test proctoring is also available as permitted. For information you may call 386-754-4382 or 386-754-4437.

The Student Success Center provides peer tutors for all levels of math, writing, and reading. Students may submit academic papers for review using in-house tutors via college.success@fgc.edu. Chemistry, physics, Spanish, and statistics tutors are also available depending on the current Tutor backgrounds. Tutors receive Level I CRLA (College Reading and Learning Association) training and certification. The center also offers Peer Mentors for college success. Tutor and mentor schedules are posted on the Tutoring Dashboard in Canvas and located in building 008 during each semester. Contact the Student Success Center for a current copy.

Personalized study plans for PERT testing, EAB Navigate early alert and retention program, and TRIO offices are also a part of the Student Success Center. If you wish to contact the Student Success Center or the TRIO Program, you may call 386-754-4479 or 386-754-4482.

An online tutoring program is also available, through Canvas for all FGC students. Brainfuse is available 24/7/365. Tutors are available for a wide variety of subjects. Essay and other writing assignments may also be submitted for tutor review.

TRIO STUDENT SUPPORT SERVICES

Florida Gateway College recently became a TRIO SSS College. The TRIO Student Support Services Program (TRIO SSS) is a federal outreach and student services program designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO SSS provides personal college success coaches; academic tutoring; advice and assistance in postsecondary course selection; assistance with information on student financial aid programs; benefits and resources for locating scholarships; assistance in completing financial aid applications. TRIO SSS also provides counseling sessions designed to improve financial and economic literacy as well as assistance in applying for admission to and obtaining financial assistance for enrollment in four-year programs. For more information you may call the TRIO SSS Program office 386-754-4458 or 386-754-4445.

EARLY ALERT/RETENTION – EAB Navigate

EAB Navigate is the tool Florida Gateway College uses for student early alert to increase retention and completion. Each semester, two Navigate early alert campaigns are created which generate an email to instructors asking them to complete a progress report on their students in their courses.

We want to help create an environment of open conversation between student and instructor by communicating with students ahead of our first early alert campaign each semester. Please help us in this endeavor. Take a few moments to discuss with your students about Navigate, the "at risk" email, and FGC's goal of student support with successful course completion.

<u>**Instructions:**</u>

Student Success sends an EAB Navigate Progress Report Campaign email to instructors two to four weeks into a new semester and again just before withdrawal deadline.

When you receive your email notification of EAB Navigate Progress Report Campaign:

- **Click on the link** and you will be redirected to your courses and students

- **Select and complete a progress report on your <u>at risk students only</u>** using the criteria below:
    - multiple absences
    - incomplete/missing assignments
    - failing grade (F) or a grade that is very close to failing

- Please **include students' current grade, attendance, and comments** that will help Success staff offer assistance to your students. We do not share this information; we offer support.

- **If you have a student(s) who need(s) to withdraw from your course, please be sure to add that in the comments.** When we contact students who need to withdraw, we will inform them to see their advisor to consider withdrawal. We will offer academic support for those students not recommended for withdrawal.
- **Scroll down and select Submit unmarked students as <u>NOT</u> at risk – I am done**. This will identify the students at risk and you will not have to complete a report for students with satisfactory progress.

Upon completion of the progress report, an email is generated and sent to students whose success may be at risk.

If you are listed on a course in Banner as "0%", you do not need to respond. Only the course instructor will need to respond

QUESTIONS/SUPPORT: Student Success Center   Bldg. 008
Coordinator 386-754-4382   Sr. Staff Asst. 386-754-4479

WELLNESS CENTER

Challenge yourself and better your health in the FGC Fitness Center located in Building 30. You will need your ID Number to check-in at the front desk in the Fitness Center. Full- or part-time FGC students, faculty, and staff enjoy access to a variety of free weights, machines, and cardio equipment. There is something here to suit every fitness level!

Spring and Fall Hours
Monday-Thursday: 9:00 AM – 6:00 PM.

Friday: 9:00 AM – 4:30 PM.

Summer Hours
Monday-Thursday: 9:00 AM – 5:00 PM.

ENROLLMENT AND MARKETING
Ms. Kacey Mimbs, Dean (4233)
Vacant, Administrative Specialist (4286)

Enrollment Services
Ms. Crystal Janasiewicz, Director/Registrar (4361)
Ms. Barbie Dietz, Associate Director (4291)
Mr. Charles Tannachion, Enrollment Specialist I (4204)
Ms. Megan Morton, Enrollment Specialist I (4291)
Ms. Jeanie Free, Enrollment Specialist I (4438)
Ms. Tracy Nabli, Enrollment Specialist II (4217)
Ms. Gloria Jordan, Enrollment Specialist I (4290)
Ms. Amanda Luke, Enrollment Specialist II (4398)

Financial Aid
Ms. Brandilynn Dean, Director (4395)

Ms. Denise Morrissette, Associate Director (4282)
Ms. Iracema McIntire, Financial Aid Specialist II (4272)
Ms. Josephine (Jo Anne) Mills, Financial Aid Specialist II (4302)
Ms. Siddhy Patel, Financial Aid Specialist I (4284)
Ms. Kiya Hunter, Financial Aid Specialist I (4283)

Dual Enrollment, Recruitment, and Communications
Ms. Julie Cannon, Director (4443)
Ms. Chelsea Allen, Senior Staff Assistant (4436)
Ms. Jeanne Anderson, Communications Specialist I (4205)
Ms. Cynthia Fretwell, Communications Specialist I (4358)
Mr. Brian Lloyd, Recruiter (4416)
Ms. Shawana Wilson, Recruiter (4246)

Marketing
Mr. Rob Chapman, Director (4248)

Audiovisual
Mr. Lance Bass, Coordinator, Media Operations (4431)
Mr. Jonathan Hagler, Audio Visual Specialist (4330)
Mr. Bryan Lankston, Audio Visual Specialist II (4374)

ENROLLMENT SERVICES

The Office of Enrollment Services is located in Building 15. Staff provide a variety of services, assistance and guidance to prospective, current and former students, in compliance with College, state and federal policies, procedures, rules, laws, and guidelines. The services include providing assistance with general admission and readmission to the College, determination of residency for tuition purposes, registration, processes to request transcripts and verification and certification of enrollment status, graduation, updating student information, and veteran's services. Please see the College catalog or our website for more information. Questions about our processes or other functions should be directed to the Enrollment Services Office.

FGC requires all new and returning students to complete the online Application for Admission. This application may be accessed from the main FGC web page.

Once all admission requirements have been fulfilled, students receive a formal letter from the Office of Enrollment Services informing them of their admitted status as well as providing additional information about their next steps to enroll. An initial advising hold is placed on the record of all new and returning students to require them to meet with an academic advisor before they can register for classes.

Faculty, when speaking with or advising students, should confirm that the student has completed the application process. Some students may complete supplemental program applications without first applying for general admission to the college.

See the Admission section of the College catalog for more specific information about the admission process.

TUTORIALS
Tutorials for various processes are available at https://www.fgc.edu/students/registration-and-records/tools-and-tutorials/ The tutorials include how to access student information and class rosters and how to enter grades. Links are available for information for faculty from Enrollment Services, including FERPA.

ACADEMIC CALENDAR & CATALOG
Please refer to the Academic Calendar for important dates and deadlines. The College Catalog contains additional important information, including graduation requirements for various degrees, academic sanctions, course prerequisites, and course repeat rules.

CLASS ROSTERS & STUDENT ATTENDANCE:
The class roster process is included in this Handbook.

GRADES
All final grades are entered into MyFGC. It is crucial that grades be entered into MyFGC by the designated deadlines. Other offices have processes that must take place after grades are awarded. The impact of late grades includes unnecessary telephone calls, delayed graduation and delayed transcripts. A student's last date of attendance should be provided for assigned "I," "F," or "U" grades. These are audit issues and also impact financial aid.

FERPA
Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment)

Once a student is enrolled as a postsecondary student, the rights belong to the student, and the parent no longer has the right to the academic information. This includes dual enrollment students. Directory information may be released without the student's written consent, unless the student has directed that no information be released. All inquiries for information should be directed to the Office of Enrollment Services because students can request a restriction on the release of directory information. The Office of Enrollment Services is the custodian for any written consent for release of information. Do not provide non-directory information in letters of recommendation without signed, written consent of the student. Law enforcement officials looking for students should be directed to Mr. Anthony Cardenas, Vice President of Student Affairs and Public Information.

Information related to student records is confidential and is to be used for Florida Gateway College purposes only. The Family Educational Rights and Privacy Act (FERPA) regulates the use and disclosure of this information. Detailed information relating to FERPA is in the College catalog.

Information covered by FERPA includes information in the Banner student system. As such, it is to be used for carrying out work responsibilities only and must not be released to third parties or used for any other purpose. Requests for information regarding student directory information or

other student information should be referred to the Office of Enrollment Services. Any violation of these policies will result in access denial or removal of access.

FGC requires a FERPA Certification for all employees to confirm that they will abide by FERPA regulations and the policies of the College relating to student records and information. This is maintained by Human Resources. An online FERPA training must also be completed by all employees.

Detailed FERPA information is in the College catalog.

Important Points to Remember

1. Check to see if a student's information is flagged as confidential before releasing **any** information, including directory information. It is better for requests for information to be forwarded to the Office of Enrollment Services.
2. Any papers with student information on them, even if it is just a social security number with no name, must be shredded by crosscutting for disposal, not thrown into the trash.
3. Passwords and PINs to access the student database or Self Service Banner must not be shared with anyone.
4. Students, even student workers, are not allowed access to the student database.
5. Sign off the student database whenever you leave your computer unattended.
6. Parents are only entitled to directory information, unless proof of dependency or a signed release from the student is received by the Office of Enrollment Services.
7. Access to the database or Self Service Banner does **not** authorize unrestricted use of student data. Records should only be accessed when needed in the context of official business.

Student Personal Identification Number (PIN)
To utilize MyFGC students will need a personal Identification Number (PIN). The PIN is initially set as the birthdate in this format MMDDYYYY. The PIN for returning students may be the same one they used before. Students who are having difficulties logging onto the system should call (386) 752-1822 or (386) 754-4280 and FGC staff will reset the PIN. Students change their PIN once they are logged into the system.

Student Schedule Planner
Students may use the Schedule Planner application on EAB Navigate. The student must log in, go to the Student menu, select the Registration link, and then choose Schedule Planner. This will provide the student with various schedule options. Once the desired schedule is chosen, any student allowed to register through MyFGC may register for classes from the Schedule Planner.

Advisors may also access a Guest Mode of Schedule Planner from the MyFGC Faculty Services tab to help students develop the desired schedule of classes. Registration is not allowed from Guest Mode.

FORMS
Please ensure that all forms that you sign are submitted to the Office of Enrollment Services are filled out completely, accurately, and legibly. Anything requiring additional signatures, including the vice president's, should have that approval before being sent to the Enrollment Services. Forms are available on the Registration and Records web page. Please pull forms from the web page to ensure that you are using the most current version of the forms.

Overrides: Various staff have permit/override authority to override prerequisites, corequisites, capacity and time conflicts. The override must be entered in Banner by the authorized person in your area or noted on the registration form. Contact your vice president or the Office of Enrollment Services if you have any questions.

Administrative Transfer: The administrative transfer was designed to allow an instructor or academic administrator to transfer a student from one section of a class to another, or to move the student to a more appropriate class, after the Add/Drop period is over. This is often necessary, for instance, when a student's work schedule changes. This type of transfer also requires the signature of the vice president or his/her designee, who should note "Administrative Transfer" on the form.

FINANCIAL AID

The Financial Aid Office provides financial assistance and counseling for students who need help in meeting college expenses. Loans, grants, scholarships, and work study are available to qualified students. Questions about the process, deadlines, how to maintain eligibility, etc., should be directed to the Financial Aid Office or our website.

DUAL ENROLLMENT

Dually enrolled high school students may also attend college courses with specific approval from their high school. These students must meet specific criteria and file specific forms with the College to meet all applicable qualifications.

Questions regarding dual enrollment students should be directed to the Director of Dual Enrollment, located in Building 014, telephone 754-4443.

REQUESTS FOR DUPLICATING, PRINTING, & DESIGN

Most duplicating, printing and design jobs are outsourced to the appropriate printing vendor. The following procedure will be followed should you need any duplicating, printing, design work or other type of advertising specialty.

1. Fill out the Outside Printing Request Form
2. Email Printing@fgc.edu & copy rob.chapman@fgc.edu, chelsea.allen@fgc.edu, and tracy.nabli@fgc.edu. **Your email must include the following information:**
    A. Subject Line - Department – Product being ordered *(Example –Marketing –Business Cards & Name Badges Chapman & Nabli)*
    B. All detailed information regarding your printing request
    C. Attached Outside Printing Request Form
    ➢ You will receive an email from FGC-Marketing with your Work Order Number in the subject line. Work Orders now start with "FM". *(Example – FM-52)*
3. Create a requisition for your outside printing request and **include** the **Work Order Number** under "**Document Text**" on the requisition.
    ➢ If the print request requires an item that is **not listed below** in the **Outside Printing** list, a request for a quote will be made to the vendor by Rob Chapman, Chelsea Allen or Tracy Nabli and then provided to you so that you can create your requisition.

4. Reply back to the email from FGC-Marketing that provided you with your Work Order Number and provide the requisition number for your order.

5. You will be notified by the Mailroom once your item has been received so that you can pick it up or make arrangements for it to be delivered if applicable.

AUDIO VISUAL SERVICES

The Audio Visual Department is located in Building 200, the Wilson S. Rivers Library & Media Center. A variety of audio visual instructional aids is available for instructor checkout.

Procedures

1. Make your request for equipment in a timely manner, at least one day before equipment is required. You may call the Audio Visual Department at ext. 4329 or make a written request through campus mail or via e-mail to audio.visual@fgc.edu

2. To reserve equipment, give your name, date and location equipment is to be delivered, the type of equipment to be delivered, time equipment is needed and what time equipment may be picked up.

3. Last minute emergency requests will be taken care of, if scheduling permits.

4. As the instructor, you are responsible for equipment during the time period equipment is checked out to you. Because of the danger of theft, laptops and projectors will be returned or picked up immediately after use.

Items Available for Check Out

1. Flat Screen Monitors

2. Portable Speaker with Bluetooth

3. CD Player

4. Presentation Clicker

5. PA System

6. Podium with microphone

7. DVD Players

8. Multi-Media Projectors

9. Digital Still Camera

10. Digital Camcorder

11. Laptop Computer

Television Support of Local Activities

The person or organization desiring television support of its activities should contact the Audio Visual Department at ext. 4329 or via e-mail to audio.visual@fgc.edu. The Media Supervisor will arrange with the Audio Visual Department to provide service to the individual or organization.

I understand that the Florida Gateway College Faculty Handbook contains rules and policies that apply to me as an employee of the College. I agree to read the handbook and follow it during my employment with the College. I further understand it may be amended at any time.

It is also understood that in any conflict between this Handbook and the College's Policies and Procedures, the Policies and Procedures will take precedent.

I have received a copy of the Florida Gateway College Faculty Handbook:

_____

     Employee Signature   Date

_____

     Employee Name (Printed)

_____

     Witness Signature   Date