
ACADEMIC REGULATIONS AND INFORMATION

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Gulf Coast State College

ACCREDITATION STATEMENT

Gulf Coast State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's and bachelor's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions regarding the accreditation status of the institution, or if there is evidence that appears to support Gulf Coast State College's significant non-compliance with a requirement or standard.

Gulf Coast State College is also a member of the American Association of Community Colleges, the Association of Florida Colleges, the American Council on Education and the Council for Advancement and Support of Education.

STATEMENT OF VALUES, VISION AND MISSION

Statement of Values

Holding true to its vision and working continuously on mission, Gulf Coast State College affirms these values as essential to all the College is and does:

- Boldness of vision
- Responsiveness to the community
- Culture of honesty and trust
- Open expression of ideas
- Diversity of thought and culture
- Flexibility and agility
- Ease of access and affordability
- Outstanding teaching and service
- Creativity and innovation
- Purposeful work

Vision

Gulf Coast State College will deliver life-changing learning opportunities and will join as a full partner in dynamic cultural and economic development of the region.

Mission

Gulf Coast State College holds students and community of central importance. The College provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The College is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the College for social dialog, events of art and culture, and other moments that enhance our quality of life.

College History

Serving the community since 1957, Gulf Coast State College was the first public two-year institution to open after the 1957 Florida Legislature established a statewide network of community colleges. Located in Panama City on Florida's Emerald Coast, Gulf Coast is one of 28 public colleges in the state, all located within commuting distance of 96 percent of the population. Dr. Ted W. Booker was named the first president (1957-1960), followed by Dr. Richard E. Morley (1960-1976), Dr. Lawrence W. Tyree (1976-1988), Dr. Robert L. McSpadden (1988-2007), Dr. A. James Kerley (2007-2014), and Dr. John R. Holdnak (2014-present).

The College has gone through several name changes over the decades beginning with Gulf Coast Community College in 1957. In 1958, the name changed to Gulf Coast Junior College, prompted by a change in mission to restrict offerings to academic programs. In 1970, the College changed its name again back to Gulf Coast Community College as its mission expanded to include service to the community. In 2011, the name changed to Gulf Coast State

College after receiving accreditation to award four-year degrees, better reflecting the expanding mission within the defined service district of Bay, Gulf and Franklin counties.

The Panama City Campus opened on September 17, 1957, with 181 students, and through the spring of 1960, the College operated in temporary facilities at the Wainwright Shipyard (located across the street from the present location at 5230 West Highway 98). The City of Panama City provided 40 acres for the permanent campus overlooking St. Andrew Bay and the College purchased the remaining 40 acres. Construction of new buildings on the campus began in 1959 with the actual move to the new campus completed the next year.

To serve the higher education needs of African-Americans in the community, Rosenwald Junior College opened in 1958 on the campus of Rosenwald High School, and Calvin Washington was named president. On May 18, 1966, Rosenwald Junior College merged into Gulf Coast Junior College.

Buildings comprising the current campus and other college sites and their dates of first occupancy are:

- **Natural Sciences Building**, including the Ken Sherman Science Center (1960; renovated 1978, 1993, 2003, and 2006)
- **Administration Building** (1960; renovated 1978 and 1989)
- **Enrollment Services Building** (originally the Admissions and Records Building; 1960; renovated 1970 and 1995; renovated and renamed in 2010)
- **James R. Asbell Business Building** (1960; renovated in 1978 and named for Mr. Asbell in 1979)
- **Russell C. Holley and Herbert P. Holley Language & Literature Building** (1962; former Library; renovated and renamed Language Arts Building in 1977; renovated and renamed in 2004; renamed in 2006)
- **Billy Harrison Health Building** (1965; demolished in 2003)
- **Human Resources** (1965; former Maintenance Building; renovated and renamed Wellness Center in 1995; renovated and renamed Professional Development Center in 2003; renamed 2012)
- **Rosenwald Junior College Classroom Building** (1965; originally the Student Center; renovated in 1978 and 1992 and renamed in 1994)
- **Amelia G. Tapper Center for the Arts** (1967; renovated and renamed for Mrs. Tapper in 1994)
- **Social Sciences Building** (1967; renovated in 2001)
- **Technology Building** (1969; renovated in 1985; demolished in 2014)
- **Library** (1976; originally named the Learning Resource Center)
- **WKGC-AM/FM Studios** (1981; renovated in 2005)
- **George G. Tapper Health Sciences Building** (1983; renovated 2009)
- **North Bay Center** (1990; originally the Criminal Justice Training Academy; renamed the Charles H. Abbott Criminal Justice Training Academy and expanded to include the Abbott Classroom Building in 2000)
- **Robert L. McSpadden Student Union, East and West Wings** (1991; west wing expanded to include two additional floors in 2004; renamed for Dr. McSpadden in 2016)
- **Natorium** (1991)
- **Facilities Management Building** (1995)
- **Gulf/Franklin Center** (1998)
- **Wellness Complex** (2003; includes new gym named Billy Harrison Field House)
- **Workforce Development Building** (2004; formerly the Florida Highway Patrol Building)
- **Public Safety Complex/Emergency Operations Center** (2010)
- **Military Park** (2012)
- **Advanced Technology Center** (2013)

For its first nine years, the College served primarily the residents of Bay County. In the summer of 1966, Gulf County became part of the College's service district, and Franklin County was added in 1984.

The College's mascot, the Commodore, was chosen in 1966. A contest was held for students to submit their ideas of what the mascot should be and why. The Commodore, a high-ranking naval officer, was chosen based on three unique factors that included: the College being founded on the grounds of an old shipyard, the generous contributions the Navy Base made to the basketball team and that the Vanderbilt Commodores are geographically located exactly 500 miles away from the College.

Throughout its history, the College has been committed to providing a first-class education. This commitment is evidenced by the excellent performance of GCSC graduates who transfer to state universities as well as by

consistently high GPAs and graduation rates that are higher than the Florida college system averages in most areas measured. The College currently serves more than 10,600 credit, noncredit, workforce, and/or continuing education students (enrollment data taken from Summer 2017 – Spring 2018 semesters as of 2/23/2018).

THE GULF COAST STATE COLLEGE FOUNDATION, INC.

History

The Gulf Coast State College Foundation, Inc., (formerly Gulf Coast Community College Foundation) was incorporated on October 16, 1967 by the State of Florida as a 501(c)(3) non-profit corporation.

Vision and Mission

Based on the principles of trust and integrity, the vision of The Gulf Coast State College Foundation is to advance the causes of Gulf Coast State College.

The Gulf Coast State College Foundation's mission is to create a scholarship program providing educational opportunities to deserving students. Further, the mission of the Foundation is to enhance the educational programs and student services available at GCSC. Through the active involvement and leadership of citizens united by these purposes, the Foundation serves as an effective liaison between GCSC and the community. The Foundation assists the College in enriching the community through cultural opportunities and in enhancing economic development of the community with educational programs.

Scholarships

The Foundation has more than 700 scholarships available to Gulf Coast State College students seeking to offset their educational expenses. The application period is open from December 1st to March 15th each year, and is open to all students enrolled or planning to enroll at Gulf Coast State College. This past year the Foundation provided more than \$800,000 in scholarship support. Award amounts are determined each year by the Foundation's Board of Directors. For more information, please go to www.gcscfoundation.org/scholarships.

High School Honors Scholarships

High School Honors Scholarships are monetary awards given to high school seniors who are committed to attending Gulf Coast State College in the fall following their graduation. Applicants must be a public or charter school student from Bay, Gulf, or Franklin counties and have a "weighted" GPA of 3.5 or higher. All applicants must be accepted into Gulf Coast State College and have a student ID number. The application period is open from December 1st to March 15th each year. Award amounts are determined each year by the Foundation's Board of Directors.

Questions about the GCSC Foundation

The Foundation office is located inside the Student Union West Building, 3rd floor, Suite 325. Office hours are Monday –Friday, 8 am to 4 pm (CST). For more information, please visit our website at www.gcscfoundation.org.

ALUMNI ASSOCIATION

The mission of the GCSC Alumni Association is to engage alumni, students, supporters, and friends of Gulf Coast State College in programs, events and services that ignite interest, build loyalty, and create support for Gulf Coast State College.

What are the benefits? Being a part of the Alumni Association can certainly be rewarding. Not only do you benefit by being kept up-to-date on all things Gulf Coast, but you also have opportunities involving networking and alumni recognition, attending discounted theatre and athletic events, keeping in touch with classmates, attending special alumni events and receptions, and participating in educational workshops. Alumni Association members also receive special "member" discounts at many local businesses. For a complete list of Benefit Partners, visit www.gulfcoast.edu/alumni.

How does the Alumni Association recognize and support alumni and students in our community? The Alumni Association has established new initiatives to recognize, support, and mentor alumni, students and community members:

- **The GCSC Distinguished and Rising Star Alumni Awards** were established in 2010 to recognize and honor the accomplishments of our outstanding alumni. Eligible alumni are nominated by community members in one of two categories, including the Distinguished Alumni Award and the Rising Star Alumni Award (for alumni completing their studies at GCSC within the past ten years). Finalists are selected based on their achievements in career, service to our community, and their contributions to the educational experience of GCSC students. Finalists are recognized and award winners are announced each spring. Recipients of this prestigious award are:

AWARD WINNERS

Distinguished Alumnus of the Year

2017: Mr. Glen McDonald
 2016: The Honorable Jimmy Patronis, Jr.
 2015: Mr. Curtis "CC" Carter, Jr.
 2014: Ms. Cheri Boyle
 2013: Mr. Bill Husfelt
 2012: Ms. Maria Baugh
 2011: Sheriff Frank McKeithen
 2010: Dr. Ingrid Johnson Rachesky

Rising Star Alumnus of the Year

2017: Mr. Jarrod Wester
 2016: Ms. Karen Williams
 2015: Ms. Sarah S. DuBose
 2014: Dr. Umar Karaman
 2013: Ms. Morgan Burlison
 2012: Ms. Sarah Kemper
 2011: Ms. Tamika Williams

- **The GCSC Alumni Legacy Scholarship** was initiated in 2010 to support a deserving student in receiving an excellent education experience at GCSC. The Alumni Association is proud to report that this scholarship was completed and endowed with the Foundation in July 2013. The Alumni Legacy Scholarship is open to all "Legacy" students whose parent(s) have obtained a degree from Gulf Coast. Applicants must have a cumulative GPA of 2.5 or higher and demonstrate merit and financial need. Priority consideration is given to applicants whose parent or parents are current members of the Association and who reside in Bay, Gulf, or Franklin County.
- **The Alumni Association ATC Community Meeting Room Sponsorship** was initiated in 2012 and completed in 2014. The Advanced Technology Center (ATC), home to the Business & Technology Division, offers students new skills and training through innovative programs such as Digital Media, Engineering Technology, and Cybersecurity.
- **The Alumni Association's Career Workshops** were initiated in 2009 and participants learn tips and techniques for improving their resumes, interview skills, social networking skills, and how to dress for success. Workshops conclude with a professional panel of Alumni Advisory Council members and community leaders answering individual questions and offering professional advice to help each participant with their specific job search needs.

Who can join? The Alumni Association's "Alumni" membership is open to all Gulf Coast State College alumni. A GCSC alumnus is defined as anyone who has earned a degree and/or completed a certificate program from Gulf Coast State College. Additionally, the Alumni Association offers a "Friend" membership for friends and patrons who support the mission and initiatives of the association, but are not GCSC alumni.

Alumni Membership

- Lifetime Alumni Membership: \$500
- 10#Year Alumni Membership: \$250
- Annual Family Alumni Membership: \$25 (includes spouse and minor children living in your household)
- Annual Individual Alumni Membership: \$15

Friend Membership

- Lifetime Friend Membership: \$500
- 10#Year Friend Membership: \$250

- Annual Family Friend Membership: \$25 (includes spouse)
- Annual Individual Friend Membership: \$15

Join Today! Join the Alumni Association and become an active member by participating in alumni events and activities throughout the year. Contact the Office of Alumni Affairs by phone: (850) 873#3583; email: alumni@gulfcoast.edu; web: www.gulfcoast.edu/alumni.

ADMISSIONS

Students should know Gulf Coast State College is a tobacco free campus.

Students can apply online by visiting www.gulfcoast.edu and clicking on "Apply Online."

All transcripts must be sent directly from the high school or college to the Enrollment Services Office. Copies will not be recognized as official. It is the responsibility of the student to contact their high school/college to request official transcripts to be sent to us.

The College offers credit and non-credit courses. Any high school graduate or adult who can profit from additional educational experiences may be admitted to Gulf Coast State College provided she/he meets the requirements for enrollment in the particular program and for continued attendance as set forth in this catalog.

ADMISSION FOR COLLEGE CREDIT

Credit courses are designed to apply toward a degree. Students who are seeking a degree must complete an application for admissions, request official high school, GED, and all previous college transcript(s) and take the placement test if necessary (see Traditional Placement and Flexible Placement opportunities). ACT and SAT scores may also be used for placement purposes provided the scores are two years old or less. Students are required to have their official test scores sent to the Testing Office on the main campus. First time students are required to meet with an academic advisor located in the J. R. Asbell Business Building, 2nd floor, prior to registering for classes.

First Time in College Student

First Time in College Students must attend a mandatory orientation. Orientation is the opportunity for students to become acclimated to attending college. This includes Gulf Coast policies and procedures as well as resource information that will aid students in making informed decisions.

Students who meet one of the following requirements may enroll in Associate in Arts degree, Associate in Science degree, or certificate programs.

1. Students who graduated with a Standard High School Diploma or an equivalency diploma (GED) or the CPT eligible certificate
2. Students who are home educated, with a signed affidavit submitted by the student's parent or legal guardian attesting that the student has completed a home education program pursuant to the requirements of Florida Statute 1002.41
3. Students are provisionally admitted on the basis of their application. Confirmation of high school graduation must be officially verified within the student's first term of enrollment

NOTE: Special diplomas are reviewed on a case by case basis.

ADMISSION FOR NON-CREDIT

Non-credit courses are designed to meet the needs of citizens in the community and students are not seeking a degree or a certificate. Enrollment in non-credit Continuing Education courses is restricted to those 18 years of age and older. Students are required to complete a non-credit registration form and register for courses. For more information, please contact Continuing Education Office at (850) 872-3823.

GENERAL ADMISSION PROCEDURES

(Degree Seeking and Transfer Students)

Admission to the AA, AS, or Certificate Programs.

Students applying for admission for the first time or transferring in must complete the following steps:

- Submit an [application](#) for admission to the Enrollment Services Office. (There is a \$20 non-refundable application fee.)
- Submit an official high school and all college transcript(s) to the Enrollment Services Office.

High school seniors must request their transcript with the official graduation date posted.

GED recipients must request a copy of their GED test scores.

Transfer students must request official transcripts from high school and all colleges and or/universities attended.

- Take the appropriate placement tests, if applicable. These tests are used for placement purposes only and are not to be used as instruments for selective admission.

Incomplete information may cause a delay in admission to the College. Any student who fails to complete the admission process may not be permitted to register until all procedures are fully met. A student who has not been officially accepted in the College is not eligible for financial aid. No student is officially accepted into the College until all transcripts are on file. Official high school transcript, official GED scores, and college transcript from each institution attended must be submitted to the Enrollment Services Office. An official transcript is mailed from the high school and college directly to Gulf Coast State College. Hand carried transcripts are not official. All transcripts become part of the student's permanent record and may not be returned.

Readmission

Students who have not been enrolled at GCSC within the last 12 months must submit an application for admission to the Enrollment Services Office. There is no application fee for returning students. Please have any official transcripts from all colleges/universities attended since the last term of enrollment sent to GCSC. The student will complete requirements for graduation under the catalog in force at the time of re-entry.

Admission of Non-High School Graduates

Individuals under the age of 18 without a standard high school diploma, GED, certificate of completion—CPT eligible or home school affidavit cannot be admitted. The exception is for students enrolled in one of the dual enrollment categories.

Individuals 18 years of age or older can enroll in advanced and professional, postsecondary vocational, and/or postsecondary adult vocational courses as non-degree seeking students (special students). Students cannot enroll in programs until they receive a high school diploma or GED. Students are encouraged to obtain a high school diploma or GED.

All non-high school graduates 18 years or older may enroll in certain PSAV programs with permission of the PSAV program manager. Non-high school graduates may also enroll in designated non-credit courses. The non-graduate must earn the diploma by the end of the first term of enrollment.

Special Student Admission

The Special Student admissions classification is designed for those students enrolling in credit classes without the high school diploma or its equivalent. The Special Student must be at least 18 years of age and not currently enrolled in a high school program. The Special Student is permitted to accumulate 15 credit hours in this status. The non-graduated Special Student will be encouraged to earn the GED diploma during the first term of enrollment in credit courses. After earning the GED diploma, the Special Student may request to change to degree-seeking status or continue as a non degree seeking student.

Limited-Access Program Admission

In order to meet certification and professional accreditation standards, certain GCSC programs carry additional admission and graduation requirements. Please see specific limited access program in the catalog for additional admission requirements or you can contact the appropriate department for details.

Transfer Student Admission

A student who has attended another college or university is considered a transfer student. Transcripts from high school and all institutions of higher education previously attended for students enrolled in Associate in Arts degrees, Associates in Science degrees, Bachelor degrees, and certificate programs are required. Official transcripts from all previously attended schools are to be sent directly to the Office of Enrollment Services. Hand carried transcripts or transcripts marked "issued to student" will not be accepted. Freshman and sophomore credits will be accepted if earned at colleges or universities fully accredited by one of the six regional accrediting associations (Southern Association of Colleges and Schools, for example) provided the courses meet academic standards and are relevant to the College's instructional program. Transfer courses from regionally accredited institutions will be evaluated and placed on the student's GCSC transcript.

Students enrolled in postsecondary adult vocational (PSAV) certificate programs are required to request transcripts from high school and institutions of higher education. Students enrolled in PSAV certificate programs who request a transfer course be accepted are required to submit official transcripts from all previously attended schools. Credit from vocational and occupational institutions will be awarded provided the credits meet academic standards and are relevant to the College's instructional program.

Credit is allowed for Associate in Science degrees or certificate programs by means of occupational-technical articulation agreements as outlined in the Florida Department of Education Statewide Articulation Agreements. Students are required to submit official transcripts of occupational-technical course work for consideration. Upon receipt of official copies of occupational-technical course work, an evaluation package is prepared for the chairperson of the discipline for final approval. Occupational-technical coursework is reviewed by the relevant department chairperson for equivalency and must meet the admissions requirements as well as satisfy the required validation mechanisms as outlined in the specific program's articulation agreement as stated by the Florida Department of Education. Appropriate documentation supporting evidence of credit must be submitted to Enrollment Services for processing. Specific credit is awarded to students meeting all of the above stated requirements as recommended by the Florida Department of Education.

Credits with "P" or "S" grades from Florida public institutions are considered transferable. No credit is awarded for "P" grades, "S" grades, or remedial courses taken outside the state of Florida.

To maintain degree-seeking status, students are required to have transcripts evaluated no later than the end of the first academic term of enrollment. A student will be placed on registration restriction if transcripts are not received within thirty days from the beginning of the term. A transcript evaluation will be performed for degree-seeking students once all transcripts have been received by the Office of Enrollment Services. The evaluation process is normally completed within 2-3 weeks of transcript receipt. Transcripts received via FASTER (Florida Automated System for Transferring Educational Records) are evaluated within two business days. Upon completion, students will be notified by e-mail and can view their evaluated transcript at www.gulfcoast.edu.

All transfer students are required to satisfy the Gulf Coast residency graduation requirement by completing 25 percent of the degree program at GCSC.

The Office of Enrollment Services has the institutional authority to administer the College's transfer policy. Actions taken by the Office of Enrollment Services are subject to review by the Vice President of Academic Affairs.

Transfer of Massive Open Online Courses

Gulf Coast State College recognizes the value of Massive Open Online Courses (MOOC). However, MOOCs are not automatically transferable. Credit for MOOCs may be awarded on an individual basis provided the credits meet academic standards and are relevant to the College's instructional program. Students must submit course syllabi and faculty credentials for evaluation to division chairs for courses under consideration for transfer credit. Students who

wish to pursue the acceptance of MOOCs should consult with the Office of Enrollment Services with any questions regarding the procedures for seeking transferability of courses.

Transfer from a Non-Regionally Accredited Institution

Students who attended non-regionally accredited institutions will be notified by mail. Credit from non-regionally accredited institutions may be awarded on an individual basis provided the credits meet academic standards and are relevant to the college's instructional program. Students must submit course syllabi and faculty credentials for evaluation to division chairs for courses under consideration for transfer credit. Submission of documentation does not imply credit acceptance. The documentation provides GCSC with the information necessary to determine whether the courses taken will meet the criteria for acceptance. Students may be asked to provide further information in order to make an educated decision within the parameters established by our accrediting agency. Students who wish to pursue the acceptance of transfer credit from a non-regionally accredited institution should consult with the Office of Enrollment Services with any questions regarding the procedures for seeking transferability of courses.

Transferring to GCSC with a Bachelor's Degree

Students transferring to GCSC with a Bachelor's degree or higher and who wish to pursue an Associate in Science degree or certificate must verify previous degrees by submitting high school and all college official transcripts. Once all documents have been received, an evaluation package from the Office of Enrollment Services will be forwarded to the relevant academic division for a program evaluation.

The program manager will determine if there is any prior credit applicable to the student's current degree program. Only courses with a grade of "C" or better will be accepted.

The student's cumulative grade point average for the degree will include only those courses completed at GCSC.

Evaluating the Validity of High School Diplomas

Gulf Coast State College will verify the validity of a high school diploma if we believe that the diploma is not valid or was not obtained from an entity that provides secondary school education. Gulf Coast State College will review the information gathered and will render a decision to accept or deny the high school diploma. The student will be notified in writing of the decision.

Non-Degree Students

Applicants who do not wish to earn a degree or certificate from Gulf Coast State College and wish to take college or career and technical or vocational credit courses may not need to provide evidence of prior educational coursework. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of all prior educational course work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admissions. Students will not be permitted to enroll in any college credit English, humanities, or mathematics course—or any course having an English, mathematics or reading prerequisite—without meeting the State of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. Upon changing to degree-seeking status at Gulf Coast State College, high school/college transcripts, as appropriate, will be required.

Dual Enrollment Admission (High School)

Dual enrollment is authorized under Florida Statute 1007.271 as an articulated accelerated mechanism. It is intended to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

Dual enrollment provides the opportunity for qualified high school students to enroll in college-level work at Gulf Coast State College while concurrently enrolled in high school. Students receive both high school and college credit for these courses. This program is open to students from public high schools, accredited private schools, or approved home education programs. Students must have an unweighted GPA of 3.0 and demonstrate readiness for college

coursework through scores on the college placement test to participate in college credit dual enrollment. Participation in vocational dual enrollment requires a 2.0 unweighted GPA.

A student may take dual enrollment courses during school hours, after school hours, and during the summer term. Students in dual enrollment classes do not pay registration, matriculation, or lab fees. For additional information, please call (850) 747#3207. Dual enrolled students wishing to continue their education at GCSC must apply as a new student, register, and pay fees as a regular student.

Early-Out Student Admission

Students designated as early#out graduates (meet all high school graduation requirements early) can register at GCSC as a non#degree seeking student. Early#out students are required to meet all GCSCadmissions requirements and upon admission must provide a letter from their high school counselor stating the student has met all graduation requirements and giving permission to register early. Early#out students are required to pay their own fees. The official high school transcript is required when the standard high school diploma is posted.

Transient Student Admission

Students pursuing degrees at other colleges or universities may be admitted as transient students to take courses back to their home institutions. A transient student form from the home institution or some other written authorization is required indicating the specific course(s) to be taken and the parent institution's willingness to accept the credits earned. The transient form or written authorization is required prior to registration. Transient students are considered non-degree seeking students; therefore, official transcripts are not required. The transient student form creates the application if done through the Florida Shines website (www.floridashines.org) for students coming from Florida public colleges and universities. Transients from out-of-state and private institutions should provide a transient letter/form as well as file an application for admission to GCSC along with a \$20 non-refundable application fee.

International Student Admission

Students requiring the F-1 Student Visa, including those who are transferring their F-1 Student Visa from another U.S. institution, must meet the following admission requirements. You can find the required forms at <http://www.gulfcoast.edu/admissions/international-students.html>.

** (This information is for International Students only. If you are a Permanent Resident Alien, please follow the standard application process.)

- International Student Admission Application: An admissions application, including a \$40 non-refundable application fee, and all required documents must be received before an I-20 can be issued. Your permanent foreign address is required. Students must have completed secondary school (high school).
- TOEFL-Test of English as a Foreign Language: Students from non-English speaking countries are required to submit an official TOEFL (Test of English as a Foreign Language) score report with achieved minimum total scores as listed below. Visit www.ets.org for testing details.
 - 213 on the Computer-based test
 - 550 on the paper-based test
- Financial Statement of Responsibility: Students must be able to bear the cost of study and living expenses. A Statement of Financial Responsibility must be completed and notarized. An official bank statement with funds available to you in excess of \$19,535 (US currency) must be attached to the Statement of Financial Responsibility. Students should know that \$19,535 is needed each year to cover living expenses, tuition and fees. The College assumes no responsibility for financial assistance.
- Foreign Transcripts: Transcripts from foreign institutions must be evaluated through any current NACES member (www.naces.org/members.htm). It is the responsibility of the student to bear all associated costs and fees. Gulf Coast State College (GCSC) will determine transferable credits. If the academic institution you attended does not issue documents in English, you must submit precise word for word translations of all your credentials. To have your documents translated, you may contact University Language Services at www.alsintl.com/university.htm.
 - High school graduates only: please submit your original high school transcript to for evaluation through any current NACES member (www.naces.org/members.htm).

- University students: Please submit university original transcripts to for evaluation through any current NACES member (www.naces.org/members.htm). High school documents are also required. Acceptance of transfer courses is subject to approval by GCSC.

Housing: On campus housing is not available at GCSC; international students are responsible for making their own housing arrangements. For more info, please visit <http://www.gulfcoast.edu/admissions/international-students.html>.

Health Insurance: Submit proof of health insurance coverage valid in the U.S. Insurance must be maintained while attending GCSC. Upon the completion of all admissions requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The US Citizenship and Immigration Services (USCIS) will be notified of the student's admission to GCSC.

International students must register as a full-time student taking a minimum of 12 credit hours during the fall and spring semesters and remain a full-time student in order to maintain status.

Please note: Off-campus employment is not permitted unless first approved by USCIS. Please see the International Student Representative for approval and procedures for on-campus employment.

For additional assistance, please call (850) 769-1551 ext. 4862, or visit our website at <http://www.gulfcoast.edu/admissions/international-students.html>.

Denial of Admission

In accordance with Florida Statute 1001.64(8) (a), Gulf Coast State College may consider the past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the College. Gulf Coast State College reserves the right to refuse admission or re-enrollment, or place conditions on admission or re-enrollment of applicants and students, who Gulf Coast State College determines would be disruptive of the orderly process of the College's programs, which would interfere with the rights and privileges of other students or employees, and/or represent a safety risk to Gulf Coast students, employees or property. Applicants/students have the right to appeal any decision to the Appeals Committee within seven calendar days of the date of notice.

Audit Student

Students who plan to take a course as audit must meet GCSC admission and course placement requirements. Audit students must declare the audit status prior to the end of the published add/drop period by completing an "audit request" form at any Enrollment Services Office. Audit students are assessed all applicable fees.

Florida Residency for Tuition Purposes

Section 1009.21, Florida Statutes (F.S.), allows a U.S. citizen, lawful permanent resident or alien lawfully in the United States who is in an eligible visa category to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought.

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

Definitions

1. **Dependent student:** any person, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the federal income tax code or who is not deemed independent for federal financial aid purposes.
2. **Independent student:** a student who meets any one of the following criteria:
 - Is married
 - Is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution
 - Has children who receive more than half of their support from the student

- Has other dependents that live with and receive more than half of their support from the student
 - Is a veteran of the U.S. Armed Forces or is currently
 - Serving on active duty in the U.S. Armed Forces for
 - Purposes other than training
 - Both parents are deceased or the student is or was (until age 18) one of the following: (a) a ward/dependent of the court or (b) in foster care
 - Is determined an unaccompanied homeless student by a school district homeless liaison, emergency shelter or transitional housing program
3. **Independent student (under 24):** a student who is under the age of 24 and wishes to be considered independent must, for the term residency is sought; provide additional written or electronic verification of possession beyond the standard Tier 1 and Tier 2 documents. The following are examples of documents that must be provided:
 - Marriage certificate, insurance information showing marital status or most recent tax return showing marital status
 - Tax returns showing support of children or other
 - Dependents that live with and receive more than half of their support from the student
 - Military discharge documents
 - Legal documents showing the student is a ward/dependent of the courts
 - Documentation showing that the student provides more than 50 percent of his/her support for the year (Examples of acceptable documentation may include a copy of most recent tax return showing a minimum of \$6,500 annual income [amount subject to change based on federal regulations], W-2 form, pay stubs or employer earnings verification.)
 4. **Initial enrollment:** the first day of class of the student's first term at an institution of higher education.
 5. **Legal resident or resident:** a person who has maintained his/her residence in Florida for the preceding 12 months, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to s. 222.17, F.S.
 6. **Non-resident for tuition purposes:** a person who does not qualify for the in-state tuition rate.
 7. **Parent:** Either or both parents of a student, any guardian of a student, stepparent, or any person in a parental relationship to the student.
 8. **Resident for tuition purposes:** a person who qualifies as provided in this section for the in-state tuition rate.

Required Documentary Evidence

If an applicant (student) qualifies for a residency exception or qualification, then appropriate documentation must be submitted as evidence of entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the student.

If an applicant (student) does not qualify for a residency exception or qualification, he/she will have to submit documentation that he/she (or a parent or legal guardian, if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12 consecutive month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

First Tier (*at least one of the two documents submitted must be from this list*):

- A Florida driver license
- A State of Florida identification card
- A Florida voter registration card
- A Florida vehicle registration
- Proof of permanent home in Florida that is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years (two or more years) if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period

Second Tier (may be used in conjunction with documentation from First Tier):

- A declaration of domicile in Florida
- A Florida professional or occupational license
- Florida incorporation
- A document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal or court document evidencing legal ties to Florida

Statutory Exceptions and Qualifications

Section 1009.21, Florida Statutes (F.S.), permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes.

- If a dependent person who has been residing continuously with a legal resident adult relative other than the parent for at least three years immediately before the first day of classes of the term for which Florida residency is sought, the dependent child may provide documentation from the adult relative or from the parent. Both the dependent child and the adult relative or the parent must meet the consecutive 12 month legal residence requirement [s.1009.21(2) (b), F.S.].
A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his/her parents. The claimant must provide documentation that he or she has resided in the state at least 12 consecutive months immediately before the child's initial enrollment.

Based on section 1009.21, F.S., the College requires documentation in support of the following exceptions; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptions and qualifications categories are as follows:

- Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandoned Florida domicile and then re-enroll in Florida within 12 months of the abandonment – provided that the person continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.) [s.1009.21(9), F.S.]
- Active duty members of the Armed Services of the United States residing or stationed in Florida, their spouses and dependent children; active, drilling members of the Florida National Guard; or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD2058, is Florida [s. 1009.21(10) (a), F.S.] (Required: copy of military orders or Form DD 2258)
- Active duty members of the Armed Services of the United States, their spouses and dependent children, attending a public college or university within 50 miles of the military establishment where they are stationed, if that establishment is within a county contiguous to Florida [s. 1009.21 (10)(b), F.S.] (Required: copy of military orders)
- United States citizens who are living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children [s. 1009.21(10)(c), F.S.]
- Full-time instructional and administrative personnel employed by the State public school system and institutions of higher education as defined in s. 1009.21(c) and their spouses or dependent children [s. 1009.21(10)(d), F.S.] (Required: copy of employment verification)
- Students from Latin American and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education [s. 1009.21(10) (e), F.S.] (Required: copy of scholarship papers)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training [s.1009.21 (10)(g) (Required: copy of employment verification)
- Active duty members of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, and their spouses and dependent children, attending a public community college or state university within 50 miles of the military establishment where they are stationed [s. 1009.21(10) (j)]

- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in Florida, and their spouses and children, and attending a public community college or state university within 50 miles of the military establishment where the member is stationed [s. 1009.21(10), F.S.]
- Qualified beneficiaries under the Stanley G. Tate Florida Prepaid College Program [s.1009.98, F.S.] (Required: copy of Florida Prepaid Program ID card)
- A dependent child who has lived with an adult relative, who is not a parent or legal guardian, for at least the four years preceding the first day of class for the term of enrollment
- Persons who were enrolled as a Florida resident at a state institution of higher learning but who abandon Florida residency for less than one year

In addition to the Florida Statute exceptions, Florida Administrative Code Rule 6A-10.044(1)(a) provides classification as a Florida resident for tuition purposes for a dependent student who attended a Florida high school for a minimum of two (2) academic years immediately preceding his or her initial enrollment at GCSC and who graduated from a Florida high school or earned a Florida GED® within the last twelve (12) months. For this exception, the student's high school transcript or their GED® transcript is one evidence of Florida residency, and at least one (1) additional document identified in F.S. Sect.1009.21(3)(c)1. or 1009.21(3)(c)2., F.S., must be presented evidencing parental legal residence.

Residency Reclassification

An individual who is classified as out-of-state and wants to request "reclassification" to in-state status must complete a Request for Residency Reclassification form from the Enrollment Services Office or download the form from the Admissions webpage at www.gulfcoast.edu/admissions/residency.html. The completed Request for Residency Reclassification form and supporting documentation must be submitted to Enrollment Services for consideration prior to the term for which reclassification is sought.

The evidentiary requirement for reclassification goes beyond that for an initial classification, because the student has previously been determined to be an out-of-state resident. A student who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if the student or his/her parent if the student is a dependent, present clear and convincing documentation that supports permanent legal residency in Florida for 12 consecutive months. A student, or his/her parent if the student is a dependent, may become eligible for reclassification by presenting a minimum of three documents as listed in the Required Documentary Evidence section. One of the three documents must come from the First Tier.

The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his/her parent. For documentation to be "clear and convincing," it must be credible, trustworthy and sufficient to persuade Enrollment Services staff that the student or, if the student is a dependent, his/her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

Residency Appeals

A student who is denied Florida residency for tuition purposes on request for residency reclassification may appeal the decision through a written petition to the Residency Appeal Committee in the Enrollment Services. The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent.

The Residency Appeal Committee must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of the Residency Appeal Committee will constitute final action.

BACCALAUREATE PROGRAMS

GCSC offers two types of baccalaureate (4 year) degrees, the Bachelor of Applied Sciences (BAS) and the Bachelors of Science in Nursing (BSN).

Admission Requirements for the B.A.S. Programs

The following summarizes the requirements to be admitted into a B.A.S. program:

- Completion of admission application to Gulf Coast State College
- Submission of official transcripts from high school(s) (or GED)
- Submission of official transcripts from college(s) currently or previously attended
- Completion of all college preparatory coursework
- Completion of a minimum of fifteen (15) semester hours of transferrable general education coursework
- Cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework
- Official transcripts showing one of the following:
 - Completion of an A.S. degree of sixty (60) credits from a regionally accredited institution in a business- or technology-related discipline, OR
 - Completion of an A.A. degree of sixty (60) credits from a regionally accredited institution
- Completion of entrance form to the program manager

Admission Requirements for the B.S.N. (Bachelors of Science Nursing) Degree

The Bachelor of Science in Nursing (RN-BSN) is designed to prepare licensed nurses for evidence-based practice and leadership in an ever-changing health care environment. BSN Graduates will also have the opportunity to continue their education in a variety of specialty areas.

Application requirements for the BSN are as follows: (The items below are listed only as a general guide. Students should obtain a current application packet for the complete listing of entry requirements.)

- Completion of an associate degree program or diploma program in nursing from an accredited nursing school or college
- Completion of the GCSC baccalaureate degree application (new students) or change of program status (current students)
- Complete the health sciences division application for RN-BSN
- Provide documentation of current RN licensure with no restrictions (current license must be active in the state in which clinical rotations are to be completed)
- Provide official high school, vocational school & college transcripts
- Documentation of a grade point average (GPA) of 2.50 or higher in all college credit courses and a “C” or higher in all prerequisite courses applicable to the RN-BSN program
- Completion of the standard Florida foreign language upper division admission requirement. If, at the time of admission, the student has not completed two consecutive years of the same foreign language in high school or eight credits in college, the student must complete eight credits of the same foreign language before completion the program

Requirements after Conditional Acceptance:

1. Satisfactory fingerprint / criminal background check
2. Copy of Valid CPR certification. Either the American Heart Association Health Care Provider Life Support Course or the American Red Cross CPR for the Professional Rescuer is acceptable
3. Completion of physical examination (with satisfactory results), including copy of immunization form
4. Satisfactory drug screening (may be required based upon the clinical agency requirements)
5. Current PPD or TB test or Declination with x-ray results

ALTERNATIVE SCHEDULING OPPORTUNITIES

Between work and family, most of us have extremely busy schedules. Recognizing that flexible scheduling is important, Gulf Coast addresses these individual student needs by providing multiple scheduling opportunities.

- E-Learning/Distance Education Hybrid Classes (a combination of online and/or distance education with some in-class, face to face meetings)
- Evening Only

E-Learning: If you're looking for online or Web-based classes, look no further. What was once known as “distance education” has evolved to “E-Learning” at GCSC. These classes are offered in part, or entirely, online. In fact, entire degrees can be achieved through E-Learning at Gulf Coast State College. Each semester, we offer more than 150 sections of courses online. The E-Learning Department is your connection to the most accessible courses on campus, and beyond.

Details for each online course can be found at <https://www.gulfcoast.edu/academics/elearning/html>. Visit this Web site or call, (850) 913-3268.

Military Services Program

Gulf Coast offers on-site classes at Tyndall Air Force Base. These classes are also open to the civilian population. Civilian students must contact GCSC Tyndall Office at 283-4332 to secure access to the military base prior to registration.

Aside from stated and traditional means of obtaining credit, special policies, procedures and services are available to active-duty personnel.

The College follows the recommendations of the American Council on Education concerning credit awarded for the successful completion of military service schools and training programs. Division chairs determine whether or not military credits apply to specific programs.

Official copies of appropriate military transcripts and/or documentation are required to award applicable credit.

- Credit must be applicable to the student's current degree program.
- Gulf Coast must offer a course comparable in content and credit value.

It should be noted that most credits apply to the Associate in Science degree programs. For additional information visit the college website (www.gulfcoast.edu) and click on the TAFB Center option.

Sites

In addition to course and program offerings at the main campus of Gulf Coast State College in Panama City, the College maintains additional sites at Tyndall Air Force Base Education Center, the North Bay Center, including the Charles H. Abbott Criminal Justice Training Academy, and the Gulf/Franklin Center in Port St. Joe. Information on course offerings at these sites can be obtained from the schedule of classes for each term and through brochures and press releases.

Cooperative Education

Cooperative Education (Co-op) is an elective course in which the student can earn from one (1) to up to six (6) hours of elective academic credit for supervised, practical work experience that seeks to combine theories and practices in the students' major field of study. The student must be employed, interning, or volunteering in an appropriate business, industry, governmental agency, or educational institution during the Co-op semester in which the student is enrolled.

Co-op classes have two main parts: (1) practical job/work experiences, and (2) online reflective assignments utilizing Canvas (the learning management system) at Gulf Coast State College. The student and their employer/supervisor must agree to and complete a Learning Agreement at the beginning of the semester and identify 2-4 learning objectives that the student should meet or progress towards during their Co-op work experience. Co-op classes may be taken toward the completion of most of the Associate of Arts and Associate of Science degree programs and can be used as electives in some cases.

Students wishing to register in a Co-op class must first contact Ms. Kimberly Hoyt, Coordinator, Cooperative Education. Ms. Hoyt is located on the first floor of the Student Union East building in Office 39, and she can be reached at 850-872-3874 or by email at khoyt@gulfcoast.edu.

FINANCIAL INFORMATION

Student Expense

Registration will not be officially completed until all fees are paid in full by the dates identified in the College calendar. Students are responsible for all fees for courses not dropped by the student during the drop/add period.

Fee Changes

Fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available in the Enrollment Services Office. Fees listed below are for the 2018-2019 academic year.

RESIDENT	
PER A&P, PSV, COLLEGE PREP, and EPI CREDIT HOUR:	
Tuition	\$72.92
Student Activity Fee	7.29
Capital Improvement Fee	7.29
Financial Aid Fee	3.65
Technology Fee	3.65
Total, Per Credit Hour	94.80
Access Fee	3.95
Total, Per Credit Hour	\$98.75
UPPER DIVISION (BACHELOR COURSES) : PER A&P HOUR:	
Tuition	\$91.79
Student Activity Fee	4.37
Capital Improvement Fee	8.74
Financial Aid Fee	4.37
Technology Fee	4.37
Total, Per Credit Hour	113.64
Access Fee	3.95
Total, Per Credit Hour	\$117.59
PER PSAV CREDIT HOUR:	
Tuition	\$69.93
Capital Improvement Fee	3.50
Financial Aid Fee	6.99
Technology Fee	3.50
Total, Per PSAV Hour	83.92
Access Fee	3.95
Total, Per PSAV Hour	\$87.87
NON-RESIDENT	

PER A&P, PSV, COLLEGE PREP and EPI CREDIT HOUR:	
Tuition (resident portion)	\$72.92
Tuition (non-resident portion)	221.42
Student Activity Fee	7.29
Capital Improvement Fee	24.69
Financial Aid Fee	14.72
Technology Fee	14.72
Total, Per Credit Hour	355.76
Access Fee	3.95
Total, Per Credit Hour	\$359.71
UPPER DIVISION (BACHELOR COURSES) : PER A&P HOUR:	
Tuition (resident portion)	\$91.79
Tuition (non-resident portion)	436.86
Student Activity Fee	4.37
Capital Improvement Fee	34.95
Financial Aid Fee	26.21
Technology Fee	26.21
Total, Per Credit Hour	620.39
Access Fee	3.95
Total, Per Credit Hour	\$624.34
PER PSAV CREDIT HOUR:	
Tuition (resident portion)	\$69.93
Tuition (non-resident)	209.79
Capital Improvement Fee	13.99
Financial Aid Fee	27.97
Technology Fee	13.99
Total, Per PSAV Hour	335.67
Access Fee	3.95
Total, Per PSAV Hour	\$339.62
Additional fees	
Application Fee (non-refundable)	\$20.00

International student Application Fee	\$40.00
Computerized placement testing (CPT)	\$5.00
CLEP tests (each)	\$80.00
Testing for academic correspondence courses	\$20.00

(Testing will be administered through the testing office and will be scheduled during the regular workday. The fee to cover administrative costs is payable at the Gulf Coast State College Business Office.)

An additional fee will be charged for courses offered through E-Learning. Certain courses carry additional fees (see "[Course Descriptions](#)").

Fees for Non-Credit Activities

Fees are established for non-credit courses in keeping with Florida statutes. A complete description of fees set for non-credit activities can be found in the College policy manual.

Refund Policy for Credit Classes

Students are responsible for all fees for courses not dropped by the student during the published drop/add period. Refunds result from 1) classes dropped by the student by the end of the published scheduled drop/add period for each term; 2) classes dropped prior to the first day of class for courses that do not begin during the scheduled drop/add period; and 3) for classes that are cancelled by the College. A refund of fees paid will be given if the proper procedures are followed. Refund checks are mailed within two weeks after the end of the published drop/add period each term.

A drop is different from a withdrawal. A drop will result in the elimination of the class(es) from the transcript record. A class dropped before the end of published add/drop timeframes does not affect the standards of academic progress; however it may affect the amount of financial aid awarded. A withdrawal will result in a letter grade of "W" in each class from which the student withdraws; withdrawals are included in the calculation of academic progress.

Procedures for Requesting a Refund after the Drop/Add Period

A student who discontinues enrollment after the published drop/add period may be granted a refund if proper procedures are followed. Procedures for requesting a refund are:

- Contact the office of the Vice President of Student Affairs to secure a Request to Drop Form.
- Complete the Request to Drop Form and attach supporting documentation (military orders, physician's letter, etc.). Incomplete submissions will not be considered.
- Submit all paperwork within six weeks of the end of the term in which enrollment is discontinued. NO SUBMISSIONS WILL BE CONSIDERED AFTER THE SIX WEEK PERIOD.

Supporting documentation must include one of the following:

- Written documentation of call to or enlistment in active military duty or change of military station
- Death of the student or member of student's immediate family (parent, spouse, child, sibling)
- Illness of the student or of a dependent person of such severity or duration, as confirmed in writing by a physician, that completion of the semester is precluded
- Documented administrative error by College

Refund requests must have supporting documentation to be considered.

Refund Policy for Non-Credit Activities

The drop/add period for registration of non-credit classes is class-specific and, therefore, not dependent upon traditional academic terms or semesters. The refund process is initiated in writing by the student through the Continuing Education Office.

A full refund will be granted when requested by 4 p.m. three work days prior to the first day of class. After this date, refunds will not be granted. All refunds are issued by check in the name of the student registered and mailed to the student's address listed on the registration form.

Online classes are not refundable once the student's registration has been processed.

Documented extraordinary situations will be considered on an individual basis by the Appeals Committee.

STUDENT FINANCIAL AID

The Financial Aid Office at Gulf Coast State College serves students by providing information and access to financial aid programs. We are committed to high-quality customer service and continually strive to improve the accurate processing of financial aid to students in a fair, consistent and efficient manner.

GCSC offers a variety of financial assistance for students. Students may apply based on financial need or merit. Financial assistance may be awarded from one or any combination of federal and state grants; part-time employment; institutional, state, and private scholarships; and student loans. Information may be obtained online at <https://www.gulfcoast.edu/tuition-aid/financial-aid/index.html> or by contacting the GCSC Financial Aid Office in the Enrollment Services building. Students should check their official GCSC student email for Financial Aid correspondence on a daily basis. Each semester, students on financial aid should take the following steps when registering for classes:

- Verify on Lighthouse or in Enrollment Services that your major is correct.
- Verify that your contact information is correct.
- Do a degree evaluation to see what courses you have left to graduate/which courses federal financial aid will pay for.
- Only register for classes needed for your major.
- Register for all classes you plan on taking that semester even if they don't start until a later session. If you add it later, it may not count towards your FA eligibility.
- Check your bill on Lighthouse and make sure all of your charges are paid by the published due date.
- If you decide you don't want to take a class, make sure you drop it during the add/drop period.

Financial Aid Programs

Federal Pell Grant (PELL): A grant provided by the federal government to qualified students who demonstrate exceptional financial need and have an Expected Family Contribution (EFC) below a threshold designated annually by the U.S. Department of Education, based on the amount of program funds appropriated by Congress. Apply using the Free Application for Federal Student Aid (FAFSA) at studentaid.ed.gov/sa/fafsa. Awards are based on student and/or family prior year income. Award amounts are based on the number of hours enrolled each semester. Costs of tuition, books, and miscellaneous educational expenses may be covered by the Pell grant. Students must reapply for all federal financial aid programs by submitting a new FAFSA each year. Please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/pell> for information.

Federal Supplemental Educational Opportunity Grant (SEOG): A supplemental grant provided by the federal government to qualified students who demonstrate exceptional financial need. Priority is given to Pell Grant recipients and funds must be awarded in lowest EFC order. Apply using the FAFSA. Please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/fseog> for information.

Federal Iraq & Afghanistan Service Grant (IASG): A grant provided by the federal government to qualified students who have a parent or guardian that died as a result of military service in Iraq or Afghanistan. Apply using the FAFSA. Please visit <https://studentaid.ed.gov/sa/types/grants-scholarships/iraq-afghanistan-service> for information.

Federal Work-Study (FWS): Federal funds provided to students for part-time jobs on and off campus. Students must apply by submitting a FAFSA and by completing an employment application. Participants must have unmet need as determined by the students' cost of attendance, EFC, and other aid awarded. Contact the Financial Aid Office or visit <https://studentaid.ed.gov/sa/types/work-study> for more information.

Federal Direct Stafford Loans (DSTFS or DSTFU): Funds available to eligible students to borrow for educational expenses. Students may use the funds now and defer repayment until they graduate or stop attending at least half-time. Interested students must complete a FAFSA to determine need, complete entrance counseling & master

promissory note and submit a loan request form to the Financial Aid Office. Students may qualify for subsidized or unsubsidized based on their eligibility from the FAFSA and unmet need. Students may borrow subsidized loans for only 150% of the length of time required to complete their chosen program of study. To qualify, applicants must achieve Satisfactory Academic Progress. The three (3) step loan application process is located on the GCSC website at <https://www.gulfcoast.edu/tuition-aid/financial-aid>. All steps must be complete before processing can begin.

Federal Parent Loan Program (DPLUS): Loan funds are available only to parents of undergraduate students and are based on the credit worthiness of the parent. Dependent undergraduate students may apply for additional unsubsidized funds only after a parent's PLUS loan is application denied. Parents must apply, complete entrance counseling & a master promissory note online at <https://studentloans.gov> and submit a PLUS loan authorization form to the Financial Aid Office.

Florida Student Assistance Grant (FSAG): A state funded grant available to students who submit a FAFSA by GCSC's priority deadline and meet eligibility criteria determined by the Florida Department of Education (FLDOE). Please visit <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/FSAG.pdf> for more information.

Florida Student Assistance Grant#Certificate Education (FSAGCE): A state funded grant available to students who submit a FAFSA by GCSC's priority deadline, meet eligibility criteria determined by the FLDOE and enroll in certain certificate programs of 450 or more clock hours. Please visit <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/FSAG-CE.pdf> or contact the Financial Aid Office for more information.

Florida Bright Futures Scholarship Program (BFACAD, BFACF, BFMEDC, BFMEDD, BFMEDF, BFGOLD or BFTOP): A state scholarship program awarded to high school students who meet certain academic requirements. Students must apply online by submitting a Florida Financial Aid Application (FFAA) prior to graduating high school. Bright Futures pays a portion of a student's tuition. Students need to make sure any unpaid tuition & fee balances are paid by each semester's due date. Students are responsible for repaying Bright Futures funds for withdrawn classes. Students withdrawn due to illness or emergency should contact the Financial Aid Office about the appeal process. The deadline to appeal is 45 days from the end of the affected term. Bright Futures recipients should consult the GCSC website at <https://www.gulfcoast.edu/tuition-aid/financial-aid>. Students who fail to meet renewal requirements due to illness or emergency can contact the Financial Aid Office about an appeal. The deadline to appeal is 45 days from the last day of the spring semester. Visit <http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm> for Bright Futures scholarship requirements, student eligibility, and renewal requirement information.

Florida First Generation Matching Grant (FGMG): A state and GCSC funded grant available to "first generation" students who meet eligibility criteria determined by the Florida Department of Education (FLDOE) and who submit a FAFSA by GCSC's priority deadline. Please visit <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/FGMG.pdf> for more information

Honorably Discharged Graduate Assistance Program (HDGAP): The Honorably Discharged Graduate Assistance Program (HDGAP) provides need-based veteran educational benefits in the form of supplemental living expenses during holiday and semester breaks. Apply using the FAFSA.

Scholarship for Children and Spouses of Deceased or Disabled Veterans (CDDV): The scholarship for Children and Spouses of Deceased or Disabled Veterans (CDDV) provides funding for tuition and registration fees for dependent children and not remarried spouses of qualified Florida veterans. Students must submit a completed Florida Financial Aid Application by April 1. Eligibility will be determined by Florida department of Veterans Affairs. Ensure that the Florida Department of Veterans Affairs receives a complete and error-free Form CDDV-1 by April 1. (Form CDDV-1 corresponds to Question 31a-g on the FFAA) for criteria and award amount information.

Florida Work Experience Program (FWEP): The Florida Work Experience Program (FWEP) is a need-based program providing eligible Florida students work experiences to complement and reinforce their educational and career goals. Please visit <http://www.floridastudentfinancialaid.org/SSFAD/factsheets/FWEP.pdf> for more information.

Gulf Coast State College Foundation Scholarships (FOUND, FNDBF or FNDFXD): GCSC Foundation Scholarship opportunities are open to all students attending or planning to attend Gulf Coast State College. Application period traditionally begins January 1 and ends April 15. Applicants must have a cumulative GPA of 2.00 or higher and a valid GCSC student ID number. Foundation scholarships are not meant to cover 100% of a student's educational cost. Awards are only intended to supplement a student's education needs. Foundation scholarships can also be used in conjunction with federal and state grants, Bright Futures, College Prepaid programs, and other

scholarship awards. Foundation scholarships are awarded for one academic year only (fall and spring semesters) and recipients must reapply each year unless otherwise noted. Please visit <http://www.gcscfoundation.org> for more information.

State of Florida Employee Fee Waiver: Per Section 1009.265, Florida Statutes, GCSC will waive tuition for state employees to enroll for up to (6.0) six credit hours of courses per term on a space#available basis. State employees are eligible for registration for courses during the College's published drop/add period. Waivers will not apply to any course registrations made prior to the College's published drop/add period. State employees must complete all admissions requirements, including the application for admission, placement testing, transcripts, and proof of prerequisites. After registration, state employees must present the State Employee Waiver Intent to apply and Agency Authorization Form to the Business Office for fee payment.

Private Loans (ALTLN): A private or alternative loan is a loan offered by a private bank / lender that DOES NOT have the same benefits as a federal loan. It is in your best interest to exhaust all grant and Direct Stafford Loan options prior to considering an alternative loan. A student cannot receive a private loan that is greater than their cost of attendance minus other financial aid received. Be advised that students have federally protected rights regarding private education loans and that more information regarding these rights can be found at or <https://www.consumerfinance.gov/eregulations/1026> or <https://www.fdic.gov/regulations/laws/rules/6500-100.html>.

Applying for Financial Aid

Applications for financial aid should be filed as early as possible for the following academic year. The Free Application for Federal Student Aid (FAFSA) opens every October 1 and applicants should apply online at www.fafsa.gov prior to GCSC's April 15 priority deadline. Remember that the FAFSA is a free application. If you are asked for a credit card number or to pay a fee, you are on the wrong website. Failure to provide accurate information will cause unnecessary delays in the evaluation of the student's eligibility.

Verification

Verification is a process to confirm that the information provided on your FAFSA is accurate. Most applications are selected at random and others because of inconsistent information. GCSC reserves the right to select students for verification.

If you are selected for verification, then you will be notified via email to your GCSC address (@my.gulfcoast.edu) to log in to your Lighthouse and review your outstanding requirements. These outstanding requirements are documents and/or forms that you must submit so that verification of your FAFSA can be completed.

The financial aid Office will review the documents you submit in order to attempt to correct any FAFSA responses that are found to be incorrect. You should regularly monitor your Lighthouse for any additional requirements and contact the Financial Aid Office if you have any questions. Please note that your award package may change as a result of the verification process. Documents not received by the following dates, for the following semesters, may not be processed before tuition is due:

- July 1 for fall
- November 1 for spring
- April 15 for summer

The deadline for an otherwise eligible student to complete the verification process for all federal aid programs will be posted online at <https://www.gulfcoast.edu/tuition-aid/financial-aid/documents-forms>.

All students selected for verification at any time while being enrolled in an award year must complete verification in order to establish or maintain eligibility for federal aid funds. Failure to complete the verification process may result in the loss of federal aid, even if you received this aid prior to being selected for verification.

General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, and institutional resources. To be eligible for aid at GCSC, a student must:

- Have a high school diploma or GED certificate.
- All high school and college transcripts must be received and evaluated by the Enrollment Services Office.
- Declare an eligible major prior to the end of the drop/add period for the current semester.
- Federal financial aid will only be used for classes required in an eligible major.
- Enroll at least half-time. (Some Pell students may qualify at less than 6 hours.)
- Be a citizen or eligible non-citizen.
- Not owe a refund or repayment on a federal grant at any institution.
- Not be in default on a federal student loan.
- Maintain Satisfactory Academic Progress standards.

Financial Aid - Satisfactory Academic Progress (SAP)

The Higher Education Act of 1965 is a federal law that requires GCSC to establish standards of academic progress for students to achieve and maintain in order to qualify for federal financial aid. Students enrolled full-time or part-time in undergraduate programs measured in credit hours will therefore have SAP calculated at the conclusion of each semester. Students enrolled full-time or part-time in undergraduate programs measured in clock-hours will have SAP calculated at the point when scheduled clock-hours for each payment period have elapsed, regardless of whether the student attended all the clock-hours scheduled in the payment period. Transfer students will also have SAP calculated prior to their first semester / first payment period with GCSC. Students must meet qualitative, quantitative and maximum timeframe SAP standards in order to be eligible for federal financial aid awarding and disbursement. Please visit <https://www.gulfcoast.edu/tuition-aid/financial-aid/satisfactory-academic-progress.html> for more information.

College Preparatory (Development/Remedial) Classes

Required developmental coursework is counted when determining a student's enrollment status for financial aid purposes. However, federal guidelines state that students are limited to 30 credit hours of funded developmental coursework.

Enrollment Snapshot and Disbursement

Each semester, make sure you register at the beginning of the semester for all classes you plan on attending. GCSC awards aid based on enrollment at certain points in time also known as census dates. For each semester (fall, spring, summer), there is an add/drop period followed by a "no show" reporting period of about a week. Instructors will verify your attendance during this time. After the no show period, a snapshot of your enrollment is taken. Your aid for the semester is calculated using this enrollment snapshot. Mini-session classes added later will not be included in your enrollment snapshot.

Subsequent enrollment snapshots for mini-sessions will be taken only for those students who were not registered at the beginning of the semester and who do not already have a snapshot of enrollment. Students in the Educator Preparation Institute are the only exception to this rule, as their enrollment snapshot is updated after session C's "no show" reporting period.

Gift aid is initially disbursed to students' Lighthouse accounts approximately one week after the "no show" reporting period as long as all of their classes have started. Credit balance refund checks will be mailed within 14 days of the date of disbursement.

Gainful Employment

Regulations published in the Federal Register on October 29, 2010 [75 FR 66665 and FR 66832] by the U.S. Department of Education require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965 (HEA), as amended, to disclose to prospective students certain information about the institution's "Gainful Employment" (GE) programs. "Gainful Employment" refers to non-degree educational programs at public institutions that are eligible for federal student aid because they prepare students for gainful employment in a recognized occupation. Please visit <https://www.gulfcoast.edu/tuition-aid/financial-aid/gainful-employment> or contact the Financial Aid Office for more information regarding GCSC's GE programs.

Withdrawing and Paying Back Federal Aid / Return to Title IV (R2T4)

Federal financial aid is awarded under the presumption that a student will successfully complete the classes for which they receive aid. A student that withdraws from classes may owe federal financial aid back to the Department of Education (ED). Please visit <https://www.gulfcoast.edu/tuition-aid/financial-aid/return-to-title-iv.html> for more information.

Veterans Benefits

Applicants who plan to attend college under veterans benefits should consult the veterans affairs (VA) certifying official. To learn more about veteran benefits and to apply, go to www.gibill.va.gov.

To be eligible, students must be degree seeking with all of their coursework leading towards that degree. Their enrollment must be reported to the VA certifying official each term. Credit for previous education and training will be evaluated and granted, if appropriate.

Gulf Coast State College will adjust its VA certification procedures to the changing dynamics of the Veterans Administration without prior notification to students.

Note: Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months. For further information call the office of military and veteran affairs at Gulf Coast State College at 747-3210.

Veterans' Fee Deferment Policy

In accordance with Florida Statutes 1009.27, Any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 32, chapter 33, chapter 34, or chapter 35 of Title 38, U.S.C., or chapter 106 of Title 10, U.S.C., is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits.

Any person eligible to receive veteran educational benefits who wishes to pursue an approved program of education at Gulf Coast State College will be granted upon request a sixty (60) day deferment during the fall and spring semesters and a thirty (30) day deferment for summer semesters for full payment of fees from the first day of classes, provided the period of deferment shall not extend beyond 10 days before the end of the term.

No eligible person who has received a deferment and who has failed to pay the deferred fees shall be allowed to re-enroll until such indebtedness has been satisfied.

Office of Military and Veteran Affairs

GCSC has an office of military and veteran affairs to provide assistance to active duty/veterans/guard & reserve personnel, as well as their family members who are using their VA education benefits. The areas of assistance include, support of tuition assistance requests, determining if members are eligible for VA benefits, instructions on applying for benefits, advising, registration, and transitioning to the college environment.

STUDENT SERVICES

Academic Advising

The mission of Gulf Coast State College's academic advising program is to engage all students in dynamic academic and career planning. The advising program has been developed that enables students to partner with experts in the academic fields related to student's field of study or career choice. All students must consult with an academic advisor located in the Center for Advising and Success, J. R. Asbell Business Building, 2nd floor, prior to registering for first semester classes.

Every first time student at Gulf Coast State College will meet with a Master Advisor who will assist the student in the transition to college and aid in scheduling the student's first semester courses. Master Advisor will assign a Primary Advisor for each student based upon the student's chosen field of study.

During the student's first semester of classes, the student will schedule a meeting with the Primary Advisor to map out the student's educational plan. The student's assigned Primary Advisor will continue to work with the student throughout the student's academic career at Gulf Coast.

Students may change their major for a current term through the initial drop/add deadline for the term. Any change of major initiated after the drop/add deadline will be processed and applied to the subsequent term. The Center for Advising and Success is located in Student Union West Room 80.

Students who have declared transfer track or academic major may register for classes without consulting an academic advisor provided they are in good academic standing.

First-time students are not allowed to register without consulting an academic advisor.

Degree Evaluation

The Institutional Degree Evaluation is a tool that assists students in determining if they are on target for graduation.

The Degree Evaluation matches a student's academic history against a specific GCSC major for a specific catalog year to determine which course requirements have been met and which are still unsatisfied. Students may access their individual degree evaluation by visiting www.gulfcoast.edu, clicking on myGCSC, and then selecting Lighthouse, or by requesting a copy of their Degree Evaluation from an advisor located on the 2nd floor of the J. R. Asbell Business Building. If you have at least 45 hours completed towards your AA degree, it is recommended that you contact the Graduation Specialist in Enrollment Services for a program review to ensure successful completion of degree requirements.

Developmental Education

Gulf Coast State College offers developmental courses in Reading, Writing and Mathematics using modularized and compressed strategies. In addition, a concurrent (though not co-requisite) lab in Reading and Writing will be offered as one option.

In each discipline area, traditional placement students (see page 13) will have two options from which to choose, as well as the choice of pursuing developmental coursework in traditional "seated" classes or via distance learning format. In all instances, students will be informed of the advisability of taking the PERT placement tests to better inform their own decision-making process.

GCSC will seek to accelerate student progress through developmental education coursework, and to therefore increase the number of students who successfully complete these requirements, through options for individualized instruction. For example, modular coursework in Mathematics will proceed on the basis of addressing identified skills deficiencies, with options for accelerated completion of the developmental section and corresponding progression into college-level courses as quickly as possible.

In addition, Mathematics "gateway" course requirements have been re-aligned to reflect students' indication of future interests through identification of a "meta-major," with the MAC 1105 (College Algebra) sequence reserved for students selecting STEM meta-majors and as an option for students in the Business meta-major. Students selecting any other meta-major have the option to complete STA 2023 or MGF 1106/1107.

Placement Testing

Some first-time-in-college degree seeking students entering college credit programs are required to take some form of basic testing for placement in English, reading, and mathematics. Students may meet this requirement several ways. ACT or SAT scores may be used for placement provided that the scores are less than two years old and they meet state-mandated minimum score levels. If ACT or SAT scores are lower than the state-mandated minimum scores, the student may take the College Placement Test (CPT). If a student transfers college-level mathematics credit and/or college-level English composition credit to GCSC, the student has completed the testing requirement in that specific discipline and must test only in the area he or she is deficient. Transfer students need to have their transcripts evaluated by the Transcript Coordinator to determine whether it is required to take any of the tests. College-level English composition credit supersedes the need for placement in reading.

Active duty members of the United States Armed Services qualify for Flexible Placement.

Traditional Placement

Prospective students who entered the 9th grade in a Florida public school prior to 2003-2004 or graduated from a non-public Florida high school or earned the GED qualify for Traditional Placement in English, reading, and mathematics. Traditional Placement requires that the student submit active scores on a college placement test (PERT, CPT, ACT, SAT) to the college to assist academic advisors in determining the student's readiness for college-level English, reading, and mathematics.

FLEXIBLE PLACEMENT

Prospective students who entered the 9th grade in a Florida public school in 2003-2004 or later and who earned a standard Florida high school diploma from a Florida public high school OR are serving as active duty members of the United States Armed Services qualify for Flexible Placement. Flexible Placement indicates that the student is not required to be tested or to enroll in developmental education. Students have the flexibility to opt into developmental education if they deem it appropriate after consultation with their academic advisor.

Transfer students who have satisfied English and math requirements may not need placement testing. Students who meet the following criteria are exempt from placement testing:

- Non-degree seeking students. Note: The college placement test or unofficial transcripts may be required for students taking English or math courses for the first time.
- Students who meet the Flexible Placement criteria as described above.
- Transfer students who present transcripts showing a grade of "C" or better in college-level English and/or mathematics.
- Students with ACT or SAT scores at or above the state minimum that are less than two years old. Listed below are the Traditional Placement scores for College-Level Placement based on the ACT and SAT scores.

Enhanced ACT	SAT 1
Reading = 19	Verbal/Critical
English = 17	Reading = 440
Mathematics = 19	Mathematics = 440

Arrangements for special testing accommodations are made in the office of Student Accessibility Resources.

In accordance with Florida Statute Section 1008.30 State Board of Education Rule 6A-10.0315(8), a degree seeking student has a maximum of two attempts on the CPT once admitted to the college. Attempts are considered by subtest (reading, writing, math) and do not have to be taken at the same time.

College placement tests are available for a fee and results are available immediately after testing. At the Panama City Campus, students can pay the fee in the Bookstore or Business Office and take the receipt to the Testing Lab located in the Student Union West Building on the third floor. The placement test schedule is on the College website (www.gulfcoast.edu); under Admissions click on the Testing option then "College Placement Test". The CPT is also available at the Gulf/Franklin Campus, the North Bay Campus, and the Tyndall Air Force Base Campus.

The College Level Examination Program (CLEP) test is administered at the Panama City Campus. The registration fee can be paid in the Bookstore or Business Office and an appointment can be made in the Testing Lab located in the Student Union West Building on the third floor. The CLEP test schedule is available on the College website (www.gulfcoast.edu); under Admissions click on the Testing option then "CLEP".

CLEP and DANTES testing is also available to eligible military and Department of Defense personnel at the Tyndall Air Force Base Campus. To schedule a test visit the College website (www.gulfcoast.edu/admissions/testing-services/index.html).

The Test of Adult Basic Education (TABE) is administered to students interested in one of the PSAV programs. Students are registered to take the TABE by the program advisor and can test either at the Panama City Campus,

the North Bay Campus, or the Gulf/Franklin Campus. The TABE test schedule is available on the College website (); under Admissions click on the Testing option then "TABE".

The Health Education Systems, Inc. (HESI) is administered to students pursuing a career in nursing. Students are registered to take the HESI by a program advisor in the Health Sciences Division.

Bookstore

Gulf Coast State College maintains a bookstore in the Student Union West. The bookstore sells new and used books, school supplies, and Commodore apparel. The bookstore is open Monday through Thursday from 7:30 a.m. to 6:30 p.m. and on Fridays from 7:30 a.m. until 4:00 p.m. during the fall and spring semesters. Bookstore hours during summer terms vary from those listed above. Books for Gulf/Franklin Center classes are sold at the Gulf/Franklin Center Bookstore Monday through Friday. During the final exam period of each semester, the bookstore at the main campus will buy back select titles from students.

PAY4PRINT

A Pay4Print system is installed in all computer labs and in the library. Your username is the first part of your GCSC e-mail address and can be found by accessing Lighthouse. Your initial password is your birthday (YYYYMMDD).

You will be required to change your password after your initial log on. Adding funds may be done online using PayPal or through one of the Pay4Print kiosks located in the library, outside the bookstore, or at each of the remote campuses. Money added by students shows as real balance on the student account. Some courses have a lab fee that may load credit to your account and show up as a free balance; any unused amount in the free balance is removed at the end of the course.

Funds can be added to student print accounts by credit or debit card with a minimum of \$5 or at patron kiosks or bill acceptors on the Panama City campus at the Library, and the lobby of the Student Union West Building outside the Bookstore. Bill acceptors are also located at the Gulf Franklin Center in room B108, at the Tyndall AFB Center in room 34, and at the North Bay Center in the EOC student break room. Black & white copies are 5 cents and color copies are 20 cents. There is no refund on any portion of unused prints.

Library

The GCSC library provides comprehensive library services, including research assistance, library instruction, reserve materials, and interlibrary loan. Virtual reference chat is available all hours the library is open. These services may also be accessed via the "Library" link at www.gulfcoast.edu/academics/library under "Academics". The Library's resources include print and electronic books and journals and access to over 130 databases. In addition to College-owned resources, the staff will help obtain materials from other libraries. Group and quiet study areas are complemented by computers for students to access the catalog and other online resources. Wireless internet access and wireless printing are available within the building.

Assessment (CLEP)

Computerized College Level Examination Program (CLEP) tests are given at scheduled times by appointment. Registration for the test is required before the test is administered. The CLEP testing schedule is available in the Enrollment Services Building, Room 128 or on the College website (www.gulfcoast.edu) under Student Resources and click on testing option.

CLEP and DSST examinations are also available to active duty military or DOD eligible individuals at the GCSC Tyndall Office. Call 283-4332 for more information.

Florida Shines

Florida Shines is a network that provides access to many resources of Florida's higher education institutions. Florida Shines offers a variety of student services and resources provided for convenience by the State of Florida and by the participating institutions. Students may access the Florida Shines website at www.floridashines.org to stay aware of current degree requirements, run a graduation evaluation, access college transcripts, take career assessments, investigate Florida colleges and degrees, and apply to Florida colleges.

Registration

Registration is the process of building your class schedule and enrolling in courses. Courses are offered for varying lengths of time in a term. There are three Full Terms in an academic year—Fall, Spring, and Summer—which are approximately 16 weeks (12 weeks in the summer) each. Each term has mini terms that are 8 weeks (6 weeks in the summer) in length. Go to www.gulfcoast.edu and click on myGCSC to access your Lighthouse account to register for classes. Please refer to the academic calendar for dates of open registration.

As a new degree-seeking student, you will be eligible for registration after completion of Orientation. Go to <https://www.gulfcoast.edu/admissions/new-student-orientation/index.html> to complete your orientation. You will need your student ID number to access. If you have a “registration hold” on your record, you will need to resolve the hold before you can register. To find out if you have any holds on your record, go to www.gulfcoast.edu and click on myGCSC to access your Lighthouse account. Click on Student Records to see any holds.

Websites

Websites students may find useful include:

- www.studentclearinghouse.org, download degree and/or enrollment verifications and official transcripts
- www.floridashines.org, degree shop/copy of transcripts/apply to academic institutions
- www.ets.org, international student information on TOEFL
- www.collegeboard.org, order official SAT scores, CLEP/AP/IB
- www.actstudent.org, order official ACT scores
- www.collegesource.org, information of college and/or universities
- www.va.gov, information on veteran student benefits
- <https://www.gulfcoast.edu/admissions/testing-services/credit-by-exam/index.html>, student information on CLEP/IB/AP/AICE
- <http://www.leg.state.fl.us/statutes/>, current state statutes

Career DEVELOPMENT Center

The College's Career Development Center provides students and non-students assistance in exploring their interests, skills, values, and goals in order to develop a plan of action for securing a satisfying and rewarding career. Let us help you find your path to a brighter future by establishing a meaningful education plan.

The Career Development Center offers:

- Computerized career assessments, to clarify your values, interest, and skills confidence that reveal possible career opportunities for you to pursue.
- Assistance with job searches, resumes, cover letters, and interview techniques to highlight your specific knowledge, talents, and expertise for future employers.
- Electronic resources for job searches locally, regionally, and nationally.

The services are free and are located on the first floor in the Student Union East Building.

TRiO

The TRiO program gives all students an equal chance to a quality education. It is designed to help students overcome environmental, social, academic and cultural barriers to higher education. Students may join TRiO starting in middle school and remain as long as they are enrolled in college.

TRiO provides support for students in all academic areas, with a special emphasis in tutoring for mathematics and English. This support includes individual and group tutoring; as well as specialized workshops and test preparation. In the Tutoring area professional Learning Managers, as well as student tutors, provide program services to all eligible participants. Additional support is provided by counselors through individual and group counseling activities that focus on study skills development, career exploration, student success strategies, and activities that foster a sense of belonging. Cultural events, such as attendance at plays, concerts and sports events as well as transfer trips to universities, are also provided. TRiO advisors work with community groups and the local schools to identify and recruit students into the various academic programs at Gulf Coast State College or other educational institutions

in the area. Students are given help and direction to complete financial aid and scholarship applications as well as college applications including help with college entry essays.

While on campus TRiO students are encouraged to use the TRiO Social area where they can have a snack, be a part of a study group, or just visit with TRiO friends and classmates.

Once students become a member of TRiO, they remain eligible for program services throughout their tenure at Gulf Coast State College and beyond.

Services for Students with Disabilities

Gulf Coast State College encourages the enrollment of students with disabilities and recognizes their special needs; thus the Student Accessibility Resources (SAR) program at GCSC is comprehensive in the services offered and the range of disabilities served. Its focus is academic support through human support services and technology to assist students reach their potential and academic goals. The College endeavors to provide equal access to a quality education by providing reasonable accommodations to qualified individuals. To promote academic success, we offer a wide range of assistance and support services. Services include but are not limited to assistance in course registration, information about and referrals to campus and community services, academic counseling, learning support specialists, testing accommodations, readers, note taking support, sign language interpreters, assistive listening devices, and adaptive equipment. Students who have a disability requiring special assistance should contact the office of Student Accessibility Resources at 850-747-3243 or email SAR@gulfcoast.edu. Our office and student development rooms are located in Student Union East rooms 60, 61 and 63. For additional information you can visit our website at <https://www.gulfcoast.edu/current-students/student-accessibility-resources/index.html> and access a copy of the [SAR student handbook](#).

Course Substitution

Course substitution applies primarily to postsecondary vocational and certificate programs. Students requiring a course substitution should submit appropriate documentation to the program manager. If approved, the program manager sends the completed Course Substitution Form to the Enrollment Services Office. Students receiving VA educational assistance **must** notify the Veterans Affairs Office.

Gulf Coast State College has developed and implemented policies and procedures for providing reasonable course substitutions for eligible students with disabilities. Students who may be eligible for substitutions are those who have documented disabilities. Documentation must be provided to substantiate that without a course substitution the disability can be reasonably expected to prevent the student from meeting requirements for admission to the institution, admission to a program of study, entry to upper division, or graduation. For additional information and assistance, contact the office of Student Accessibility Resources (SAR) at 850-747-3243, email SAR@gulfcoast.edu, or visit our location in the Student Union East, Room 60 to schedule an appointment with a SAR staff member.

Student E-Mail

Student Email is a GCSC provided email account for credit students and is issued upon admission to the College.

This email account is the official means of communication between the student and Gulf Coast State College and thus, it is not permissible to forward this email address to any other email account. Please check this email account on a regular basis for administrative and instructional notifications and communications. Establish your student email account by following the instructions found at the following site: <https://outlook.office.com/owa/>.

Computer Labs

Computers for use by the students and staff of the College are located in the library. Fully supported by Information Technology Services, library computers have Internet access and basic applications. A limited number of iMacs and specific software applications used for business, technology, and digital media courses are also available. These computers are available all hours the library is open. An open computer lab is also available at the Gulf/Franklin Center Monday through Friday.

Student Insurance

The College has no accident or medical insurance available for students. If a student is not covered under a personal or family policy, the College strongly recommends that the student purchase such a policy from the agent of choice.

LIGHTHOUSE

Lighthouse is Gulf Coast State College's online service for students that provides learning resources such as online registration, grades, degree evaluations, financial aid, current class schedule, and academic records.

Lighthouse Password/Personal Identification Number (PIN)

A Personal Identification Number (PIN) is a unique password that allows you to electronically access your student records and to register for classes. When you establish your Lighthouse account, you will be asked to select a password that will serve as your PIN each time you log in. By creating a unique PIN, you will help provide increased security for your student records. It is important that you do not forget your PIN since you will be required to enter it every time you log in to Lighthouse. If you do forget your PIN, you should follow the directions on the myGCSC home page to re-set your PIN. Your PIN should be kept secure; you should not share it with anyone.

Your PIN will remain active while you are enrolled as a student at GCSC. To access your student information for grades and evaluated coursework from other colleges go to <https://www.gulfcoast.edu>, click on myGCSC and then select Lighthouse.

Student Identification Card

Photo student ID cards are provided at the ID Center at the Information Desk on the first floor of Student Union East or at the following locations: the main office at the Gulf/Franklin Center, the main office at the North Bay Center and the GCSC office at Tyndall Air Force Base. Students must present current photo identification (driver license or military identification) and a current registration receipt that shows the student's ID number to have the photo ID taken. There is no charge for the original ID card; however, a fee is incurred for replacement cards.

TUTORIAL SERVICES

The College provides tutorial support to Gulf Coast students in English, reading and mathematics.

Math Lab

Located on the second floor of the Student Union West, the Math Lab offers free tutoring for students in mathematics courses through Calculus I. Students are encouraged to come do their math homework in the lab so they can ask questions as they practice the material. The lab is equipped with computers where students can watch course videos and utilize online resources. The Math Lab is a fun learning environment where students can ask questions, study, and learn how to become successful in their math classes.

Mission: To provide a positive atmosphere where students come to get help with their homework, enhance their study skills, and become successful independent learners.

Writing and Reading Lab

The Writing and Reading Lab, located in the Rosenwald Classroom Building in rooms 108 and 110, offers free tutoring for students in English and Reading courses and is also happy to provide tutoring to any student seeking assistance with English, grammar, punctuation, mechanics, essay development, reading comprehension, organization of ideas, and MLA, APA, and Chicago style formatting.

Mission: The Writing and Reading Lab endeavors to support the achievement of student academic goals by providing tutoring in a caring and supportive environment thereby increasing retention and graduation rates. Maximizing the aptitude of developmental students in order to meet the rigorous demands of the curriculum is paramount.

Accounting and Microcomputer Applications Lab

The accounting and microcomputer applications lab is located in the Advanced Technology Center, Room 225 and offers free tutoring to students in accounting, economics, and CGS1570 classes. Students are encouraged to come do their homework or projects in the lab so they can ask questions while they do the work.

Mission: The tutoring lab provides a supportive environment where students can get help with their homework, enhance study skills, and become successful students.

STUDENT SUPPORT

Counseling

Counseling services are available for academic adjustment, personal concerns, and referral services. Care is taken to assure the highest standards of confidentiality are maintained at all times. The Counseling Center is located in the Student Union East.

The Honors Program

The Honors Program emphasizes development of critical thinking skills in an environment that is unique and challenging. Honors courses are designed to be a different approach to teaching and learning. Honors classes are small, generally fewer than 20 students per class. Emphasis is placed on individuality, originality, and participation.

Honors students have opportunities to participate in unique research and special classroom activities not usually available in the regular classes for these courses. The Honors Program curriculum is designed to fit every Associate in Arts program the college offers. The honors courses will fulfill most of the general education requirements for any A.A. degree.

Students who complete the program while maintaining the required grade point average will be classified as "Honors Graduates." These students will receive special recognition during graduation, receive the seal of Honors on their diploma and will have the designation as "Graduate of the Honors Program" on all transcripts. Participants in the program may be eligible for additional scholarship opportunities, membership in Phi Theta Kappa International Honorary Society, nomination to the Academic All-USA Team, and Brain Bowl. In order to participate in the Honors Program, students must:

- Have a 3.5 or better weighted high school GPA (transcript required), or
- Have completed 15 credit hours from GCSC with a 3.5 GPA or better.

Students are then expected to maintain a 3.0 GPA in all coursework in order to remain in the program. Students who fail to maintain this minimum GPA will not be permitted to enroll in additional honors courses until the GPA is improved to 3.0. Students must complete all honors coursework and have an overall 3.5 GPA or better to graduate from the program.

Curriculum: To graduate from the program, a student must complete at least 15 hours of core courses. In special cases, the honors director may be able to substitute course. The Honors Program curriculum is as follows:

IDH 2931 Honors Symposium*	1 credit
IDH 1905 Honors Directed Research**	1 credit
ENC 1102H English Composition II	3 credits
EUH 1000H Western Civilization I	3 credits
EUH 1001H Western Civilization II	3 credits
THE 2000H Understanding Theatre Meets Area I Humanities	3 credits
BSC 2311H Marine Biology	3 credits

PHI 2600H Ethics Meets Area II Humanities	3 credits
STA 2023H Statistics	3 credits
MAC2311H Calculus I	4 credits
BSC 2011H Biology for Science Majors II	3 credits
PSY 2012H Psychology	3 credits
POS 2041H American National Government	3 credits
LIT 2090H Contemporary Literature Meets Area III Humanities	3 credits
Majors Course Honors by Contract	3 credits

*The topics addressed in the Honors Symposium change each semester and the course may be taken more than once.

**Honors Directed Research allows the student to develop independent research skills, address leadership qualities and to create conference worthy presentations; this course may be taken more than once

***Contractual course arrangements permit any course within a student's major to become an honors course by contract. Honors contracts are processed by the 10th working day after the drop and add period.

For additional information, contact the honors director, Amber Clark, 769-1551, ext. 2872.

Academic Freedom

Believing that collegiate education is fortified through the vigorous and unfettered presentation and exchange of ideas, the District Board of Trustees of Gulf Coast State College staunchly upholds the tenets of academic freedom.

No external coercion shall be permitted to interfere with sober pursuit of truth and knowledge within the context of properly constituted courses and programs of study. The District Board of Trustees has developed procedures by which curricula and syllabi are developed and modified in keeping with the mission of the institution.

Student Conduct

An applicant suspended from another institution for disciplinary reasons will not be admitted to Gulf Coast until eligible for readmissions to the suspending institution.

Gulf Coast State College students are subject to College rules and policies and all public laws. Students who violate College rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the Student Handbook.

Appeals Committee (Non-academic)

The Appeals Committee reviews non-academic grievances, including those involving the impact of religious beliefs or practices on the educational benefits of students, requests for substitutions to admissions and graduation requirements for students with disabilities, and requests for refunds. Members of the committee are appointed by the College President each year.

Academic Grievances

Gulf Coast State College insures fair and prompt resolution of student academic grievances, providing due process and equitable treatment for all parties involved. For a copy of the Student Academic Grievance procedure, as well as assistance with filing an academic grievance, contact the Office of Academic Affairs and Learning Support.

Student Rights & Responsibilities

Gulf Coast State College holds students and community of central importance. The College provides many opportunities for learning and offers a range of programs and services to help students become well-educated, productive citizens. The College is equally dedicated to collaborating with the community to help create or improve economic well-being and to offer the space of the College for social dialog, events of art and culture, and other moments that enhance our quality of life.

In accordance with the College's mission, the institution articulates rights and responsibilities that shall form the foundation of the social contract between the student and the institution. Basic to these rights and responsibilities are the students' rights:

- To be treated with respect and dignity.
- To be afforded due process in resolution of all conflicts with the College.
- To the counsel of a student advocate (Student Ombudsman) to assist in the resolution of such conflicts.
- To protection of all constitutional rights in accordance with the United States Constitution.

As a member of the Gulf Coast State College community, students also are obligated to the following basic responsibilities:

- To behave in a mature, responsible manner.
- To respect the rights, opinions and beliefs of other community members.
- To adhere to all established College policies and procedures.

Student Ombudsman

Gulf Coast State College has designated the vice president of student affairs to serve as the student ombudsman. The role of the ombudsman is to investigate student problems experienced at the College and to attempt to secure a satisfactory resolution.

Student Right to Know

Student Persistence Rules/Placement Rate of Vocational Completers: Information regarding graduation rates and placement are available as required by the Student Right to Know Act (Public Law 101-542) in the Office of Institutional Effectiveness on the Panama City Campus.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Gulf Coast State College receives a request for access. Students would submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office the student shall be advised of the correct official to whom the request should be addressed.
 2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask Gulf Coast State College to amend a record that they believe is inaccurate. They should write the Registrar, clearly identify the part of the records they want changed, and specify why it is inaccurate. If Gulf Coast State College decides not to amend the record as requested by the student, the student shall be notified of the decision and advised as to his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
 3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Gulf Coast State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person or company with whom Gulf Coast State College has contracted (such as an attorney, auditor, collection
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agent, degree conferral & transcript processing agent, document managing agent, and placement sites for internship or similar student work/study opportunities); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; consultants, volunteers or other outside parties to whom Gulf Coast State College has outsourced institutional services or functions that it would otherwise use employees to perform.

A school official has a legitimate educational interest if the official needs to review an education records in order to fulfill his or her professional responsibility. As allowed with FERPA guidelines, Gulf Coast State College may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Gulf Coast State 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 20202-5901.
5. What conditions apply to disclosure of information in health and safety emergencies?
 - a. Gulf Coast State College may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 - b. Nothing in the 20 U.S.C. 1232g (b)(1)(I) and (h) or this part shall prevent Gulf Coast State College from:
 1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community;
 2. Disclosing appropriate information maintained under paragraph (b)(1) of this section to instructors and school officials within Gulf Coast State College who have been determined to have legitimate educational interests in the behavior of the student; or
 3. Disclosing appropriate information maintained under paragraph (b) (1) of this section to instructors and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
6. In making a determination under paragraph (a) of the section, Gulf Coast State College may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If Gulf Coast State College determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

At its discretion, Gulf Coast State College may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Gulf Coast State College includes the following:

- Student's name
- Date of birth
- Major field of study
- Enrollment status
- Participation in recognized activities and sports
- Weight, height and photograph of athletic team members
- Dates of attendance
- Degrees, awards, and previous schools attended

Students may withhold Directory Information by notifying the registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act. Students should consider all aspects of a Directory Hold prior to filing such a request.

Health or Safety Emergency (FERPA)

In an emergency, FERPA permits school officials to disclose without student consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31(a) (10) and § 99.36. This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Internet Privacy Policy

Website privacy is very important to us. Our policy is to collect no personal information about you when you visit our Website, unless you affirmatively choose to make such information available to us.

When you visit our website our Web server automatically recognizes the Internet domain, IP address from which you accessed our website. This information does not result in the identification of your personal e-mail address or other personal information.

In addition, we gather information regarding the volume and timing of access to our website by collecting information on the date, time, and website pages accessed by visitors to the website. We do this so that we can improve the content of our website, and this information is not shared with other organizations. Again, only aggregate information is collected, and individual visitors' personal information is not identified.

If you choose to share personal information with us, by sending us a message or filling out an electronic form with personal information or sending a message, we will use the information only for the purposes you authorized. Some of the information may be saved for a designated period of time to comply with the state of Florida's archiving policies, but we will not disclose the information to third parties or other government agencies, unless required by state or federal law.

For information on the risks of identity theft and what to do if you suspect you are a victim of identity theft, go to <https://www.ftc.gov/>.

If you have other questions about our privacy policies, or have ideas about improving our policies, please feel free to e-mail us at rbarker@gulfcoast.edu, or contact us by telephone at (850-872-3857).

Notification of Social Security Number Collection and Usage

In compliance with Section 119.071(5), Florida Statutes, Gulf Coast State College (GCSC) issues this notification regarding the purpose of the collection and use of your Social Security Number (SSN). GCSC collects your SSN only to perform College duties and responsibilities. To protect your identity, GCSC will maintain the privacy of your SSN and never release it to unauthorized parties in compliance with state and federal laws. The College assigns you a unique student/employee identification number which is used for associated employment and educational purposes at GCSC, including access of your records. Gulf Coast State College may collect and/or use your Social Security Number for the following purposes:

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Human Resources (Employment and Hiring)

Social Security Numbers are used for legitimate business purposes in compliance with completion and processing of the following:

- Federal I-9 (Department of Homeland Security)
 - Federal W4, W2, 1099 (Internal Revenue Service)
 - Federal Social Security taxes (FICA)
 - Processing and Distributing Federal W2 (Internal Revenue Service)
 - Unemployment Reports (Florida Department of Revenue)
 - Florida Retirement Contribution reports (Florida Department of Revenue)
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- Workers Comp Claims (FCCRMC and Department of Labor)
 - Direct Deposit Files (affiliate banks)
 - 403(b) and 457(b) contribution reports
 - Group health, life, and dental coverage enrollment (for employees and their dependents)
 - Various supplemental insurance deduction reports
 - Backgrounds checks (SSNs are collected in conducting employment background investigations for prospective employees as well as promotion eligible employees pursuing positions of special trust)
 - Retirement documents (for retirees, employees and their beneficiaries)

Providing your Social Security Card is a condition of employment at GCSC.

STUDENTS

Admission and Registration

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student SSNs to the Internal Revenue Service (IRS). This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN for this purpose, but he/she may be subject to IRS penalties.

The Florida public school system uses SSN as a student identifier. It is beneficial to have access to the same information for purposes of tracking and assisting students in the transition from one education level to the next, linking all levels of the state education system. The intent is to establish a comprehensive management database of information which will co-reside with the Division of Public Schools Information Database and the State University System Database to provide integrated information at the state levels for educational decision-making.

Social Security Numbers appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.

Veteran Administration Benefits

The SSN is required for enrollment verification and reporting for all Veterans Administration beneficiaries. A veteran student is required to report his/her SSN in order to receive the appropriate benefits and for tracking purposes.

Financial Aid

The Student Financial Aid Office uses SSNs in the application process for determining eligibility for financial aid such as grants, loans, work assistance programs, and scholarships (including Bright Futures). The SSNs are used to identify students by the Florida Office of Student Financial Aid and the U.S. Department of Education. Each student must report his/her SSN on the FAFSA. If a SSN is not provided, the FAFSA will not be processed.

Workforce Programs

These programs, funded through the Agency for Workforce Innovation (AWI), use your Social Security Number as an identifier for program enrollment and completion.

Contractors

Gulf Coast State College collects contractor Social Security Number information in comply with Internal Revenue Service regulations for contractors and individuals who have entered into agreements for services, as required and authorized by federal law.

Foundation/Alumni Affairs

The Foundation is charged with advancing the mission and goals of the College through outreach initiatives, facilitating alumni relations and fundraising efforts. The Foundation has a need to access SSNs of College graduates for the sole purpose of locating "lost" alumni and confirming alumni identify and/or status (i.e. deceased).

Student ID Numbers

All GCSC students are issued a unique Student Identification (ID) number upon acceptance to the College. All college transactions will require the student to provide their ID number.

Parking and Campus Security

Campus security and parking safety are important for students, staff, and visitors to Gulf Coast State College. Employees and students should keep personal safety as their first priority and take the following steps in case of an emergency.

- Call the FSU Police, ext. 3111, from any College phone or 872-4750 ext. 3111.
- Call 911 if a life-threatening emergency.
- Safety concerns at the Gulf/Franklin Center should be reported to the director and/or staff located in Building A.
- Safety concerns at the North Bay Center should be reported to the division chair and/or staff located in the Abbott Building.

Operating a vehicle on College properties is a privilege and it is the student's responsibility to adhere to all published guidelines and posted traffic information. Failure to follow these rules may result in the loss of this privilege.

All parking areas are color coded accordingly:

- Green curb parking is reserved for faculty and staff
- Blue curb parking is reserved for handicapped permits
- Yellow curb parking areas are designated as No Parking

Any areas not marked as previously designated are available for student and guest parking. All vehicles on the GCSC Panama City campus, the North Bay Center, and the Gulf/Franklin Center are required to display a parking decal or temporary permit, as appropriate. The cost of the first decal or permit is included in the student's fee and additional decals are available for fee-paying students at a small additional cost.

Students, faculty, staff, and visitors parking in restricted areas will receive traffic citations for violations. Fines must be paid in a timely manner in the College's Business Office or the fines will increase in accordance with guidelines published on the College's website. Funds generated from parking violations will be placed in a student loan fund administered by Financial Aid.

To aid in the prevention of accidents and criminal activity on campus, GCSC requests students report suspicious activities to staff immediately. The Florida State University – Panama City Campus Police monitor parking areas and buildings for the safety of our students, faculty, and staff. "Campus Crime Watch Area" signs with instructions and periodic crime awareness programs help student's protect their personal safety and possessions on campus.

Campus security includes a strict prohibition about the possession, use, or sale of alcoholic beverages and illegal drugs. The "Drug Free Campus" policy found in the College Catalog, the Student Handbook, and the Employee Handbook describes college policies regarding the possession, use, or sale of alcoholic beverages and illegal drugs.

The annual campus security report contains campus crime statistics for years 2007, 2008 and 2009. Statistics concern criminal offenses, as defined by the university crime reporting format, reported to campus security or local police agencies. Additional information can be found at the OPE Campus Security Statistics website (<http://ope.ed.gov/security>) brought to you by the U.S. Department of Education.

Parking Decals/Temporary Passes

Vehicles on all Gulf Coast State College properties are required to display a College parking decal or temporary pass issued by the sponsoring department for short duration events. Failure to comply with this requirement may result in a traffic fine, and repeated offenses may result in a loss of driving privileges on campus. Parking fees are established annually and approved by the District Board of Trustees as part of the annual operating budget. Parking fees are to be used for the maintenance of parking areas, pedestrian walking areas, lighting, costs of maintaining the public trolley access, and other associated costs.

Parking tickets will not be issued during public events such as public forums, athletic events, and performing arts performances provided the vehicle is otherwise legally parked.

The cost of the first parking decal for GCSC and FSU-PC students is included in the student's fees. Decals expire on July 31 and may be obtained by presenting a copy of a paid fee receipt to the Information Desk on the first floor of the Student Union East. A second decal, if needed, may be obtained by the student at a cost of \$5 to cover administrative costs.

Temporary passes are available for others attending events of short duration on College properties and may be obtained by contacting the sponsoring department on campus. Students using temporary forms of transportation, such as a rental vehicle, may obtain a temporary pass at the Information Desk on the first floor of the Student Union East rather than purchase an additional decal.

Handicapped Parking

Parking in handicapped parking spaces requires a state-issued tag or placard, and violations are subject to civil penalties as allowed by Florida Statute.

CAMPUS CRIME REPORT STATISTICS

Number of Offenses Reported

OFFENSES	2014	2015	2016
Murder	0	0	0
Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non Forcible	0	0	0
Aggravated Assault	0	1	0
Burglary	0	0	1
Arson	0	0	0
Motor Vehicle Theft	0	0	0
Drug Law Violations	2	6	1
Liquor Law Violations	1	0	1
Illegal Weapons Violations	0	0	0

Campus Sex Crimes Prevention Act Notice

Pursuant to Sections 775.21, 943.0435, and 944.607, Florida Statutes requiring notification to institutions of higher education if a sexual predator or sexual offender is enrolled or carrying on a vocation at an institution of higher education in this state, the Florida Department of Corrections will notify such institution. Information regarding such offenders attending Gulf Coast State College may be obtained in the Office of the Vice President of Student Affairs or accessed online at www.fdle.state.fl.us.

Drug Free Campus

In compliance with the Drug Free Schools and Communities Act Amendment of 1989, Gulf Coast State College:

- Prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees.

- Enforces sanctions, including those applicable under local, state, and federal law, for unlawful possession, use, or distribution of illicit drugs and alcohol, including but not limited to suspension, expulsion, termination of employment, and referral for prosecution which may result in arrest, appropriate fines, and imprisonment.
- Believes that there are many detrimental health risks associated with the use of illicit drugs and the abuse of alcohol, including but not limited to psychological and physical addiction, insomnia, disorientation, depression, hallucinations, hypertension, increased anxiety and paranoia, damage to unborn fetuses, convulsions, cancer, psychosis, respiratory failure, brain damage, and death.
- Encourages anyone with a drug or alcohol problem to seek help at one of the local agencies which include but are not limited to the following:

Alcoholics Anonymous 784-7431

Chemical Addictions Recovery Effort, Inc. 872-7676

Life Management Center of Northwest Florida 769-9481

More information may be obtained in the Counseling Center.

Student Government Association

The Student Government Association (SGA) serves as the student governance group on campus. The SGA actively seeks to represent the needs and concerns of the students to the College administration. Needs or concerns of a legislative nature are presented through the Florida College System Student Government Association (FCSSGA), a statewide organization representing and involving all of Florida's state and community colleges. The purpose of the SGA is to develop student leadership and to contribute to the total life of the College. Through a number of standing and ad hoc committees, the SGA coordinates, encourages, and promotes participation in extracurricular and co-curricular activities. Application criteria for membership in SGA are available in the Student Government Office in the Student Union East.

Athletics and Recreation

Gulf Coast State College has a highly successful intercollegiate athletic program. The Gulf Coast State College Commodores compete in the Florida Community College Activities Association, Panhandle Conference, in men's basketball, women's basketball, men's baseball, women's softball, and women's volleyball. Gulf Coast's athletic teams have consistently been competitive and highly ranked regionally, statewide, and nationally.

An intramural/extramural program is available for all interested students. Contact by Office of Wellness and Athletics for program listings. Open hours are available for fitness swim and the use of the weight room. Information can be obtained from the director of wellness and athletics.

Cultural Occasions

Plays, lectures, concerts, art shows, and other forms of entertainment or enrichment are brought to the campus and community by the Division of Visual and Performing Arts. These special programs, designed to enhance the cultural life of the campus community, are financed through student activity funds, the sale of tickets, administrative allocations, and the support of the Gulf Coast State College Foundation, Inc. A variety of programs sponsored by the Division of Visual and Performing Arts serve as an integral part of the community's cultural life. All Gulf Coast State College students are encouraged to participate in plays, musicals, choral and band organizations, and art activities.

Campus Organizations

GCSC students have the opportunity to become a member of various campus clubs and organizations and enhance their educational journey. These groups contribute to the total college experience and range from religious organizations, to service organizations to career and academically-oriented organizations. All campus groups must be approved by the Student Activities Board and Student Support Division, following the procedure outlined in the Student Handbook under the section "Organizing Clubs."

Public Radio Stations

The WKGC-FM/AM stations are broadcast services of Gulf Coast State College to residents of the Emerald Coast.

WKGC-FM is a 100,000 watt American Public Media/BBC affiliate and operates as a public radio station, serving the community with news, information and entertainment. WKGC-AM is an entertainment service to the community, providing the area with classic jazz and popular standards music. WKGC's mission is to serve audiences with distinctive programming that provides information, insights, and cultural experiences essential to understanding a diverse, independent world. The stations serve to promote arts, culture, and civic involvement and the exchange of ideas. WKGC-FM/AM also serves as academic laboratories to GCSC students who want to learn about opportunities and careers in communications.

ACADEMIC POLICIES

Student Classification

Students will be classified in accordance with the following criteria:

- Degree seeking: Students enrolled in credit courses that have provided the Enrollment Services Office with all the required admission credentials and have been accepted into their declared programs.
- Freshman: Students enrolled in college credit courses that have completed 29 or less credit hours of college work.
- Sophomore: Students enrolled in college credit courses that have completed 30 or more credit hours of college work.
- Junior: Students enrolled in college credit courses that have completed 60 or more credit hours and are enrolled in a Bachelor's level program.
- Senior: Students enrolled in college credit courses that have completed 90 or more credit hours and are enrolled in a Bachelor's level program.
- Unclassified: Students who have enrolled but have not declared a program such as dual enrollment or transient students and those who seek teacher recertification or personal enrichment.
- Full-time: Students registered for 12 or more credit hours in a fall, spring, or summer term.
- Part-time: Students registered for fewer than 12 credit hours in a fall, spring, or summer term.

It should be noted that students receiving benefits from another agency (such as the Veterans Administration) are subject to that agency's definition of these terms.

Graduation Recognition

Recognition will be given at graduation to students who have attained outstanding academic achievement with the following designations:

With Honors	(cum laude)	3.50-3.69 grade point average
With High Honor	(magna cum laude)	3.70-3.89 grade point average
With Highest Honor	(summa cum laude)	3.90-4.00 grade point average

Semester Recognition

Recognition will be communicated each semester for those students who have attained outstanding semester academic achievement with the following designations:

- The President's List shall include those degree-seeking students who have earned 12 or more college credit hours within a semester and a semester grade point average of 3.90-4.0.
- The Dean's List shall include those degree-seeking students who have earned 12 or more college credit hours within a semester and a semester grade point average of 3.70-3.89.
- The Honors List shall include those degree-seeking students who have earned 12 or more college credit hours within a semester and a semester grade point average of 3.00-3.69.

- The Honors List also shall include those degree-seeking part-time students (enrolled in 6-11 college credit hours) who have earned 6 or more college credit hours within a semester and a grade point average of 3.00 and above.

Fines

Students cannot register for courses, graduate, and/or receive transcripts until all fees and fines have been paid.

Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating and plagiarism, is destructive to the spirit of an educational environment and therefore cannot be condoned. See the Student Handbook for detailed policy information.

Grades

Each faculty member will explain the grading system employed in each course. Students are responsible for obtaining a clear understanding of this process. Final grades are available the week after the end of each term. Students may access grades on-line through myGCSC, Lighthouse at www.gulfcoast.edu.

A	Excellent - 4 quality points/credit hour
B	Good - 3 quality points/credit hour
C	Average - 2 quality points/credit hour
D	Poor - 1 quality points/credit hour
F	Failure - 0 quality points-credit hour
I	Incomplete - An "I" becomes an "F" within 30 calendar days from end of the term
IP	Course is currently in progress
NS	No Show
RNS	No Show, Remedial
NSF	No Show, Failing
RNSF	No Show, Remedial Failing
P	Passing - 0 quality points-credit hours
S/U	Satisfactory/Unsatisfactory - 0 quality points/credit hour S/U grades are used for non-credit courses for which CEUs are not awarded.
R	Remedial Grade Mode
RW1	Student Withdrawal, Remedial—See Withdrawals
RW2	Instructor Withdrawal, Remedial—See Withdrawals
RW3	Administrative Withdrawal, Remedial—See Withdrawals
W1	Student Withdrawal—See Withdrawals
W2	Instructor Withdrawal—See Withdrawals

W3	Administrative Withdrawal - See Withdrawals
X	Audit - Audits must be declared before the end of the drop/add period and cannot be changed to credit
Z	External Credit

How to Compute Grade Point Average (GPA)

The student's GPA is used in determining academic standing, graduation readiness, eligibility and other academically related decisions.

Each letter grade has a quality point value on the Grading System/Quality Point Scale. A student may determine the grade points for his/her grade in each course by multiplying the number of quality points a grade is worth times the number of semester hours the course carries.

A = 4 quality points, B = 3 quality points, C = 2 quality points, D = 1 quality point, and F and P = 0 quality point

The cumulative grade point average is determined by dividing the total quality points earned by the total semester hours for GPA (including transfer work). Grade quality points are awarded as follows:

Courses	GPA Hours	Grades	Quality Points
ENC1101	3	A	12
MAC1105	3	C	6
SYG2000	3	F	0
SPN1120	4	B	12
EUH1000	3	D	3
EGS1002	1	B	3
	Total hours for GPA is 17.	Total Quality Points Earned is 36.	17 hours for GPA divided into 36 quality points earned = 2.11 GPA.

Grades of S, P, NS, R, W, and X do not carry grade quality points. In general, credits for these grades do not count.

Grade Change

All grade changes must be initiated by the instructor and approved by the appropriate division chair and the vice president of academic affairs and learning support. All grade changes must be made within 30 days of the close of each term. Exceptions for extenuating circumstances must be approved by the vice president of academic affairs and learning support.

Grade Forgiveness

Students may repeat a course when a grade of "D" or "F" has been earned. Only the final grade received in courses repeated by the student shall be used in computing the grade point average. However, universities may count forgiven grades in calculating the grade point average. Forgiven grades may also be calculated in determining financial aid eligibility.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the

potential for additional course fees. "Excess hours" are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110 x 120%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

Attendance

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. (See entry on Withdrawal in this catalog section.) Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

Change of Name, Address, DEGREE PROGRAM

A student should file any change of address, name, residency or citizenship with the Enrollment Services Office. Students can also change their address online via myGCSC, Lighthouse and the change is effective immediately.

Students at the time of web registration will be prompted to confirm their degree program. Students will also have the opportunity to initiate a program change at that time. Students who select a change of program that they are not eligible for will be contacted by student email. Change of degree program can be initiated in the Enrollment Services Office. It is very important to keep the College informed as to correct addresses, so that important information will be received by the student.

Total Attempts

This policy applies to college-level and college preparatory courses taken for the first time beginning with Fall Semester 1997. Only Gulf Coast State College courses are counted in attempts. Repeatable courses, courses required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy.

A student can only repeat a course with a "D" or "F" grade. There is a maximum of two withdrawals permitted for each course. On the third attempt, a student cannot withdraw and must earn a grade.

A student may enroll three times in each course. On the third attempt and after, a student is assessed full cost of instruction (4 times matriculation). A fourth attempt may be allowed only for students who withdraw or fail due to extenuating circumstances. An exception may be granted only once for each course, provided approval is granted through an academic appeal. The College has the authority to review and reduce fees paid by students, on an individual basis, due to continued enrollment in a course, contingent upon the student's financial hardship.

Exceptions may be granted through an academic appeal process for the following:

- Repeating courses with a grade of "A," "B," or "C"
 - Requiring a grade on the third attempt
 - Allowing only two withdrawals per course
-

- Enrolling more than three times
- Limiting to two the number of times a course grade may be forgiven

Students who have successfully completed a college preparatory course with a "C" or better may request, through the appeals process, to audit the same preparatory course. Students will be allowed to audit the course only once. Audits for college and vocational courses declared prior to the end of the drop/add period shall not count as attempts.

Withdrawals

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals###student and administrative.

- Student Withdrawal # Students wishing to withdraw must complete a withdrawal form and submit the form to the Office of Enrollment Services before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W". The withdrawal deadline for an off-term or condensed term is one week after midterm.
- Administrative Withdrawal – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W". The withdrawal deadline for an off#term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college#preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

Graduation Procedures

Gulf Coast State College does not auto graduate students upon program completion. The graduation process must be initiated by the student and is independent of participation in the ceremony. Graduates must:

1. Fulfill academic program requirements for degree to include a minimum 25 percent of credit successfully completed at GCSC. The catalog under which a student graduates cannot be older than five years.
2. Earn a 2.00 grade point average on all GCSC courses attempted.
3. Earn a cumulative 2.00 grade point average (including transfer credit).
4. Submit a graduation application to the Office of Enrollment Services by the published deadline. Students graduating in the Summer or Fall semesters who want to participate in the Spring ceremony must apply for graduation by the preceding Spring deadline date. See general catalog for specific deadline dates.
5. If you have questions regarding your graduation eligibility, contact the Graduation Specialist in Enrollment Services (AA students) or your program advisor (Certificates, AS, BAS and BSN).
6. Fulfill all financial obligations to the College.

Maximum Course Load

The maximum load for a student is 18 hours for the fall and spring semesters without written permission of the advisor. Students with a "B" average and written permission of their advisors may carry up to 21 hours. The maximum load for the average student for each summer term is seven hours. A student who has a "B" average may carry nine hours. Written permission of the vice president of academic affairs & learning support is required for a student to register for more than 21 hours in the fall or spring or more than 18 hours in the summer session.

Transcripts

The Buckley Amendment prohibits the release of academic records without the student's signature. To request an official transcript, you can access your Lighthouse account to complete and submit the Transcript Request Form online. There is a \$5.00 charge for each Gulf Coast State College transcript. Students who do not know their GCSC student ID number can request official transcripts through the National Student Clearing House through <http://www.studentclearinghouse.org/>. If you are currently enrolled in a class(es), or are planning to graduate at the end of the term, be sure to select "Hold for Grades" and/or "Hold for Degree" to ensure the transcript sent is complete. If neither of these is selected, your transcript will be mailed within 2-3 business days. At the end of each term, please allow an extra week to the processing time in order to allow for grade processing.

Transcripts cannot be e-mailed or faxed by the College to the student, individuals, or other institutions. Gulf Coast State College reserves the right to place a hold on a student's record that will prevent official transcripts to be processed if the student has an outstanding financial obligation. It is the student's responsibility to notify the Enrollment Services Office when all obligations are satisfied in order to have the request processed.

Student Records

All permanent, official, and final student records are maintained in an electronic format. On a periodic basis throughout an academic year, the College is required by state and federal regulations to submit academic data to the Northwest Regional Data Center.

Non-Traditional Credit

Up to 45 hours of nontraditional credit (i.e., CLEP, AP, IB, AICE, and prior training) may be applied toward a degree. Duplicate credit will not be awarded. Credits earned will not be included on the official Gulf Coast State College transcript until the student has successfully completed 15 credit hours. For more information visit: <https://www.gulfcoast.edu/admissions/testing-services/credit-by-exam/index.html>.

College Level Examination Program (CLEP)

Students may receive CLEP credit for up to 30 credit hours. Information on credit awarded for subject matter exams is available from the Transcript Coordinator in the Enrollment Services Office and online at the GCSC website (www.gulfcoast.edu) under *Admissions, Testing Services* and click on the **Credit By Exam** option.

The college accepts CLEP credit as follows:

- Transcripts from a Florida public college/university
- Official CLEP test score

Excelsior College Mobility Examinations

Students applying for the RN program with appropriate scores and LPN licenses may receive credit. Contact the Health Sciences Division for additional information.

Cambridge AICE (AICE)

A list of courses and credits awarded for each examination is available from the Transcript Coordinator in the Enrollment Services Office and online at the College website (www.gulfcoast.edu) under *Admissions, Testing Services* and click on the **Credit By Exam** option.

Advanced Placement (AP)

Scores of 5, 4, and 3 may be accepted for credit. Students must submit official AP scores to the Enrollment Services Office. Information on credit awarded for subject matters exams is available from the Transcript Coordinator in the Enrollment Services Office and online at the College website (www.gulfcoast.edu) under *Admissions, Testing Services* and click on the **Credit By Exam** option.

International Baccalaureate (IB)

A list of courses and credits awarded for each examination is available from the Transcript Coordinator in the Enrollment Services Office and online at the College website (www.gulfcoast.edu) under *Admissions, Testing Services* and click on the **Credit By Exam** option.

- Students who have received an IB Diploma may be awarded up to 30 semester credits.
 - Information on credit awarded for students without an IB Diploma is available from the Transcript Coordinator in the Office of Enrollment Services Office.
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Early Completion by Examination

Students may request permission to challenge a course in which they are enrolled by taking a proficiency examination. Students passing the proficiency examination will be excused from further class attendance.

Military Credit, Prior Training, and Experience

Most military credit, prior training, and experience applies to Associate in Science or certificate programs. GCSC uses national standard evaluations systems, such as the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services, and requires students to submit official transcripts of military credit, prior training, and experience for consideration. Credit will be accepted when it applies to a degree and when it is comparable in content and credit value to a GCSC course. Upon receipt of official copies of military credit, prior training, and experience credit, an evaluation package is prepared for the Chairperson of the discipline for final approval. Prior training and experience is reviewed by the relevant department chairperson for equivalency and must be applicable to the student's current program of study. Students with documented training certificates may be awarded credit if the training meets the academic standards and is relevant to the College's instructional program.

For those with prior experience, credit may be awarded based on successful completion of the final exam for the course in which the student is seeking credit. Appropriate documentation supporting evidence of credit must be submitted to Enrollment Services for processing.

Credit can only be awarded/applied for military credit, prior training, and experiences that meet the student's current program of study and has a GCSC equivalent. Students can request a subsequent evaluation of these records if his or her program of study changes. Requests should be placed in the Office of Enrollment Services. Information on credit awarded for subject matters exams (DANTES) is available from the Transcript Coordinator in the Office of Enrollment Services.

Servicemembers Opportunity College (SOC)

The American Association of Community Colleges has designated Gulf Coast State College as a Servicemen's Opportunity College (SOC). Under this agreement, GCSC recognizes that service members and their dependents should not be penalized for attending multiple academic institutions due to their military contribution. Students may complete degree requirements at other accredited colleges as a transient student and transfer those credits to GCSC as part of the degree requirements. For information on how to become a transient student see page 14. Students who participate in SOC are still required to satisfy the Gulf Coast residency requirement by completing 25 percent of the degree program at GCSC. For more information, please call (850) 913-3291.

ACADEMIC STANDING

College Credit and Vocational Credit. In determining academic progress, college credit, vocational credit, and preparatory credit are combined. "Attempted" is defined as all courses in which a student has processed an official registration and in which a student remains enrolled after the drop/add period.

Transfer courses, courses taken for audit, and courses for which a student receives a refund will not be included in the determination of academic standing.

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Academic Standards

To maintain satisfactory academic progress at Gulf Coast, a student must achieve a minimum cumulative grade point average (GPA) of 2.0. This is considered Good Academic Standing.

Academic Warning. Students whose TERM GPA is below 2.0 will be placed on Academic Warning. To be removed from Academic Warning at the end of the following term, the student must achieve a minimum cumulative GPA of 2.0.

Academic Warning is the College's notification that the student should seek assistance from the Advising Center or Counseling Center to assist in developing an education plan.

Academic Probation. Students whose CUMULATIVE GPA is calculated as described below will be placed on Academic Probation.

- 1-14 attempted credit hours and an earned GPA of 1.49 or lower
- 15-29 attempted credit hours and an earned GPA of 1.74 or lower
- 30 or more attempted credit hours and an earned GPA of 1.99 or lower

To be removed from Academic Probation, a student must achieve a minimum cumulative GPA of 2.0.

Academic Suspension. Students who have been placed on Academic Probation and have not earned a minimum cumulative GPA of 2.0 during their probation term, will be placed on Academic Suspension for the following term (Fall, Spring, Summer).

Fall Term: Students placed on Academic Suspension at the end of the fall term will be allowed to register for the proceeding semester. However, students on this designation will be allowed to register for a maximum of six credit hours.

Spring Term: Students placed on Academic Suspension at the end of the spring term will not be allowed to register for the upcoming terms. Students have the right to appeal an academic suspension by participating in an Academic Suspension Appeals Hearing.

Summer Term: Students placed on Academic Suspension at the end of the summer term will be allowed to register for the proceeding semester. However, students on this designation will be allowed to register for a maximum of six credit hours.

In order for a student to return to Good Academic Standing, the student must achieve a cumulative GPA of 2.0.
