



2024-2025 STUDENT HANDBOOK



Florida Gateway College



Our Mission

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

This handbook is provided to students and applicants for their general guidance only.

It does not constitute a contract, either express or implied, and is subject to change at the discretion of the College.

Our Commitment to Diversity

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.

Statement of Equal Access/Equal Opportunity

Florida Gateway College affirms its Equal Access/Equal Opportunity Policy in accordance with all applicable state and federal laws, regulations, and rules.

The College reaffirms its commitment to provide equal access and equal opportunity for all programs, services, and activities offered by the College, without discrimination.

Discrimination 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 is prohibited.

The Equity Officer for the College is Cassandra Buckles, executive director of human resources, Building 001, Room 116; 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call 386.754.4313 or email Cassandra.Buckles@fgc.edu.

Table of Contents

Florida Gateway College – Our Mission.....	2
Our Commitment to Diversity	2
Statement of Equal Access/Equal Opportunity	2
President’s Welcome.....	7
CONSUMER INFORMATION	
Student Privacy Information.....	8
Florida Gateway College Graduation/Completion and Transfer-out Rates.....	8
Campus Crime Statistics and Institutional Security	8
Institutional Information	8
Americans with Disabilities Act	9
Florida Shines	9
Financial Assistance Information	9
Scholarships.....	9
Voter Registration Information	9
Medical Services.....	9
Weather Emergency College Closing.....	10
GENERAL RIGHTS OF STUDENTS	
Discrimination.....	12
Freedom of Speech and Assembly	12
Freedom of the Press.....	12
Protection Against Unreasonable Searches and Seizures	12
Student Representation in College Governance.....	12
Disruption-free Learning Environment.....	12
Records.....	12
Notification of Social Security Number Collection and Use.....	13
Notification of Rights under FERPA	13
STUDENT CODE OF CONDUCT	
Academic Misconduct	14
Intellectual Property.....	14
Plagiarism	14
Computer Honor Code	15
Drug Free Campus	15
Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs.....	15

Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse	15
Disciplinary Actions Pertaining to Drug/Alcohol Violations.....	16
College Regulations Governing Illegal Drugs – Trafficking in Illegal Drugs.....	16
Illegal Possession of Drugs	16
Possession, Sale, or Consumption of Alcoholic Beverages.....	17
Conditions for Immediate Suspension	17
Damage, Theft, or Misuse of Property	18
Facility Requirements Based on Gender.....	18
Discrimination and Harassment	18
Disorderly Conduct.....	19
Disorderly Assembly.....	19
False Information.....	19
Possession, Storage and Issuance of Weapons, Firearms, Ammunition, Fireworks and Explosives	19
Hazing.....	20
Sex/Gender Discrimination and Sexual Misconduct.....	20
Tobacco Products and Designated Smoking Areas.....	21
Traffic and Parking.....	22
Trespassing	23
STUDENT RIGHTS	
Student Rights.....	24
Disciplinary Process	24
Disciplinary Resolution(s)/ Sanction(s)	25
Violations of Student Code of Conduct	26
Students Charged with the Commission of a Felony.....	27
Academic Appeals	27
Ombudsperson	27
Initiation of a Grievance	27
STUDENT FEES	
Fee Schedule.....	28
College Refund Policy.....	28
OTHER CAMPUS SERVICES	
College Bookstore.....	28
Library.....	29

STUDENT SERVICES

Advising Services 30

Secrets to Academic Success 30

Career Center 30

BayCare Life Management – Student Assistance Program 31

BetterMynd – On Line Therapy 31

Accessibility Services 31

Student Success Center 32

TRIO Student Support Services 33

Cost of Attending FGC 33

Online Self-Service for Students 33

Athletics..... 34

Intramurals..... 34

New Student Orientation 35

Residence Life..... 35

Student Activities..... 35

Amenities & Services..... 36

Events..... 36

Wellness Center 36

Identification Cards 36

Student Government Association..... 36

Student Representation in College Governance 37

Student Organizations 37

Create Your Own Club 37

Student Conduct..... 37

ENROLLMENT MANAGEMENT

Enrollment Services..... 38

College Admission Policies..... 38

Dual Enrollment..... 40

Financial Aid 41

 Financial Aid Application Process..... 41

 Verification Process..... 42

 Satisfactory Academic Progress 42

 Financial Aid Appeals 42

Board of Trustees Scholarships (BOT)	42
Other Institutional Scholarships – Foundation	43
Other Institutional Scholarships – Florida Gateway College.....	43
The Foundation for Florida Gateway College / Foundation Scholarships	43
PUBLIC SAFETY	
Lost and Found	44
Emergency Call Boxes	44
Public Safety Office.....	44
Campus Law Enforcement Practices.....	44
Sexual Assault, Domestic Violence, Dating Violence and Stalking.....	45
Reporting an Incident	45
Survivor Confidentiality	46
FGC Educational Programs	46
Campus Sexual Assault Victim Bill of Rights	46
Crime Prevention.....	46
Bystander Intervention.....	46
Megan’s Law.....	47
Counseling, Personal	47
BayCare Life Management – Student Assistance Program.....	47
BetterMynd – On Line Therapy	47
Emergency Crisis Assistance Domestic Violence	48
Another Way, Inc.	48
Aid to Victims of Domestic Violence Hotline	48
Florida Domestic Violence Hotline	48
Drug and Alcohol Abuse	48
<i>Alcoholics Anonymous</i>	48
Moderation Management.....	48
SMART Recovery	48
Women for Sobriety.....	48
Meridian Healthcare	48
Lake City Medical Center	48
Ambulance	48
ADMINISTRATIVE STAFF	48
DISTRICT BOARD OF TRUSTEES	49

President's Welcome



The faculty and staff of Florida Gateway College take incredible pride in the College's long-standing history of educating students. Since 1947, we have been dedicated to fostering academic excellence and growth in the students from our five-county service region (Columbia, Baker, Union, Gilchrist, and Dixie counties), and from other counties across the state and nation.

We begin this academic year with many exciting changes including a growing student body, and new student life initiatives. In addition, the College continues to focus on meeting and exceeding the expectations of our students, which includes increasing new enrollment, providing students additional opportunities for student success both inside and outside the classroom and continually assessing strategies and policies in helping students succeed.

Our Associate and Certificate programs continue to be the backbone of our academic programming, while also offering Bachelor Degree programs in Nursing, Water Resource Management, Early Childhood Development and Elementary Education. We are excited to offer our newest four-year degree, the Bachelor of Science in Business Administration.

FGC and its communities are excited about what is happening on campus now and in the future. Our mission is to provide you, the student with superior instruction while also providing a nurturing environment where our faculty and staff help you achieve success along the way.

This handbook is an important resource for all new and returning students to utilize. It has important academic and student services information that can be assessed and I would encourage you to keep this conveniently located so you can refer to it. If you ever need additional information, please feel free to contact any of the administrative offices listed.

Welcome and best wishes for a successful 2024-2025 academic year!

A handwritten signature in black ink that reads "Lawrence M Barrett". The signature is written in a cursive, flowing style.

Lawrence Barrett, Ed.D.
President

WELCOME TO FLORIDA GATEWAY COLLEGE!

WE ARE GLAD YOU ARE HERE.

CONSUMER INFORMATION

The following reports, policies and general information are available to you upon request. In addition, most of this information is directly accessible on the Florida Gateway College Web site at: [Consumer Information](#).

Student Privacy Information

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

Florida Gateway College Graduation/Completion and Transfer-out Rates

This information is available in the Fact Book through the Office of Institutional Effectiveness Building 200, room 133, telephone 386.754.4461. Additional Student Achievement Metrics are also available on the Department's website: [Institutional Effectiveness](#)

Campus Crime Statistics and Institutional Security

Florida Gateway College is committed to assisting all members of the community in providing for their own safety and security. Florida Gateway College's annual security report is available online. This report is required by federal law and contains policy statements and crime statistics for the College. The policy statements address the College's policies, procedures, and programs concerning safety and security; for example, policies for responding to emergencies, and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the college, and on public property within or immediately adjacent to the campus. This report is available online at [Campus Safety](#). You may also request a paper copy from the Department of Public Safety at Building 007, or by calling 386.754.4490.

Institutional Information

This includes requirements and procedures for withdrawing, cost of attendance, refund policy, current academic programs, and names of accrediting agencies. This information can be found in the [Academic Catalog](#) and on the [College Web site](#). Additional information regarding withdrawing and current academic programs may be obtained from the Enrollment Services Office in Building 015, telephone 386.754.4208. Additional information regarding the cost of attendance can be obtained at the College 222 in Building 001, telephone 386.754.4201.

Americans with Disabilities Act

Americans with Disabilities Act In accordance with College Policy [6Hx12:6-44](#), the College will comply with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2009. This law represents a comprehensive ban on discrimination against disabled individuals in employment, public services, public accommodations and services. The ADA does not preempt any federal, state, or local law that provides greater or equal protection for the rights of individuals with disabilities. Further, the College complies with Section 504 of the Rehabilitation Act, as required by law. It is the policy of the District Board of Trustees that reasonable substitution of requirements for admission to the College, admission to a program of study, or graduation from Florida Gateway College be provided for students who can demonstrate eligibility through certification by an appropriate professional in their field. For services, contact Robert Dawson, Director of Testing and Accessibility Services, located in Building 007, telephone 386.754.4393, before or directly upon arrival on campus.

FloridaShines

[FloridaShines](#) is a service of the Florida Virtual Campus and is a resource for planning and managing your higher education experience.

Financial Assistance Information

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

Scholarships

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

Voter Registration Information

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

Medical Services

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

Weather Emergency College Closing

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

The president, or their designee, will determine if weather or other emergencies entail the closing of the College. The president will communicate that information to the Media & Public Information Department who will notify the news media per the listing below:

Columbia County Citizens Information Hotline 386.719.7530
(NOTE: This hotline is only activated in time of declared emergency).
FGC Hotline 386.754.4590

BROADCAST MEDIA

WCJX 106.5 The X (radio – Columbia, Baker, & Union counties)
WNFB Mix 94.3 FM (radio* – Columbia/Union counties)
WQHL 98.1 (radio* – Suwannee and Columbia counties)
WQLC Power Country 102.1 FM (radio – Columbia/Union counties)
WSKY 97.3/WKTK (radio – Gainesville)
WUCR 107.9 FM (radio – Union County)
Channel 20 WCJB (TV – Gainesville)
Channel 4 WJXT (TV – Jacksonville)
Channel 12 WTLV (TV – Jacksonville)

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

NEWSPAPERS & WEB SITES

Baker County Press Dixie County Advocate Gilchrist County Journal High Springs Herald
Florida Gateway College -- (Web site and main phone, 386.752.1822; conditions permitting) Lake City Reporter
Union County Times

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

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

County Emergency Management Departments will be notified of FGC's closing status. You may contact the FGC Hotline 386.754.4590 or contact:

- Columbia County Emergency Management 386.758.1125
- Baker County, Emergency Management Department at 904.259.6111 or 904.259.8024
- Dixie County Emergency Management 352.498.1240
- Gilchrist County Emergency Management at 352.463.3410
- Union County Emergency Management at 386.496.4330
- Duval County Emergency Management will only accept emergency closing information from its county.

The College switchboard and the FGC Hotline will have a modified message, conditions permitting, to indicate the closing status. Additionally, closing information will be listed on the College's Web site and Channel 8 (Columbia County) as conditions permit. If there is any need for further clarification, you may call FGC's Department of Public Safety 386.754.4490.

The Florida Division of Emergency Management maintains a Web site that provides the latest disaster information. The Web address is www.FloridaDisaster.org. The Web site <http://www.MyFlorida.com> includes very up-to-date information as well.

The Office of Homeland Security has created Ready.Gov, Ready.gov a Web site with information for disaster preparedness; to help people be prepared in advance for various types of disasters.

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

GENERAL RIGHTS OF STUDENTS

Discrimination

Florida Gateway College does not discriminate in education or employment-related decisions based on race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or other legally protected status in accordance with the law. The equity officer is Cassandra 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.

Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints of censorship, subject to clearly stated, reasonable and nondiscriminatory rules and regulations regarding time, place and manner. For more specific guidance, see the Student Code of Conduct in this handbook, or contact the Student Conduct Officer at 386.754.4215.

Freedom of the Press

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

Protection Against Unreasonable Searches and Seizures

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

Student Representation in College Governance

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

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

Disruption-free Learning Environment

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

Records

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

Notification of Social Security Number Collection and Use

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

Notification of Rights under FERPA

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

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

Additionally, the College does have the right to notify parents/guardians if the student is under the age of 21 and the College determines that the student has committed a disciplinary violation with respect to the use or possession of alcohol or a controlled substance.

Detailed information about FERPA, including who may have access to information contained in your records, is available at the Enrollment Services Office in Building 015, in the [Academic Catalog](#), or on the Department's [FERPA page](#) on the College Web site.

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

STUDENT CODE OF CONDUCT

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

Student Code of Conduct information can be located at [6Hx12:9-08](#), or other policy information locations as shown below. The Code of Conduct is intended as a guideline for acceptable behavior as a member of the Florida Gateway College community. Usually, violations of the Student Code of Conduct can be handled by an internal procedure. When necessary, federal, state and/or municipal law enforcement and authorities may be involved. The following list is not all-inclusive:

Academic Misconduct

[6Hx12:9-08](#) Student Discipline

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

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

Intellectual Property

[6Hx12:4-14](#)

Academic work completed by students shall be the intellectual property of the student unless otherwise determined by written agreement with the College. Florida Gateway College recognizes and conforms to all existing copyright laws, governing materials and created works in all formats. The College expects all staff, faculty, and students to adhere to these laws.

Plagiarism

[6Hx12:9-08](#) Student Discipline

Plagiarism is the unauthorized use of the words or ideas of another and the representation of them as one's own. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them.

When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Plagiarism may result in reduced grade, failure of assignment, failure for course, or other actions by the College.

Computer Honor Code

[6Hx12:9-08](#) Student Discipline

Violations of the academic computer honor code shall include using another person's personal access to computer records for purposes of either obtaining privileged information or causing unauthorized changes. It shall be considered inappropriate for the student to electronically, or by whatever means, bypass security measures installed on the computer for the purposes of record keeping.

Appropriate use of technology resources owned and operated by Florida Gateway College must always be legal, ethical, reflect academic honesty, and abide by college standards. In particular, threatening, obscene, or defamatory statements are prohibited.

Drug Free Campus

[6Hx12:10-9](#)

Florida Gateway College's detailed policy regarding alcohol and other drugs is Policy 6Hx12:10 – the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus is prohibited.

The possession or consumption of alcoholic beverages or illegal drugs on college property, or at events sponsored or supervised by the college, or on college-sponsored trips is prohibited. Beer and wine may be approved for events on campus. A request form is available in the president's office.

Violation of Drug-Free Campus policy or possession with the intent to manufacture, sell, or deliver any controlled substance identified in the Florida Statutes, shall result in any student being expelled, and any faculty member, administrator, or other employee shall be discharged. Any member of the College community who violates the drug and alcohol policy will be subject to prosecution and punishment by the civil authorities, and to disciplinary procedures of the College.

Educational Efforts to Prevent the Abuse of Alcohol and Other Drugs

In keeping with the primary mission of education, Florida Gateway College conducts a strong educational program aimed at preventing the abuse of alcohol and other drugs. Educational efforts are directed toward all members of the academic community, and include information about the incompatibility of the abuse or sale of alcohol and other drugs with goals of Florida Gateway College, the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of alcohol and other drug abuse with the maximum achievement of educational, career, and other personal goals, and the potential legal consequences of involvement with alcohol and other drugs. Florida Gateway College conducts a biennial review of its program to determine effectiveness and to implement changes if they are needed, and to ensure that the sanctions below are consistently enforced.

Counseling and Rehabilitation Services to Prevent Alcohol and Other Drug Abuse

Students, faculty, and staff who seek assistance for an alcohol or drug-related problem shall be provided with information about counseling and rehabilitation services available through community resources. (Individuals who have failed to voluntarily avail themselves of services and/or who have failed to maintain satisfactory progress during the course of treatment and recovery will be subject to full disciplinary procedures according to College disciplinary policy. Those who voluntarily avail themselves of such services shall be assured that

applicable professional standards of confidentiality will be observed. For the name and number of appropriate counseling or rehabilitation service, contact the Vice President for Student Affairs and Public Information in Building 014, or by calling 386.754.4321.

The intent of these procedures is to accomplish the following:

1. Prevent the abuse of alcohol and other drugs through a strong educational effort;
2. Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping the abuse of alcohol and other drugs; and
3. Discipline appropriately those members of the academic community who engage in substance abuse and related behaviors.

Disciplinary Actions Pertaining to Drug/Alcohol Violations

Students, faculty members, administrators, and other employees are responsible as citizens for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances.” The following minimum penalties shall be imposed for the particular offenses described:

College Regulations Governing Illegal Drugs: Trafficking in Illegal Drugs

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance as identified a Schedule I or Schedule II drug of Chapter 893.03 of the Florida Statutes, (including, but not limited to, heroin, cannabis, mescaline, lysergic acid diethylamide (LSD), opium, cocaine, amphetamine, MDMA (ecstasy), methaqualone),

- any student shall be expelled
- any faculty member, administrator, or other employee shall be discharged.

For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes (including, but not limited to steroids, diazepam, Phenobarbital),

- the minimum penalty shall be suspension from enrollment or employment
- for a second offense,
 - any student shall be expelled
 - any faculty member, administrator, or non-probationary employee shall be discharged.

Illegal Possession of Drugs

[6Hx12:9-08](#) Student Discipline

For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedules III through V of Chapter 893.03 of the Florida Statutes, the minimum penalty shall be probation for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate College official deems appropriate.

Refusal or failure to abide by the terms of probation or second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or employees. These penalties will be in accordance with College disciplinary procedures and/or the collective bargaining agreement.

Possession, Sale, or Consumption of Alcoholic Beverages

[6Hx12:9-08](#) Student Discipline

Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus College sponsored activities is prohibited unless specifically authorized. Alcoholic beverages include, but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.

State laws are outlined as follows:

Drinking Age

The legal drinking age in Florida is 21. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. In Florida, this law extends to possession of alcoholic beverages by anyone under 21.

It is unlawful for any person to misrepresent or to misstate their age. This includes the manufacture or use of false identification. The use of altered identification for procuring alcoholic beverages is a felony.

Open Container Law

It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets.

D.U.I. (Driving while under the influence of alcohol or other drugs.)

A mandatory suspension of license for 90 days for the first conviction. Fines of up to \$500 for the first offense.

A minimum of 50 hours of community service. Imprisonment of not more than six (6) months.

In addition to the legal requirements and penalties above, students found to be in violation of this College policy will be subject to penalties under the Student Code of Conduct. Faculty and staff in violation of this College policy will be subject to disciplinary actions as outlined in College disciplinary procedures and/or the collective bargaining agreement. Mandatory participation in rehabilitation and educational programs will be regulated by State and Federal statutes.

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the College with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if assuming the truth of the charges, the responsible authority concludes that the person's continued presence within the College community would constitute a clear and immediate danger to the health or welfare of other members of the College community.

An immediate suspension and subsequent hearings will be in accordance with College disciplinary procedures.

Damage, Theft, or Misuse of Property

[6Hx12:9-08](#) Student Discipline

Malicious or intentional damage, destruction, or theft of property belonging to the College, to a member of the college community, or to a visitor to the campus is prohibited. Tampering or the misuse of emergency equipment including fire escapes, fire doors, fire hoses, extinguishers, alarm equipment, smoke detectors, and blocking fire exits is strictly forbidden. No student may enter or use any College facility that is otherwise closed to use. This includes forced and non-forced entry.

Facility Requirements Based on Gender

All campus restrooms and changing facilities shall be designated for use by a particular sex and used exclusively by persons of that sex, as designated by the individual's assigned biological sex at birth. A person can only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

- a) To accompany a person of the opposite sex to assist or chaperone a child under the age of 12, an elderly person, or a person with a disability or a developmental disability;
- b) For law enforcement or governmental regulatory purposes;
- c) To render emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- e) If appropriate designated restroom or changing facility is out of order or under repair, and the restroom or changing facility contains no person of the opposite sex.

Any student who willfully enters a restroom or changing facility designated for the opposite sex for any reason other than that set forth above and refuses to depart when asked to do so will be subject to the disciplinary process in the Student Code of Conduct.

Discrimination and Harassment

[6Hx12:6-23](#)

The College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior. Students who wish to discuss or file a complaint concerning an incident of harassment should meet with the Vice President for Student Affairs and Information, Building 014, 386.754.4324, if the complaint is against a student. If the complaint is against Florida Gateway College personnel, please meet with the Executive Director of Human Resources, in Building 001, 386.754.4313.

The complaint must be filed within 60 days of the incident. The equity officer is Cassandra Buckles, Executive Director of Human Resources, in Building 001, 386.754.4313.

Disorderly Conduct

[6Hx12:9-08](#) Student Discipline

Disorderly or obscene conduct or breach of peace by any student on College property or at any college-sponsored function is prohibited. No student shall strike, push, or physically assault or threaten such an act toward any other student, member of the faculty, administration, staff, or any visitor to the campus. Conduct that interferes with the normal operation of the College or the requirements of appropriate discipline is prohibited.

Conduct, expressions, or manners of dress which are obscene or which are patently offensive to the prevailing standards of the community are prohibited. Shirts and shoes are required in all academic and administrative buildings.

No student shall interfere with, give false name to, or fail to cooperate with any properly identified college faculty, administration, or staff while these persons are in the performance of their duties. No student shall contract in the name of the College or claim to represent the College in an official capacity.

No student shall enter or remain in a restroom or changing facility designated exclusively for members of the opposite sex, based on biological sex at birth, after being asked to depart by any administrative personnel, faculty member, security personnel or law enforcement.

Disorderly Assembly

[6Hx12:9-08](#) Student Discipline

No person shall assemble on campus for the purpose of creating a riot or destruction, or disorderly diversion, which interferes with the normal operation of the College. This should not be construed as to deny any student the right to peaceful, non-disruptive assembly.

No person or group shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the College.

False Information

[6Hx12:9-08](#) Student Discipline

No student or third party on behalf of the student shall supply the College with false information, including but not limited to admission documents, advisor's signatures, registration information, health forms, disciplinary records, or checks written with insufficient funds. No student shall give false information to any properly identified College faculty, deputies, administrative or staff personnel while these persons perform their duties.

Possession, Storage and Issuance of Weapons, Firearms, Ammunition, Fireworks and Explosives

[6Hx12:9-08](#) Student Discipline

Firearms (including, but not limited to BB guns, pellet guns, and paintball guns), weapons, fireworks, explosives, bullets, or ammunition are not permitted in any campus building. See College Policy and Procedure [6Hx12:3-10](#) for detailed information.

Hazing

[6Hx12:9-04](#)

Club initiation or admission in an affiliation that employs abuse, ridicule, humiliation, or endangers the health or safety of anyone is prohibited. Health or safety endangerment includes, but is not limited to, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced activity. Any activity, which subjects the student to extreme mental stress, such as sleep deprivation, or forced conduct that could result in extreme embarrassment or loss of dignity is also prohibited.

These rules apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing. Violations of the Hazing Policy may result in fine, probation, suspension, or dismissal.

Sex/Gender Discrimination and Sexual Misconduct

[6Hx12:9-08](#) Student Discipline

The College will not tolerate any harassment, discrimination, or sexual misconduct, and will take steps and measures to address such behavior.

There is no time limit to filing a complaint, making a report or commencing an investigation concerning sex/gender discrimination or sexual misconduct (see FGC Policy [6Hx12:6-45](#) for full details). However, victims are encouraged to report or file a complaint of sex/gender discrimination or sexual misconduct immediately in order to maximize the College's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation into the report or complaint. Failure to promptly report alleged sex/gender discrimination or Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the College's ability to carry out these procedures.

FGC through the Title IX Coordinator has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by FGC faculty, staff, students and other members of the FGC Community that involve or invoke Title IX. The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or Title IX complaints, and can be contacted as follows:

Cassandra Buckles, Title IX Coordinator, Executive Director, Human Resources & Equity Officer Florida Gateway College, 149 SE College Place Lake City, Florida 32025, Building 001, Room 116 Direct Dial: 386.754.4313 Fax: 386.754.4813; Email: Cassandra.Buckles@fgc.edu.

Please note that nothing in the *Student Handbook*, *Faculty Handbook* or *Employee Handbook* shall prevent the Title IX Coordinator from conducting a prompt, fair and thorough investigation into allegations into reported Title IX violations, including, but not limited to, sex/gender discrimination or Sexual Misconduct, or from taking interim measures during the pendency of any investigation or appeal.

Anyone who knowingly makes a false accusation of discrimination, harassment, or retaliation of any form will be subject to appropriate sanctions. Failure to prove a claim of discrimination, harassment, or retaliation does not, in and of itself, constitute proof of a knowingly false accusation.

In order for FGC to conduct a prompt, fair and thorough investigation into incidents covered under these procedures and commence appropriate disciplinary proceedings (if the victim so chooses), a victim of Sexual Misconduct or other forms of sexual violence is encouraged to follow these procedures immediately following the occurrence, when possible.

PROCEDURES SURVIVORS SHOULD FOLLOW:

- A) Get to a safe place immediately and call someone s/he trusts;
- B) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove the offense, or in obtaining a protective order, restraining order, and/or no-contact order. Examples of such evidence include:
 - i. Clothing worn during the incident, including, but not limited to, undergarments
 - ii. Sheets, bedding, and condoms, if used;
 - iii. A list of witnesses with contact information;
 - iv. Text messages, emails, call history, and social media posts; and
 - v. Pictures of any injuries.
- C) Call the appropriate law enforcement agency. If the incident occurred on campus, contact FGC's Campus Public Safety at 386.623.2398. If the incident did not occur on campus, call 911 or the law enforcement agency having jurisdiction where the incident occurred;
- D) Get medical attention. Campus Public Safety may offer first aid. However, medical attention of a more serious nature will be provided by the county rescue squad and/or by local hospitals, if needed. In possible rape cases, medical personnel at local hospitals may be asked to conduct an initial forensic physical examination or gather physical evidence of a medical nature with your consent. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit during a physical examination.
- E) Talk to a counselor. The College will assist victims of Sexual Misconduct and other forms of sexual violence in obtaining the services of counseling professionals, if requested. However, the College will not assume financial responsibility for the obtaining and/or providing of such services. For off-campus-counseling services for students, contact BayCare at 1.800.878.5470 or by visiting its website at BayCare.org faculty and staff contact UNUM at 1.800.854.1446 or by visiting their website at LifeBalance.LifeWorks.com The offering of counseling services by the College shall not in any way be construed as the College's implying or admitting to in whole or in part, any inappropriate or wrongful actions on the part of the College, its agents or employees.

Tobacco Products and Designated Smoking Areas

[6HX12:10-08](#)

It is the policy of the District Board of Trustees that the use of any tobacco products are prohibited inside any buildings on campus, on covered porches or covered areas attached to covered porches, in hallways/corridors, or within 25 feet of any exterior door. Tobacco product use includes smoking and smokeless tobacco, as well as, synthetic products and vaporizers. The College has designated tobacco use areas on campus that include:

1. The gazebo east of Building 103;
2. The gazebo north of Building 014;
3. Anywhere in an open-air area at least 25 feet from any sidewalk, building, or area where people assemble prior to entering a building.

Cigarette butts should be disposed of properly by using conveniently placed ashtrays. Failure to do so will be considered littering. Violation of this policy may result in warnings, fines, and/or other disciplinary action.

Traffic and Parking

[6Hx12:10-03](#)

The Department of Public Safety has the authority to enforce all parking and traffic regulations on the Florida Gateway College Campus.

- A. Definitions
 - a. Licensed vehicles-
 1. Motor vehicle per Florida Statute 320.01
 - b. Unlicensed vehicles-
 1. Skateboards, scooters or any device equipped with wheels upon which a person may stand or ride.
 2. Roller-skates/in-line skates (Devices intended to be strapped to the foot with wheels.)
 3. Bicycle per Florida Statute 316.003(2)
 4. Hover boards, a levitating board used for personal transportation.
- B. Anyone operating any vehicle on any of the campuses of Florida Gateway College must do so in a safe, courteous, and legal manner. Faculty and Staff are provided free parking hangtags. Students are not required to have parking hangtags.
- C. All motor vehicles on the campus will be properly licensed and insured.
- D. Parking is only allowed in designated spaces.
- E. Violations and fines are listed in District Board of Trustee Procedure [6Hx12:5-05](#).
- F. Designated Parking: Parking spaces are designated from 7:00 a.m. until 4:30 p.m. for faculty/staff. The spaces designated "Handicap Parking", which are available to individuals displaying a handicap decal issued by the Department of Highway, Safety, and Motor Vehicles, are designated 24 hours a day, seven (7) days a week. Reserved parking for Cosmetology patrons is Wednesday, Thursday, and Friday from 7:30 a.m. until 3:30 p.m.
- G. Abandoned motor vehicles left on campus over one week will be towed and stored at the owner's expense.
- H. Bicycles will be ridden in a safe manner with all pedestrians having the right of way. Bicycle traffic shall be restricted to those roadways open to motor vehicles. All other sidewalks, passageways, concourses, and hallways are closed to bicycle traffic unless clearly marked as open to such traffic.
- I. Skateboards, scooters, hover boards, roller skates, and in-line skates may not be ridden anywhere on the property of Florida Gateway College.
- J. Parking is prohibited in the following areas:
 1. Within 10 feet of a fire hydrant or in a fire zone
 2. In a loading area
 3. In a driveway
 4. On a sidewalk
 5. On a crosswalk
 6. On grass
 7. In an area obstructing traffic or properly parked vehicles
 8. Reserved spaces
 9. Within an intersection

- K. During special events, certain parking lots and roads may be restricted.
- L. The college assumes no responsibility for any damage to motor vehicles or for any loss while vehicle is driven or parked on Campus Property.
- M. The speed limit on Campus is 15 MPH.

Trespassing

[6Hx12:9-08](#) Student Discipline

When an office or facility is clearly closed, it is against college policy for anyone other than employees of the College to gain access. Students who enter closed facilities are in violation of the Student Code of Conduct. Persons who enter closed facilities will be treated as trespassers and local law enforcement officers will be notified.

Everyone in the College community must report any crime or violation that is experienced, or witnessed, to the FGC Department of Public Safety and the Student Conduct Officer, or the Director of Human Resources. We have a responsibility for our own safety as well as the safety of all members of the campus community. Conflicts will be handled informally, insofar as possible, at the lowest level, between the parties involved.

STUDENT RIGHTS

Student Rights

[6Hx12:9-08](#) Student Discipline

All students are guaranteed the following rights:

- The right to specific written notification, seven instructional days before the disciplinary proceeding, of the alleged charge(s), resolution(s), and or sanction(s). (It is the responsibility of the student to have a current mailing address on file with the Office of Enrollment Services.)
- The right to a copy of all redacted written statements regarding the alleged charge(s);
- The right to a prompt appeals meeting;
- The right to refuse to give self-incriminating statements;
- The right to a full and complete record of the appeals meeting;
- The right to an appeal of a disciplinary resolution(s) and or sanction.

Disciplinary Process

[6Hx12:9-08](#) Student Discipline

1. All allegations of violations of the Student Code of Conduct should be reported to the Vice President of Student Affairs and Enrollment Services who will provide the allegation and all information to the Student Conduct Officer. Charges may be filed by student, faculty, staff, or guests of the College and should be made in writing. The burden of proof in disciplinary matters rests with the complainant.
2. Student Conduct Officer will schedule a meeting within five (5) business days to discuss with the student and or group the alleged charges and begin an investigation into the allegations. Emergencies that threaten the safety of the FGC community will be handled immediately.
3. The student must participate in the Student Conduct meeting. Not complying with this request will result in a Student Conduct Hearing.
4. The Student Conduct Officer will interview the accused/witness (es) and review all evidence related to the alleged charge(s). The Student Conduct Officer will render a decision and impose resolution(s)/sanction(s).
5. The student will receive written notification of the resolution(s)/sanction(s) within five (5) days of the final decision rendered by the Student Conduct Officer.
6. If the student does not agree with the decision rendered, they may request an appeal hearing within five (5) days of receiving the written notification of the resolution(s)/sanction(s).
7. The student will contact the Student Conduct Officer in writing of their request for an appeal hearing, and the Vice President of Student Affairs and Public Information, to arrange a date and time for an appeal hearing. The student will receive written confirmation of the scheduled hearing date and time.

8. The Vice President of Student Affairs and Public Information will hear the case, review evidence and render a decision. The Vice President of Student Affairs and Public Information may accept or reject the decision of the Student Conduct Officer. If the student fails to appear for the hearing (without prior notification), the Vice President of Student Affairs and Public Information will render a decision without hearing the student. Prior notification will result in a rescheduled hearing.
9. The student will receive a written notification within five (5) days of the final decision rendered by the Vice President of Student Affairs and Public Information.
10. If the student does not agree with the decision rendered by the Vice President of Student Affairs and Public Information, they may appeal to the President within five (5) days. The appeal must be made in writing to the Student Conduct Officer. The President will review all file information and render a decision. The President is the final authority.
11. A student discipline file will be maintained with all documents.

Disciplinary Resolution(s)/Sanction(s)

[6Hx12:9-08](#) Student Discipline

One or more of the following *penalties* may be assessed against an individual or group for violation of the Student Code of Conduct:

One or more of the following *resolutions/sanctions* may be assessed against an individual or group for violation of the Student Code of Conduct or other related college policies:

1. Official Warning: A written statement from the Student Conduct Officer detailing violation(s) to the Student Code of Conduct or other related college policies, recorded in the student's disciplinary file.
2. Restitution: The student or group is required to pay for damages to College property provided that such payment shall be limited to the actual cost of repair or replacement of such property.
3. Fines: The student or group may be required to pay reasonable fines assessed by the Student Conduct Officer or the Vice President of Student Affairs and Public Information.
4. Facility Usage and Participation: Temporary or permanent loss of privilege of use of College facility and/or participation in campus activities and programs.
5. Apology: A written statement of regret written by the individual or group and approved by the Student Conduct Officer.
6. Disciplinary Probation: Formal written warning that the student's conduct is in violation of the Student Code of Conduct or other related college policies. The continued enrollment of the student is contingent on the maintenance of satisfactory conduct during the period of probation.
7. Community Service: Participation in or completion of a variety of programs or activities on campus or in the community based on the nature of the offense.
8. Suspension: Temporary separation of the student from the College for a specified period of time. Suspended students are excluded from all classes, privileges, facilities and activities.
9. Expulsion: Permanent separation of the student from the College, preventing readmission to the institution.

Violations of Student Code of Conduct

- A) The Vice President of Student Affairs and Public Information is authorized to immediately suspend a student from the College if the Student Conduct Officer feels that the student's presence represents a threat to the safety, health or general well-being of the student body or the College. The suspended student must be informed in writing (email and/or letter) of this action. (It is the student's responsibility to have a current mailing address on file with Office of the Enrollment Services Office).
- 1) Any student who wishes to appeal a decision of "suspension or expulsion" must notify the Student Conduct Officer in writing within five (5) days of the decision.
 - 2) The Student Conduct Board will function as the first level of appeal for decisions of "suspension" or "expulsion." The Student Conduct Board consists of a formal hearing before a panel of three appropriately trained and impartial faculty and staff members.
 - 3) All charges shall be presented to the respondent in written form via the student's Florida Gateway College email address. A time shall be set for a Student Conduct Board hearing, not less than seven (7) nor more than thirty (30) instructional days after the student has been notified.
 - 4) The Student Conduct Board hearing shall be conducted in private.
 - 5) The complainant, respondent, and their advisors, if any, shall be allowed to attend the entire portion of the hearing, at which information is received (excluding deliberations). The complainant and respondent have the right to be assisted by an advisor of their choice, at their own expense. If the complainant or the respondent intend to have an attorney serve as their advisor, they must notify the Student Conduct Officer within 24 hours of receipt of notice of the hearing. The College reserves the right to have counsel in attendance or on notice for the hearing.
 - 6) If a respondent, without notice, does not appear before a Student Conduct Board hearing, the information in support of the charges may be presented and considered even if the respondent is not present.
 - 7) The decision of the Student Conduct Board will be made available to the parties involved within three (3) instructional days after the appeal meeting.
 - 8) Any student who wishes to appeal the decision of the Student Conduct Board must do so five (5) instructional days of the decision. The appeal must be made in writing to the Student Conduct Officer, who will provide the disciplinary file to the Vice President of Student Affairs and Public Information.
- B) Appeals of "suspension or expulsion" may be made by any principal involved, and must be based on one or more of the following criteria:
- 1) Prejudicial error as to a question of policy or procedure.
 - 2) Abuse of discretion by a committee member or administrator in that the sanction of "suspension" or "expulsion" imposed is inappropriate for the offense.
 - 3) New information is available that could influence the decision.
- C) The College President is the final authority.

Students Charged with the Commission of a Felony

[6Hx12:9-18](#)

Should it be determined that an individual has been charged with the commission of a felony, a panel shall immediately conduct a hearing to make a recommendation to the President as to whether or not the individual charged with the felony be suspended from classes. The panel shall take into account the nature of the alleged offense and the individual's prior record in making its recommendation as to whether the individual should remain enrolled pending adjudication of the alleged offense. The panel referred to herein will be comprised of members of the Student Conduct Board, as established in Policy and Procedure [6Hx12:9-08](#).

Academic Appeals

[6Hx12:09-39](#)

Please refer to college policy [6Hx12:09-39](#) for appropriate guidelines and instructions.

Ombudsperson

A student may appeal to the Office of the Ombudsperson a decision that is related to the student's access to courses and credit granted toward the degree. The Ombudsperson can be reached at 386.754.4441. The Ombudsperson may serve as a student advocate and/or mediator regarding academic matters. The Ombudsperson is accountable to the College President in their role as Ombudsperson. This information is provided to students in the [Academic Catalog](#) and the Student Handbook, which are available online and viewed at the [College Web site](#).

Initiation of a Grievance

A student having a grievance or complaint should first confer with the appropriate faculty/staff member in an endeavor to resolve the problem. If there is a conflict of interest with this person, or the problem cannot be resolved, the complainant shall be directed to the appropriate Director, Executive Director, or Coordinator.

Please refer to college policy [6Hx12:6-10](#) for appropriate guidelines and instruction.

A copy of the Grievance policy in Spanish may be requested through Human Resources in Building 001, Room 116.

The equity officer for the college is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, Florida 32025. Telephone: 386-754-4313.

STUDENT FEES

The College District Board of Trustees reserves the right to change its rules without notification.

Fee Schedule

The fee schedule located under Tuition, Fees and Bill Payment in the College Catalog on the Web, at [College Web site](#).

College Refund Policy

The college refund policy located under Business Services in the College Catalog is seen at the following link: [Business Services](#).

OTHER CAMPUS SERVICES

College Bookstore

Building 014

The Florida Gateway College Bookstore is Follett, and is available as a service to students, faculty, administration, and staff. The FGC Bookstore works directly with faculty to determine and offer the required and recommended textbooks and materials needed for classes offered by Florida Gateway College including Internet and Distance Learning classes. The Bookstore offers new textbooks, used textbooks, rental textbooks, digital textbooks, reference books, study aids, computer software, dictionaries, school supplies, art supplies, backpacks, calculators, imprinted clothing/gifts, and a variety of snack foods. Additional services also include special orders for books and computer software that are not normally carried in the store. The FGC Bookstore organizes and conducts a textbook buyback for students to sell their used textbooks year-round. Please include all reusable components packaged with the textbooks such as disks, audiotapes and study guides during the buyback transaction. A FGC student ID is required for a buyback transaction.

The FGC Bookstore accepts cash, checks, Visa, MasterCard, and book slips authorized by Financial Aid and the third-party billing office. Book slips may be used when purchasing online; [FGC Bookstore](#). Check and credit card purchases must be for the exact amount of purchase and require student photo identification. Students are encouraged to bring their class schedule and student identification when purchasing textbooks to ensure the correct textbooks and/or material is being purchased. Refunds on textbooks will be allowed during the first seven days of the fall and spring semesters and the first four days of each summer term with original receipt. The Bookstore reserves the right to not accept or to issue a partial refund for packaged textbooks that have been opened, textbooks with missing or used supplements (CDs, audio cassettes, access codes,) or textbooks that have been marked or damaged after purchase.

The Bookstore is located in the Student Union Building (014). We encourage students to shop their College Bookstore for textbooks, supplies, clothing, snacks, and excellent service. If you wish to contact the Bookstore, please call 386.754.4320 or [FGC Bookstore](#).

Library

Building 200

The Wilson S. Rivers Library and Media Center is the newest building on campus and houses the library and media divisions of Florida Gateway College. The library contains a collection of thousands of catalogued books, e-books, DVDs, microfilm and original art.

The library has more than 70 computers for student access, as well as Wi-Fi. There are five study rooms available for students to encourage individual and group study. Digital microform readers, black & white printing and photocopy machines are available.

Registered students have online access 24/7 to millions of journal articles and many full-text databases. These are available through the [College Web site](#). A Student ID is required to use library services. The library orientation offers a guide to navigating the databases, and is often required for students to complete. It is available on the library website.

The library maintains cooperative agreements with the public libraries in each of the counties of its district. This provides students with local library support, Internet access to electronic databases, and Reserve services.

The library also maintains convenient day and evening hours to support student, faculty, and community needs.



STUDENT SERVICES

Advising Services

Building 014

Academic advisors provide students with confidential academic, social, and developmental advising to ensure they receive the individual attention they need to succeed. Students are required to contact an academic advisor prior to registering for their first semester. It is strongly recommended that all students entering a program, changing majors, or inquiring about transfer of credits, contact an academic advisor for assistance. Academic advisors additionally serve as liaisons and referral agents by helping students gain needed assistance from other FGC divisions or from the community.

Students should maintain regular contact with their academic advisors throughout their academic careers at FGC. Students are encouraged to consult with an academic advisor if they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, and program administrators.

Secrets to Academic Success

- Develop a personal education plan (PEP) with your academic advisor.
- Have a backup plan for childcare, transportation, or work. When problems arise, you will not have to miss classes.
- Know about and use the many FREE college resources, tutoring, library, computer labs, and Baycare.
- Join a study group or find a study buddy.
- Read your course syllabus very carefully for assignments, quizzes, and test dates.
- Do not be afraid to ask questions or participate in class. The more you understand, the better your grades will be.
- Know your critical dates: the beginning of registration, the last day to drop or add a class, and withdrawal deadlines.
- If you are working full-time, consider a 3-3-2 schedule: three classes in the fall, three classes in the spring, and two classes in the summer.
- Protect your financial aid. Keep your GPA above a 2.0 and maintain the correct completion rate. Find out more from a Financial Aid Specialist.
- Face problems head-on. Talk to someone right away and get help.
- Know yourself. Take pride in what you do well, but do not forget to work on areas of weakness.

Career Center

Building 014

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 Coach (<https://fgc.emsicc.com>), our career exploration tool, 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 includes 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 014 on-campus or by visiting the Career Services Center's web page on the Florida Gateway College's website: <https://www.fgc.edu/students/student-resources/career-services/>. Students wanting to visit the center should call (386.754.4298) or email (Career.Services@fgc.edu) to schedule an appointment.

BayCare Life Management - Student Assistance Program

BayCare Life Management provides a comprehensive student assistance program for Florida Gateway College students. The program provides twenty-four-hour telephone access for personal counseling issues. Counseling topics may include stress, anxiety, adjustment to college, depression, substance abuse, unhealthy relationships, time management, etc.

There is no cost to the student for assessment, referral, and up to three counseling sessions per student per year. Students may call BayCare toll-free at 1.800.878.5470 to access these free services. These calls and subsequent counseling sessions are confidential.

BetterMynd – Online therapy for College Students

[BetterMynd](#) is an online therapy platform that allows college students to access confidential video therapy sessions with their diverse network of licensed mental health counselors, all from the privacy and convenience of your laptop or mobile device. BetterMynd's counselors can help students struggling with a wide range of issues, including anxiety, depression, stress, relationship issues, substance abuse, trauma, LGBTQ+ issues and more. Through a partnership with BetterMynd, each Florida Gateway College student can access up to six (6) online therapy sessions with the counselor of your choice. To get started, you can register using your student email address at any time by going to: www.BetterMynd.com.

Accessibility Services

Building 007

The Office of Accessibility Services (OAS) provides reasonable accommodations for qualified students with documented disabilities enrolled at FGC, regardless of location or instructional delivery format. The OAS and its designated representatives are available to advise students regarding eligibility for classroom and testing accommodations and other disability-related services. The process for obtaining a reasonable accommodation(s) is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation(s). The student has the responsibility to provide FGC with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodation(s). Student requests for accommodation(s) will be considered on an individual basis. Each student with a disability should contact the OAS prior to the commencement of classes to discuss their needs.

Florida State Board of Education Rule 6A-10.041 authorizes reasonable course substitutions for any person who has a hearing impairment, visual impairment specific learning disorder, orthopedic impairment, speech/language impairment, emotional or behavioral disability, autism spectrum disorder, traumatic brain injury, intellectual disability, or other health impairment. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program.

Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity. To obtain more information from the OAS, please call 386.754.4393, email Accessibility.Services@fgc.edu, or visit our website at [Accessibility Services](#).

Student Success Center

Building 008

Located in Building 008 on the main campus, the Student Success Center (SSC) is a stand-alone, multi-purpose, learning/success center housing the student success office tutors and TRIO Student Support Services. The center is available to all FGC students from 8 a.m. to 6 p.m. Monday through Thursday during all semesters and on Fridays, excluding summer terms, from 9 a.m. to 4:30 p.m. The lab provides over 50 computers that are internet accessible and preloaded with software programs commonly required for students. Students may check their emails, surf the web, or work on assignments using the latest version of Microsoft Office, Canvas, Internet Explorer, Firefox, or Chrome. Assistance is available for all these systems. Test proctoring is also available as permitted. For more information, you may call 386.754.4382 or 386.754.4437.

The Student Success Center provides peer tutors for all levels of math, reading and writing, chemistry, physics, Spanish, and statistics. Tutors receive training under College Reading and Learning Association (CRLA) guidelines and strive to achieve levels I and II certification. The SSC also offers peer mentors for college success and course assistance for students taking SLS 1105 Skills for College Success and SLS 2370 Personal Academic and Career Engagement. Tutor and mentor schedules are posted around campus at the beginning of each semester. Visit the SSC for the latest updated schedule.



For more information on the Student Success Center at FGC, please visit the Student Success Center (Building 008) or contact us at 386.754.4479 or 386.754.4382.

TRIO Student Support Services Building 008

TRIO Student Support Services at Florida Gateway College is a federally funded grant program through the US Department of Education in which the mission is to assist first-generation college, low-income or disabled students in succeeding and excelling at FGC. Our goal in TRIO SSS is to support current FGC students by helping them to maximize their potential and make the most of their college experience. TRIO SSS provides a welcoming, positive environment that encourages students to complete their degrees and meet their higher education and career goals. Our students are offered opportunities for academic and personal growth that extends beyond traditional academic programs. We will help our students thrive academically, professionally, and personally by offering individualized support. The ultimate goal of the FGC TRIO SSS program is to increase the retention and graduation rates of our students by providing excellent support services to them.

TRIO SSS provides:

- Personal Success Coaches
- Scholarship Aid for Qualified Students
- Academic Resources
- One-on-one Tutoring
- Exposure to Cultural Events
- Financial Literacy Training
- Advice and Assistance with Course Selection
- Financial Aid Assistance
- Transfer Assistance to 4-year programs
- University Campus Tours

For more information on TRIO SSS at FGC, please visit the Student Success Center (Building 008) or contact us at 386.754.4440 or 386.754.4445.

Cost of Attending FGC

The estimated cost of attending FGC can be found in the College Catalog under Student Services at the following link: [Academic Catalog](#).

Online Self-Service for Students

Students with a Password may access online self-service for students from the MyFGC link on the College's Web page. Among other things, students may:

- Register for classes, including add/drop, during established registration period
- Pay for classes
- View or print schedule of classes
- View or print unofficial transcripts
- View and print final grades
- View account summary
- Perform degree evaluations to see classes or other requirements for a major
- Update address
- View assigned student e-mail address
- Check financial aid status
- View and accept/decline financial aid awards
- Password Resets (MyFGC/Email/Canvas) IT Helpdesk 386-754-4408

Athletics

In January 2017, the Florida Gateway College Board of Trustees approved the reinstatement of our intercollegiate and intramural sports programs. Enjoying a long history of success in competitive sports, including state championships in men's basketball and women's slow-pitch softball, the college takes great pride in its athletic programs: Women's Flag Football, Men's and Women's Cross Country, Softball, Men's Basketball, Cheerleading, Women's Golf and co-ed ESports.

To compete in intercollegiate athletics, a student must graduate from high school, be enrolled full time and satisfy state and national eligibility requirements. FGC is a member of the National Junior College Athletic Association (NJCAA) and the Florida College System Athletic Association (FCSAA).

For more information, please contact the Athletic Director at 386.754.4271.

Intramurals

Looking for a little friendly competition? The intramural sports program encourages participation in a competitive, yet fun, sports program. Events are offered featuring dual, individual, and team competitions. Student participation in the intramural sports program makes it one of the largest activities on campus. You need not be a star athlete to participate! Play for the fun of it and experience for yourself why intramural sports is where the action is!

Students must have a Florida Gateway College student ID in order to play. Participation is limited to Florida Gateway College students, faculty, and staff.

If you have any questions, please contact the Wellness Center Coordinator at 386.754.4371.



New Student Orientation

Congratulations and welcome to FGC! We are here to help you achieve your higher education goals – and that begins with Orientation. Orientation connects students to educational and social programming, involvement opportunities and college resources. At orientation, we strive to welcome, prepare, and support the transition of new students and families into the Florida Gateway College community. Orientation programs are strongly recommended for all First-Time in College (FTIC) students, re-admit students who have not attended in the last two years, and transfer students. Students are oriented to their programs via an on-campus orientation or online orientation. To learn more about orientation, [New Student Orientation](#) or call 386.754.4222.

Residence Life

Living on campus provides unique opportunities to live, learn, and grow at FGC. Studies have shown that students living on campus perform well academically and develop a greater sense of belonging that helps foster overall success during and beyond college. As part of the Department of Student Life, Residence Life hosts numerous programs designed to get you out, get you moving, and socializing with other members of the campus community. The Residence Life Supervisor, a full-time professional staff member, and Resident Assistants (student staff members) live in the community with the residents and respond to issues 24/7. If you want to know more about living on campus, please email residence.life@fgc.edu.

Student Activities

“The Hall” Building 007

The Student Life team invites you to come relax and refresh your mind in the Charles W. Hall Student Center otherwise known as “the Hall”. Located in Building 007 the Hall has numerous fun and relaxing activities to fit almost any students’ interest. We offer students the use of our recreation room, computer and console gaming equipment, outdoor gaming equipment, and lounge areas. All equipment is free for the students to use with their current FGC student ID, and we even offer equipment check out for the weekend.



Please note that there is a replacement cost assessed to the responsible student should equipment not be returned.

Amenities & Services

For students who may need them, there are vending machines, a microwave, and a phone charging station that are located in the Hall. In addition to these services, you can also find the Student Food Closet that is available to any student who is food insecure and a Career Closet for students who need business casual clothing for presentations, interviews, etc.

Events

The Hall is also home to the Student Activities Office, which hosts many social and cultural events that will enhance your overall college experience. These events usually offer a variety of entertainment, giveaways, and free food. Throughout the week, SA also hosts drop by activities to promote student engagement outside of the classroom. All of these events and activities can be found on the SA calendar, which is updated each month and posted on the Student Life website, or text SAO to 386-382-4316 for event updates.

Wellness Center

Located in Building 30, the Wellness Center houses free weights, resistance-training machines, cardio machines, cross training equipment, and an aerobics room. All current students may use the fitness center at no charge while classes are in session. The fitness center is closed between semesters. Students are required sign in with their college ID for admittance. If you have any questions, please contact the Wellness Center Coordinator at 386.754.4371.

Identification Cards

Students taking classes on campus must obtain a student identification (ID) card from the Student Activities Office. Any students registered for on campus classes must stop by the office for a card. The student's picture, name, and student ID number appear on the card, which serves as campus identification and entitles the student to library privileges, admission to all student activities-funded events, and voting privileges in student elections.

An ID card is valid for two years from the date of issue unless enrolled in specialty programs that end before the 2-year period. Your first ID is free; however, if you need to get a replacement ID before the expiration date, a \$5.00 fee will be charged to your student account.

To obtain a student ID, students will need to bring a copy of their schedule and a government issued ID. Students enrolled in specialized programs should self-identify to ensure they receive the proper ID type.

Student Government Association

Student Government at Florida Gateway College operates through elected representatives and club representatives. The Student Government Association serves as a liaison between the student body and the College administration. Students are urged to become involved in the executive or legislative branches of Student Government.

The Student Government Association meets on a regular basis. Students interested in becoming part of this organization should contact the Director of Student Activities at 386.754.4317 for additional information or visit the Student Government web page at [Student Government](#).

Student Representation in College Governance

Students are representatives on campus committees that have the duty to propose policies that affect curriculum, programs, student activities and conduct. Student representatives are recommended for these committees by the Student Government Association and appointed by the Vice President for Enrollment Management and Student Affairs.

Student Organizations

Enhance your college experience by joining a student organization on campus. By joining an organization, you will gain valuable leadership skills, experience working as a team, and build lifelong friendships. Current student organizations include Brain Bowl, Bass Fishing Club, Cosmetology, Future Teachers Club, Fellowship in Christian Athletics, Cultures in Action, Phi Theta Kappa, and the Art Club. To join any existing clubs, please contact the faculty/staff advisor. Contact information can be found at the following link: [Student Organizations](#).

Create Your Own Club

Don't see a club that interests you? Starting a new club is easy. The first step is to find five people who would be interested in creating a new club with you. You will then need to stop by the Student Life Office or website to obtain a new club charter packet and let us help you get the ball rolling. Student Organizations

Student Conduct

College students are expected to conduct themselves appropriately both on and off campus. Students are subject to federal, state, and local ordinances as well as regulations prescribed by Florida Gateway College. A breach or violation of any of these laws or regulations will result in disciplinary action.

Every student, by the act of registering at Florida Gateway College, is obligated to follow the rules and regulations established by the College. Specific regulations outlined in this Student Handbook are also available on the College Web site.

The College reserves the right to discipline any student whose conduct is considered unbecoming or detrimental to the College or the community.

The Student Conduct Officer is responsible for the administration of student discipline as described in the Student Code of Conduct. The Student Conduct Board or the Vice President for Student Affairs and Public Information hears first level appeals. The President is the final authority on appeals at the institutional level.

ENROLLMENT MANAGEMENT

Enrollment Services

Building 015

Enrollment Services Office staff provide assistance and guidance to students as it relates to the process associated with general admission or readmission to the College (including international students) as well as information regarding programs and services available at FGC at both the lower- and upper-division levels.

Additional services provided by the office include:

- Registration
- Add/drop/withdrawal
- Grade recalculation
- Verification/certification of enrollment status
- Graduation
- Name and address change processing
- Veterans' services
- Change of Major
- Transcript evaluation

To order official FGC transcripts, students should use the Request Transcripts link at the bottom of the FGC web page.

The Veteran's Certifying Official provides information and assistance to students who are eligible to receive veterans' benefits. For more information, contact the Enrollment Services Office at 386.754.4280.

See the current college catalog for information regarding FGC's policy covering evaluating, awarding, and accepting transfer credit or credit for experiential learning, advanced placement and professional certificates.

The Enrollment Services Office is located in Building 015, and can be reached by telephone at 386.754.4280 and/or e-mail at Enrollment.Services@fgc.edu.

College Admission Policies

Florida Gateway College adheres to the open-door admissions policy for associate-level degree programs and workforce education programs, providing open-access to superior, affordable, quality education and training opportunities. Florida Gateway College does not discriminate in education or employment-related decisions based on any legally protected status in accordance with the law. For additional information, see the Statement of Equal Access/Equal Opportunity.

FGC adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required affording equal educational opportunity.

All prospective students are required to complete an application for admission to the College. In accordance with Florida Statutes, FGC may consider the past actions of any person applying for admission to the college and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the institution. FGC reserves the right to refuse admission or enrollment or to place conditions upon admission or enrollment of applicants/students.

Admission to degree and certificate programs requires graduation from a credible, legitimate high school, a credible high school equivalency diploma (ex. GED®), or, in the case of a student who is home educated, a signed and notarized FGC Home Education Completion Affidavit attesting that the student has completed a home education program as prescribed by the state statute in which the home school completion was achieved. Some programs of study do not require high school completion; however, graduation from a credible high school with a standard high school diploma, issuance of a credible high school equivalency diploma, or qualification of home school completion is required for the award of financial aid.

The admissions process for baccalaureate programs requires that all students, including those native associate degree graduates, apply for baccalaureate admission through a separate admissions process in order to be admitted into the upper division level of the college. Official transcripts are required from a regionally accredited college or university indicating the applicant has earned an Associate in Science (A.S.), Associate in Arts (A.A.), or higher degree with a GPA of 2.0 or higher, if the degree was not earned at FGC. Admission to some FGC baccalaureate programs requires specific degrees. Students applying for admission to one of FGC's bachelor's degree programs are encouraged to meet with a program advisor regarding any admission requirements and deadlines specific to the baccalaureate program of intent.

General admission to the College does not imply nor guarantee acceptance into any program with special admissions requirements or designated as limited access. Additionally, admission to the College does not signify that the student has met or will meet requirements for professional licensure or certification. If completion of a program of study results in professional licensure or certification, students are encouraged to obtain information relative to qualifications prior to entering the program of study.

For additional information about admission to the College and the admission process, refer to the Admission section of the College Catalog, the Discover FGC/Admissions web page, or contact the Office of Enrollment Services via email at Enrollment.Services@fgc.edu or by phone at 386.754.4280.

Information about Dropping Classes, Withdrawals vs. F grades, and "I" Grades

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from a class by the appropriate published date (see [Academic Calendar](#)).

Withdrawals and non-passing grades result in increased time and cost to complete a degree.

Drop: Classes may be dropped during the established registration/add/drop periods. (The add/drop deadlines for express session may vary.) The course does not show up on the transcript and all fees are refunded.

Withdrawals ("W" Grades): After the deadline to drop a class has passed, a student may withdraw from the course. Students must withdraw before the withdrawal deadline published in the [Academic Calendar](#). Withdrawals are not allowed after that date. The instructor must provide the last date of attendance, which must be included on the withdrawal form. Students should not wait until the withdrawal deadline to begin the process as obtaining all of the required authorizations may take additional time.

When a withdrawal is processed, the course and grade of “W” are shown on the transcript and is counted as an attempt at the course. The “W” grade is not permitted on a third or subsequent attempt at a course. The grade reverts to “F”.

For additional information regarding the full withdrawal process, please review the Academic & Instructional Services portion of the [College Catalog](#).

“F” Grades: A grade of “F” is calculated into the GPA, and is counted as an attempt. Courses with a grade of “F” may be repeated. If repeated, only the most recent grade will be calculated into the GPA after grade recalculation. All grades for a third or subsequent attempt will be included in the GPA.

“I” Grades: A grade of “I” may be awarded at the discretion of the instructor, if the course is almost complete, but cannot be completed by the end of term due to extenuating circumstances. “I” grades must be changed by the instructor by the deadline shown on the academic calendar or will revert to a grade of “F”. The instructor must submit a grade change form to change the grade. An “I” grade may not be received in a third or subsequent attempt. The grade reverts to “F”. “I” grades prevent the student from receiving recognition on the President’s List or Vice President’s List and do not meet prerequisites for other courses.

Grade Forgiveness Policy: A class may not be repeated if you have passed it with a “C” or higher (some exceptions specifically noted in the College Catalog). For classes in which a grade below a “C” was received, FGC recalculates the GPA when a student repeats a course and receives a grade. Students should check their unofficial transcript on MyFGC to ensure that the GPA has been recalculated. If it has not, contact Enrollment Services to request the calculation. Only three attempts at a class are permitted, except through an appeals process. In 3rd or subsequent attempts, a letter grade must be awarded (no “W” or “I” grades). According to state law, students must petition to exceed three attempts at a class. A 4th attempt is allowed only when approved by the Vice President for Student Affairs and Public Information. The student must submit a written petition to the Vice President. State law prohibits more than 4 attempts at a class.

For additional information regarding Academic Honors or Academic Standards of Progress, please refer to the [College Catalog](#).

Dual Enrollment

Building 200

Dual Enrollment is dependent on academic readiness, social maturity, and motivation. Public school students must be recommended by the high school guidance counselor, principal or a designee to participate in Dual Enrollment. As required by Section 1007.3 of Florida Statutes, the College utilizes the state-approved college placement testing system as a measure of academic readiness. The test scores may be no more than two years old. The program is open to 6th thru 12th graders who meet the required minimum test score levels and have the required GPA. The pupil must have minimum 3.0 high school unweighted grade point average on the 4.0 scale and a 2.0 GPA for vocational courses.

Financial Aid

Building 014

The Financial Aid Office helps remove financial barriers by providing resources and information that assist students with college expenses. Four different types of financial aid help support student needs. They consist of federal, state, institutional, and local financial aid. Students are encouraged to seek assistance from all categories. Federal and state financial aid is awarded according to each individual's relative financial need as defined by the U.S. Department of Education formula "Cost of Attendance (COA) Student Aid Index (SAI)."

Financial Aid Application Process

The financial aid process can take several of weeks to complete and students are encouraged to apply early. Applications should be completed annually and submitted on or after October 1st in order to be considered for all types of aid for which they may be eligible.

To be considered for all types of aid the applicant should complete the following steps:

Step 1: Complete the Free Application for Federal Student Aid (FAFSA). For FAFSA on the web, go to <http://www.studentaid.gov>. Begin to apply and submit your FAFSA on or after October 1st. We encourage students to apply early! At Florida Gateway College, we have priority deadlines to complete your financial aid file. Check the Academic Calendar for more information.

Step 2: Review your Student Aid Report (SAR). After you apply, if you listed an e-mail address, you will receive an e-mail stating that you can download your SAR. If you did not list an e-mail address, a paper SAR will be sent to you from the processor. Your SAR contains the information reported on your FAFSA and usually includes your Student Aid Index (SAI). The SAI is an index used to determine your eligibility for federal student aid. Review your SAR information and make any corrections or changes, if necessary. The school(s) you list on your FAFSA will get your SAR data electronically.

Step 3: Contact the school(s) you might attend. Make sure the Financial Aid office has all the information needed to determine your eligibility. If you are eligible and your admission is complete, the Financial Aid Office will award you an aid package based on your financial aid need. It will be important for you to check your MyFGC Portal located on area FGC's home page. Using your password, you can find out what your status is and what type of aid you have been awarded.

Financial Aid is disbursed to students as quickly as possible after classes begin. All students should inquire at the Financial Aid Office about the terms and conditions of financial assistance. As a result of the Higher Education Act of 1998, the refund/repayment requirements have changed for students receiving Title IV funds. In general, a portion of federal Title IV grants or loan funds must be returned to the Title IV programs upon a Title IV recipient's total withdrawal from school. This does not include work-study funds.

Verification Process

The U.S. Department of Education (USDOE) randomly selects 35 percent of the school's applicants for federal student aid for verification. In addition to the 35 percent selected by the USDOE, Florida Gateway College will select any SAR/ISIR with conflicting information. The institution is required by law to verify data of those selected.

Satisfactory Academic Progress

FGC's Financial Aid Office monitors your Satisfactory Academic Progress (SAP) to ensure you are successfully completing courses and therefore eligible to continue receiving financial aid. The SAP Policy standards requires recipients to maintain a 2.0 or higher GPA, maintain a 67% completion rate for all attempted classes, and complete your degree within 150% of the published length of your program (For example: a 60 credit A.A. degree, must be completed within 90 credit hours). SAP is reviewed after each term. For more detailed information on SAP (warning, suspension, Max150, and the appeals process), please see the 8/20/2024 College's website at [Academic Progress](#).

Financial Aid Appeals

Students may appeal SAP only once. There are two types of appeals, SAP and Max 150. Should a student need to utilize the appeals process, they first will need to complete the proper appeal packets that pertains to their SAP status. Appeal packets must be completed with an academic advisor and submitted to the Financial Aid Office along with any supporting documentation that is required. The appeals packets can be found under the app link under Financial Aid Suspension, or at [Academic Progress](#). We encourage all students with questions about SAP to contact the Financial Aid Office.

Board of Trustees Scholarship (BOT)

- Incoming public high school seniors should apply with their high school.
- Must be from one of our 5 district schools (Baker, Columbia, Dixie, Gilchrist, or Union)
- High school GPA of 2.5 or greater and final HS transcripts required before scholarship award can be placed on students account.
- No discipline problems.
- Attending FGC full time.
- Complete a FAFSA at [Federal Student Aid](#)
- Two letters of recommendation.
- Volunteer participation in FGC's student ambassador organization.
- Must maintain 2.5 GPA at FGC to remain eligible.
- Scholarship covers the cost of tuition for 12 Credit hours for two years; fall and spring only.
- Receives an FGC mentor.

Other Institutional Scholarships – Foundation

The Foundation for Florida Gateway College offers a range of scholarships that students can apply for. The scholarship application opens after July 1 for the upcoming aid year. An updated FAFSA and an online scholarship application is required. All students are encouraged to apply. For more information on applying for scholarships and the online scholarship application, please go to [FGC Scholarships](#).

Other Institutional Scholarships - FGC

Florida Gateway College offers an array of scholarships that can be used for tuition assistance and or books. Each institutional scholarship has its own particular requirements. Students are urged to contact the Financial Aid Office or go online to [Financial Aid](#). The financial aid page will provide more financial aid opportunities and additional information.

The Foundation for Florida Gateway College

Foundation Scholarships

The Foundation for Florida Gateway College is a 501(c)(3), non-profit, charitable organization that exists solely to provide financial support to Florida Gateway College and the students it serves. Funds are raised to provide student scholarships, purchase equipment and teaching resources and to grant other, much needed support. The scholarship application opens after July 1 for the upcoming aid year. An updated FAFSA and an online scholarship application is required. All students are encouraged to apply. For more information on applying for scholarships and the online scholarship application, please go to [OnLine Scholarship Application](#). Gifts to the Foundation are tax deductible and may be designated for a particular program, use, or area of interest consistent with FGC's mission. For more information on making a tax-deductible gift to support FGC education, call (386) 754-4201 or email Foundation@fgc.edu, or give directly at [Make An Impact](#).

PUBLIC SAFETY

We publish this information as part of our commitment to make Florida Gateway College a safe place for all students and employees.

Lost and Found

The Public Safety Office in Building 007 is the location of the lost and found office on campus. If you find any items, please take them to this office. If you have lost something, call 386.754.4490 to see if it has been turned in. Night students, call to arrange after hours pick up of lost/found item.

Emergency Call Boxes

Emergency Call Boxes (bright red boxes with emergency call buttons) are located at various strategic locations around campus.

When the call box is activated, a member of the FGC Public Safety staff will be in radio communication with the caller to determine what assistance is needed.

Follow the directions located on each call box. These call boxes are to be used for emergencies only.

Public Safety Office

The Public Safety Office is located in Building 007. The Office is staffed 24 hours every day and should be contacted for emergencies and security issues. The telephone number is 386.754.4490. The Campus Deputy on duty can also be reached on the mobile security phone: 386.623.2398. If you are calling from a campus office phone, dial 1010. The Deputy will come to the scene of the incident, and a report of the incident will be made. The Public Safety Office then notifies the proper department or division on campus.

It shall be the duty of the College, upon its designated official(s) being made aware of any situation described as criminal acts or other emergencies, to immediately take all reasonable action to prevent or minimize any harm to the employees, students, and visitors of the College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or other nature such as traffic accident. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency, which should be notified of the respective incident.

Students, employees, and visitors are encouraged to promptly report all crimes to Public Safety. If requested, the Vice President of Enrollment Management and Student Affairs will assist in reporting the crime. The Associate Dean of Student Affairs is also available to assist in locating a source for mental health or grief counseling, alcohol and drug abuse counseling, suicide prevention, or domestic violence relief. The Vice President of Enrollment Management & Student Affairs is located in Building 014, Room 108 and the telephone number is 386.754.4321 or 386.754.4324. The Associate Dean of Student Affairs is located in Building 014, Room 14 and the telephone number is 386.754.4413.

Campus Law Enforcement Practices

The campus safety personnel cooperate fully with the local and state law enforcement departments pertaining to state laws. The College does not recognize off-campus student organizations and therefore has no policy for monitoring the activity of such organizations.

Campus law enforcement personnel have the obligation to enforce all College policies and regulations. In the performance of their duties, Public Safety personnel can ask for identification and detain students. It is always in the student's best interest to cooperate with Campus Deputies.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Florida Gateway College (FGC) is committed to providing a safe learning and working environment. FGC complies with the federal law, specifically the Jeanne Clery Act (Clery Act) and Violence Against Women Act (VAWA), including the campus Sexual Violence Elimination Act (SaVE Act). FGC will not tolerate sexual assault, domestic violence, dating violence, or stalking in any form. Please see FGC Policy [6Hx12:6-45](#) for full details.

Reporting an Incident

FGC encourages any member of the college community who has experienced sexual assault, domestic violence, or stalking, or who knows another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking, to report the incident to the College.

If an FGC student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they may contact FGC Public Safety 386.754.4490. FGC Public Safety will assist all members of the FGC community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. They can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call police at 911.

Any person who has experienced a sexual assault, domestic violence, dating violence, or stalking, may also report the incident to the Vice President for Enrollment Management and Student Affairs in Building 014, 386.754.4324, or to the Title IX Coordinator in Building 001, 386.754.4314. These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and assist any survivor in notifying law enforcement, including local police, if the survivor elects to do so.

Rights and options of the survivor include the right(s) of a survivor to: Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;

- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment, if you wish);

Request the police remain at the scene until your safety is otherwise ensured; Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and obtain a copy of the police incident report at no cost from the police department. Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, FGC is committed to providing them as safe a learning or working environment as possible. Upon request, FGC will make any reasonably available change to a survivor's academic and working situation.

Survivor Confidentiality

FGC recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. FGC thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy.

While federal law requires FGC to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

FGC Educational Programs

FGC is committed to increasing the awareness of and prevention of violence. FGC makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, FGC offers practical guidance for risk reduction, violence prevention, and bystander intervention. Workshops are offered throughout the year by the Student Life office, Building 007. In addition, employee training is offered through the Human Resources office 386.754.4314, Building 001.

Campus Sexual Assault Victim Bill of Rights

Victims of a sexual assault have the right:

- To reasonable changes to academic schedule;
- To referrals to counseling, and assistance in notifying law enforcement; The same opportunity as accused to have witnesses present at the disciplinary hearing;
- To be notified of the outcome of hearing, sanctions, and terms of sanctions in place;
- To speak (or not to speak) to anyone regarding the outcome;
- To have their name and identifying information kept confidential (FERPA).

Crime Prevention

All students and employees are encouraged to report crime, and to be responsible for their own safety, and the safety of others. More information about crime prevention may be found on the Public Safety website.

Bystander Intervention

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse.

Examples of active bystander intervention include:

- not leaving an overly intoxicated person in a bar/ party alone,
- walking a classmate to their car after class,
- calling police when a potentially violent situation is unfolding,
- not leaving an unconscious person alone
 - alerting a staff member, EMS, police, etc.,
- not intervening when someone is being belittled, degraded or emotionally abused
 - walking victim away from abuser,
 - contacting others for help, like a counseling center or the Vice President for Enrollment Management & Student Affairs

In compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” the following information is made available to the campus community:

Megan’s Law

The state of Florida requires sex offender registration and community notification. You may access information about sex offender registration in your north Florida area at:

- [Klaas Kids Foundation](#)
- [Sexual Offenders and Predators Search](#)
- [Sexual Offenders and Predators Neighborhood Search](#)
- [National Sex Offender Public Website](#)
- Toll free number: 888.357.7332 or email at SexPred@fcl.e.state.fl.us

The following information and/or phone numbers are provided in the event that you or a loved one needs assistance from a support group or mental health professional.

Counseling, Personal

BayCare Life Management - Student Assistance Program

BayCare Life Management provides a comprehensive student assistance program for Florida Gateway College students. The program provides twenty- four hour telephone access for personal counseling issues. Counseling topics may include stress, anxiety, adjustment to college, depression, substance abuse, unhealthy relationships, time management, or low self-esteem.

There is no cost to the student for assessment, referral, and up to three counseling sessions per student per year. Students may call BayCare toll free at 1.800.878.5470 to access these free services. These calls and subsequent sessions are confidential.

BetterMynd – Online therapy for College Students

[BetterMynd](#) is an online therapy platform that allows college students to access confidential video therapy sessions with their diverse network of licensed mental health counselors, all from the privacy and convenience of your laptop or mobile device. BetterMynd’s counselors can help students struggling with a wide range of issues, including anxiety, depression, stress, relationship issues, substance abuse, trauma, LGBTQ+ issues and more. Through a partnership with BetterMynd, each Florida Gateway College student can access up to six (6) online therapy sessions with the counselor of your choice. To get started, you can register using your student email address at any time by going to: [BetterMynd.com](#).

Emergency Crisis Assistance Domestic Violence

Another Way, Inc.
719.2702, 758.4843, or 800.500.1119

Florida Domestic Violence Hotline
800.500.1119

Aid to Victims of Domestic Violence Hotline
800.355.8547

[The National Hotline](#)

Drug and Alcohol Abuse

Alcoholics Anonymous (AA)
212.870.0974
<http://www.aa.org> or check
your local phone book under
“Alcoholism”

Moderation Management
212.871.0974
www.moderation.org

SMART Recovery
440.951.5357
<http://www.smartrecovery.org>

Women for Sobriety
215.536.8026
[Women for Sobriety](#)

Meridian Healthcare
386.487.0800

Lake City Medical Center
386.719.9000

Ambulance
911

ADMINISTRATIVE STAFF

A roster of contact persons within administrative staff available to respond to student inquiries can be found at the following links: [Academic Catalog](#) and <https://www.fgc.edu/resources/faculty-staff/>.

DISTRICT BOARD OF TRUSTEES

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

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Florida Gateway College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the coordinator of Accessibility Services at 386.754.4215, The Accessibility Services Office is located in Building 014, 149 SE College Place, Lake City, Florida 32025.

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 Cassandra 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



Florida Gateway College
149 S.E. College Place
Lake City, FL 32025-2007

WWW.FGC.EDU

386-752-1822