
ACADEMIC REGULATIONS AND INFORMATION

Academic Regulations and Information

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 (2014-2022).

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 included two additional floors in 2004; renamed for Dr. McSpadden in 2016)
- **Natatorium** (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; renamed the Charles Hilton Center for Advanced Technology and Hospitality Management in 2022)
- **Military/Veteran Resource Center** (dedicated in 2023; formerly the WKGC-AM/FM Studios)

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 8,700 credit, noncredit, workforce, and/or continuing education students (enrollment data taken from Summer 2022 – Spring 2023 semesters as of 6/5/2023).

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 general application period is open from December 1 to March 15 each year. All students attending or planning to attend Gulf Coast State College are encouraged to apply. This past year, the Foundation provided more than 1 million in scholarship support. Award amounts are determined each year by the Foundation's Board of Directors. For more information, please go to www.gscsfoundation.org/scholarships/.

High School Honors Scholarships

Sponsored by the Gulf Coast State College Foundation. Preference will be given to students who are currently seniors attending a high school (public, private, charter, virtual or home schooled) in Bay, Gulf or Franklin Counties. Applicants are encouraged to apply to the GCSC Honors Program. For more information, please go to <https://gscsfoundation.org/scholarships/high-school-seniors/>.

Questions about the GCSC Foundation

The foundation office is located inside the Enrollment Services Building Suite 129. Office hours are Monday – Friday, 8 am to 4 pm (CST). For more information, please visit our website at www.gscsfoundation.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.

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

2018: Mr. Michael Papajohn
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

2018: Mr. Timothy Garner
2017: Mr. Jarrod Wester
2016: Ms. Karen Williams
2015: Ms. Sarah S. DuBose
2014: Dr. Umar Karaman
2013: Ms. Morgan Burleson
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
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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: 850.769.1551, ext. 6010.

Admissions

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

Students can apply online by visiting www.gulfcoast.edu and clicking on "Apply." The following chart summarizes the supported documents required for the various student categories.

1 = See Office of Enrollment Services for exceptions.

2 = Required from each college or university attended.

3 = Required of all students planning to pursue a degree or take English or math courses. (Transfer students who have completed a college-level English and math courses are excluded as are any students who have flexible placement.)

4 = Placement test scores used for acceptance into program.

5 = See Office of Institutional Effectiveness or call 850.769.1551, ext. 3207.

All transcripts must be sent directly from the high school or college to the Office of Enrollment Services. 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 benefit 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 Center on the main campus. First time students are required to meet with an academic advisor located on the 2nd floor of Student Union East prior to registering for classes.

First Time in College Student

First Time in College Students must attend a mandatory orientation. Launch Online is available for students who cannot attend the On-Site Launch (orientation session). 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:

- Students who graduated with a Standard High School Diploma or an equivalency diploma (GED) or the CPT eligible certificate
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- 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
- 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

Admission for Non-Credit

Non-credit courses are designed to meet the needs of citizens in the community and students who are not seeking a degree or a certificate. Enrollment in noncredit 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 the 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:

1. Submit an application for admission to the Office of Enrollment Services. Applications are available [on-line](#). There may be a \$10 non-refundable application fee
 - Submit an official high school and all college transcript(s) to the Office of Enrollment Services
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 all colleges and or/universities attended
2. 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
3. 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. Official high school transcript, official GED scores, and college transcript from each institution attended must be submitted to the Office of Enrollment Services. An official transcript is sent from the high school and (if applicable) 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 reapply to the college as a returning student. 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 nondegree 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 career certificate programs with permission of the career certificate 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 career certificate programs are required to request transcripts from high school and institutions of higher education. Students enrolled in career 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 regionally accredited institutions are considered transferable. No credit is awarded for 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 the final 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 by logging in to [myGCSC](#) to view their unofficial academic transcript.

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 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. Nondegree 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 GCSC admissions 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 a transient application for admission to GCSC along with any applicable 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 the GCSC [International Student website](#).

******(This information is for F-1 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 nonrefundable 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.
 - 79 on the Internet-based test
 - 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 \$23,122 (US currency) must be attached to the Statement of Financial
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Responsibility. Students should know that \$23,122 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 (<https://www.naces.org/members>). 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](#).
 - **High school graduates only:** Please submit your original high school transcript for evaluation through any current NACES member (<https://www.naces.org/members>).
 - **University students:** Please submit university original transcripts for evaluation through any current NACES member (<https://www.naces.org/members>). 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.
- **Health Insurance:** Students must submit proof of health insurance coverage valid in the United States. 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 student is responsible for any costs associated with express mailing.

An International student 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 [International Students website](#).

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. Denial of admission, reenrollment, or a conditional status may be imposed on anyone determined to be disruptive of college programs, interfering with the rights and privileges of other students or employees or a safety risk to Gulf Coast State College students, employees and 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 Office of Enrollment Services. 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 is considered a dependent student
2. **Independent student:** a student who meets any one of the following criteria:
 - a. Is married
 - b. 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
 - c. Has children who receive more than half of their support from the student
 - d. Has other dependents that live with and receive more than half of their support from the student
 - e. 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
 - f. Has no living parent 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
 - g. 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:
 - a. Marriage certificate, insurance information showing marital status or most recent tax return showing marital status
 - b. Tax returns showing support of children or other dependents that live with and receive more than half of their support from the student
 - c. Military discharge documents
 - d. Legal documents showing the student is a ward/dependent of the courts
 - e. 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:** Qualifies as the first day of class of the student's first term at an institution of higher education
5. **Legal resident or resident:** Is 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:** Is 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:** Is a person who qualifies as a resident as defined 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.

Students shall have established and maintained residency for a minimum of twelve (12) consecutive months immediately preceding the first day of classes. Documentary evidence supporting the establishment of legal residence, both initial and reclassification, must be submitted no later than the last day of drop/add of the term for which residency is sought.

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.]
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- 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 fulltime 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 Office of Enrollment Services or download the form from the Admissions [forms webpage](#). The completed Request for Residency Reclassification form and supporting documentation must be submitted to Enrollment Services for consideration no later than the last day of drop/add of 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 Office of 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.

Instructional Delivery Methods

Gulf Coast addresses individual student needs by providing online learning and evening classes for additional scheduling opportunities. Look for the following instructional delivery methods when planning your course schedule:

Classroom

Courses are taught face-to-face and less than 30% of the instruction is delivered using technology. There is a requirement for students to attend regularly in a physical location. Courses may have a technology component, such as for syllabi, lecture notes, and other materials that supplement face-to-face instruction.

Hybrid

For this delivery method, 30-79% of the instruction is delivered using technology, where the student and professor are separated by time, space, or both. There is a requirement for students in a hybrid course to attend some courses in a physical location.

Online/Distance Learning

Courses are delivered using technology, where the student and instructor are separated by time, space, or both. There is no requirement for students in a distance learning course to attend classes in a physical location.

Programming Methods Include:

Asynchronous. Instructors prepare course materials for students in advance of students' access. Students are not required to access the course materials on a specific day and time.

Synchronous. Instructors and students gather at the same time and interact in real-time with one another on a specific day and time.

Combination. Combination of both synchronous and asynchronous components.

Distance education is defined as education that uses technology to deliver instruction to students who are separated from the instructor(s) and to support regular and substantive interaction between the students and the instructor(s), either synchronously or asynchronously.

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 850.283.2323 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 [GCSC TAFB Center](#).

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 in Arts and Associate in Science degree programs and can be used as electives in some cases. Students wishing to register in a co-op class must first contact the respective division chair.

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 BAS Programs

The following summarizes the requirements to be admitted into a BAS 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
- 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 AS degree of sixty (60) credits from a regionally accredited institution in a business or technology related discipline, **OR**
 - Completion of an AA degree of sixty (60) credits from a regionally accredited institution
- Completion of separate entrance form for the specific program (form can be found on the Business and Technology division website)

Admission Requirements for the BSN (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, and 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 of 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

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 Change

Fees are subject to change by the Florida Legislature and the District Board of Trustees. Current fees are available in the Office of Enrollment Services. Fees listed below are for the 2023-2024 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 Career Certificate Credit Hour:	
Tuition	\$69.93
Capital Improvement Fee	\$3.50
Financial Aid Fee	\$6.99
Technology Fee	\$3.50
Total, Per Career Certificate Hour	\$83.92
Access Fee	\$3.95
Total, Per Career Certificate Hour	\$87.87

Non-Resident

PER A&P, PSV, and College PREP 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 Career Certificate 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 Career Certificate Hour	\$335.67
Access Fee	\$3.95
Total, Per Career Certificate Hour	\$339.62

Application Fee (non-refundable)	\$10.00
International Student Application Fee	\$40.00
Computerized placement testing (CPT)	\$7.50
CLEP tests (each)	\$102.00
Proctoring services for non-GCSC/FSU-PC students	\$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 or online through RegisterBlast.

An additional fee will be charged for courses offered through Online 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. If the proper procedures are followed, refunds of

fees paid will be initiated within two weeks after the end of the published drop/add period each term. Refunds are sent to students using BankMobile, direct deposited to the bank account of their choice.

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:

1. Contact the Office of the Dean of Student Engagement to secure a *Request to Drop Form*
2. Complete the Request to Drop Form and attach supporting documentation (military orders, physician's letter, etc.). Incomplete submissions will not be considered
3. 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
- Documentation of the death of the student or member of student's immediate family (parent, spouse, child, sibling) during the semester
- 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 workdays 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 mission of Gulf Coast State College's financial aid office is to effectively and efficiently serve students who need help with paying for their educational dreams by delivering information and access to financial assistance programs while meeting customer service expectations.

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 the [Financial Aid website](#) 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:

1. Verify that your curriculum is correct by visiting [myGCSC](#). From there, click on My Student Dashboard app and then Student Profile.
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2. Verify that your contact information is up to date by visiting [myGCSC](#) and clicking on the My Personal Information app.
3. Conduct a degree evaluation to see what courses you need to finish your program of study.
4. Register for classes required by your major because federal financial aid only pays for courses necessary for graduation.
5. Register for all classes you plan to take up front, even if you would not start some until later in the semester. *If you add classes later, they may not count toward your financial aid eligibility.*
6. Check your student bill via [myGCSC](#) by clicking on the My Student Dashboard app. Make sure all your charges are accounted for by the published due **date**.
7. If you decide to not take a class, make sure you drop it during the appropriate drop/add 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. Apply using the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.gov/h/applyfor-aid/fafsa>. Award amounts are based on the number of hours enrolled each semester. Educationally related 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.gov/understandaid/types/grants/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.gov/understandaid/types/grants/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.gov/understandaid/types/grants/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 completing an employment application. Participants must have unmet need as determined by their cost of attendance, EFC, and other aid awarded. Contact the Financial Aid Office or visit <https://www.gulfcoast.edu/federal-work-study> for more information.

Federal Direct Stafford Loans (DSTFS or DSTFU): Loan funds that eligible students can borrow for education expenses. Students may use the funds now and defer repayment until they graduate or stop attending at least half# time. Interested students must submit a FAFSA, complete entrance counseling, sign a master promissory note, and submit a loan request form to the Financial Aid Office. Students may qualify for subsidized or unsubsidized loans based on their EFC and unmet need. To qualify, applicants must achieve Satisfactory Academic Progress. Visit <https://www.gulfcoast.edu/tuition-aid/financialaid/loans> for more information.

Federal Parent Loan Program (DPLUS): Loan funds that parents of undergraduate students can borrow based on their credit worthiness. Dependent undergraduate students may apply for additional unsubsidized loan funding if one of their parent's PLUS loan applications is denied. Parents must apply, complete entrance counseling, sign a master promissory note, and submit a PLUS loan authorization form to the Financial Aid Office. Visit <https://www.gulfcoast.edu/tuitionaid/financial-aid/loans> for more information.

Florida Student Assistance Grant (FSAG): A state-funded grant available to students who submit a FAFSA and meet eligibility criteria determined by the Florida Department of Education (FDOE). Please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/FSAG.pdf> for more information.

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

Florida Bright Futures Scholarship Program (BF%): A centralized 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. Students are responsible for repaying Bright Futures funds when they withdraw or drop classes. Students who owe Bright Futures or lose eligibility have the right to appeal. Visit <http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm> for more information.

Florida First Generation Matching Grant (FGMG): A state- and GCSC-funded grant available to "first generation" students who meet eligibility criteria determined by FDOE and who submit a FAFSA. Please visit <https://www.floridastudentfinancialaidsg.org/PDF/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. Please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/HDGAP.pdf> for criteria and award amount information.

Scholarship for Children and Spouses of Deceased or Disabled Veterans (CDDV): The scholarship for Children and Spouses of Deceased or Disabled Veterans (CDDV) covers tuition and fees for dependent children and unremarried spouses of qualified Florida veterans. Students must submit a Florida Financial Aid Application by FDOE's deadline. Eligibility will be determined by FDOE and the Florida Department of Veterans Affairs. Please visit <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/CSDDV.pdf> 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 <https://www.floridastudentfinancialaidsg.org/PDF/factsheets/FWEP.pdf> for more information.

Gulf Coast State College Foundation Scholarships (FOUND or FND): GCSC Foundation Scholarship opportunities are open to all students attending or planning to attend Gulf Coast State College. Application period traditionally begins ~December 1 and ends ~March 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 typically awarded for one academic year only (fall and spring semesters) and recipients must reapply each year unless otherwise noted. Please visit <https://gscsfoundation.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 <https://www.consumerfinance.gov/rules-policy/regulations/1026/>.

Applying for Financial Aid

The Free Application for Federal Student Aid (FAFSA) opens every October 1 and applicants should apply online at <https://studentaid.gov/h/apply-for-aid/fafsa> as early as possible. 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.

Verification

Verification is a process to confirm that the information provided on your FAFSA is accurate. Some applications are selected at random by the U.S. Department of Education 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 your GCSC email address (@my.gulfcoast.edu) to log in to [MyGCSC](#) and review your outstanding eligibility requirements.

The Financial Aid Office will review the documents you submit in order to correct any FAFSA responses that are found to be invalid. You should regularly monitor your [MyGCSC](#) and student email for additional requirements. 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 funding resources. To be eligible for aid at GCSC, a student must at least:

- Have a high school diploma, eligible home school completion, or a GED certificate;
- Submit college transcripts to the Office of Enrollment Services;
- Declare an eligible major prior to the end of drop/add period for each semester;
- Enroll at least half#time;
- Be a U.S. citizen or eligible non#citizen;
- Not owe an overpayment on a federal grant;
- 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 Gulf Coast State College (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 Satisfactory Academic Progress (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. Students must meet SAP standards in order to be eligible for federal financial aid 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

Please make sure that you register for all the classes you plan on taking at the beginning of each semester. GCSC disburses financial aid based on enrollment snapshots (i.e., Pell Re-Calculation Dates, "freezes," or "censuses") that are taken after "no show" reporting periods (i.e., when instructors verify attendance). *Mini-session classes added later cannot be included in your original 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.

Financial aid is initially disbursed to students' college accounts approximately one week after the "no show" reporting period. Credit balance refunds are then issued by the Business Office via a partnership that GCSC has with BankMobile. Visit <https://www.gulfcoast.edu/tuition-aid/bankmobile-disbursements.html> for more information.

Withdrawing and Paying Back Federal/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 Services at Gulf Coast State College at 747.3210.

Veteran's Out-of-State Tuition Waiver

In accordance with Florida Statutes 1009.26, an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard who physically resides in this state while enrolled in the institution; or is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a quarter, semester, or term beginning after July 1, 2015, who physically resides in this state while enrolled in the institution; or is an active duty member of the Armed Forces of the United States residing or stationed outside of this state, may be eligible for an out-of-state tuition waiver. Students wishing to pursue a military/veteran fee waiver must request one each semester until they can provide documents to support a claim of Florida Residency per Florida Statutes 1009.21.

Veterans' Fee Deferment Policy

In accordance with Florida Statutes 1009.27, any veteran or other eligible student who receives benefits under chapters 30, 35, or 1606 is entitled to one tuition and fees deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits. Students wishing to pursue a deferment must request one each semester from the veteran and military services office. If granted, an extended due date will be established later in the semester, but will not extend beyond 10 days before the end of the term. Students not satisfying unpaid balances by the extended due date will not be allowed to re-enroll or receive official transcripts until the indebtedness has been satisfied.

Any veteran or other student eligible for and wishing to use VA benefits under Chapters 31 or 33 must provide their certificate of eligibility to the veteran and military services office and indicate their wish to use their benefits each semester. GCSC will expect payment directly from the VA for appropriate charges and, in accordance with Title 38 US Code 3679, will not impose any penalty, including late fees, the denial of access to classes or institutional facilities, or the requirement to borrow funds in order to pay financial obligations to the institution due to delayed funding from the VA under Chapter 31 or 33. However, if funding received from the VA is not enough to cover the student's outstanding balance, the unpaid balance will convert to a VA deferment owed by the student and will be subject to the same due dates and restrictions as listed above.

Absence Due to Service

Members of the Armed Forces, reserve components, and the National Guard, who enroll in a course of education, may be readmitted if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces; must also accommodate members during short absences by reason of service.

Office of Military and Veteran Services

The Office of Military and Veteran Services at GCSC provides assistance to active duty/veterans/guard and 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 the academic advising program is to help students attain the academic credentials and professional skills necessary for their success. Advising is a partnership where students are guided in developing their interests and creating an efficient plan to achieve their goals.

Upon application, students will select a broad pathway that reflects their interests and a Pathway Navigator will be assigned to students based on the selected pathway. Pathway Navigators will shepherd students through orientation, initial course selection, and registration. They also will provide coaching for students as they interact with College policies and regulations.

During students' first semester, they will be assigned to a Faculty Advisor who will provide academic direction, mentoring, and program planning to ensure that students are progressing through their chosen program in an efficient manner. Faculty Advisors will guide students through their academic program, advising students on their plan for success.

Degree Verification

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 [myGCSC](#), and then selecting My Student Dashboard, or by requesting a copy of their degree evaluation from an advisor located on the 2nd floor of Student Union East. 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 Specialist 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 pathway navigator 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 (New)
Reading = 19	
English = 17	Reading = 24
Mathematics = 19	Mathematics = 24

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 Postsecondary Education Readiness Test (PERT) 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. The PERT can be taken at the Panama City Campus in Student Union West Room 80, at the Gulf/Franklin Campus in Building B, or at the Tyndale Air Force Base Education Center. Appointments for the Panama City Campus and the Gulf/Franklin Center or made online at [GCSC Testing Center](#).

The College Level Examination Program (CLEP) test and DANTES test are administered at the Panama City Campus. The registration fee can be paid in the Bookstore or Business Office or online through RegisterBlast and an appointment must be made on RegisterBlast as well. The CLEP test schedule is available on the [GCSC Testing website](#); click on the Earn Credit by Exam 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 GCSC TAFB Center College website [National Testing Center](#).

The Test of Adult Basic Education (TABE) is administered to students interested in one of the career certificate 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 [GCSC Testing website](#); click on the Earn Credit by Exam 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 5:00 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.

Library

The library provides essential services and resources, regardless of instructional site or mode of course delivery, to expand learning opportunities and foster student success. Whether on campus or online, in Panama City or at a remote campus or high school, the collections, resources, and services support students and employees in all program areas. Resources are organized for discovery and access at the library and through the website. Library staff provides one-on-one assistance through multiple platforms to help students find information. Reference and consultation services are available in person, on the phone, via email and online chat, through web conferencing, and may be booked online. The front desk is staffed for all hours that the library is open. (Refer to the website for hours.) For more information, call (850) 872-3893 or (800) 311-3685 or email librarian@gulfcoast.edu. Services may also be accessed via the “Library” link at www.gulfcoast.edu under “Academics.”

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 [myGCSC](#) to access My Student Dashboard 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 Launch (orientation). Go to [the New Student Orientation website](#) 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 [myGCSC](#) to access My Student Dashboard. Click on Student Profile. You can then choose **Holds** from the upper right side of the screen.

Websites

Websites students may find useful include:

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

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 AA 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 16 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.

To graduate from the program, a student must complete at least 16 hours of core courses, to include one honors symposium. In special cases, the honors director may be able to substitute a course. The Honors Program curriculum often includes the following options:

IDH 2931 Honors Symposium*	1 credit
IDH 1905 Honors Directed Research**	1 credit
IDH 1910 Honors Directed Research I	3 credits
IDH 1911 Honors Directed Research II	3 credits
ENC 1101H English Composition I	3 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
AML2600H African American 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 Program Director, Amber Clark: aclark@gulfcoast.edu

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 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 (SAR) at 850.747.3243 or email SAR@gulfcoast.edu. Our office and student development rooms are located in Student Union East rooms 27, 54, and 60. For additional information you can visit the [Student Accessibility Resources website](#) and access a copy of the SAR student handbook.

Course Substitution

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. Students receiving VA educational assistance **must** notify the Office of Military and Veterans Services.

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 27 to schedule an appointment with a SAR staff member.

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.

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.

myGCSC Student Portal

[MyGCSC](#) Student Portal is the student's gateway to My Student Dashboard, the student information system; Canvas, the learning management system; Stu-Email, the student email system; and PaperCut, the print management system for students. [MyGCSC](#) is located at the college's webpage where students will utilize a secure login to access all these systems. Each system is detailed below. When students apply to the college the Lighthouse and Stu-Email accounts are accessible; when students register for classes their Canvas and PaperCut accounts are accessible.

My Student Dashboard

My Student Dashboard is the student system of record where academic records are stored. Students can register for classes, check their transcripts, access financial aid information, add/drop classes, pay for classes, and check final grades.

My Student Profile

My Student Profile provides students and advisors with a one-stop view of data including holds, registered courses, billing information and financial aid. This one-stop view can be assessed by going to My Student Dashboard page.

CANVAS

Canvas is the student learning management system where students interact with classwork. Many classes use Canvas to post class information, test scores, homework assignments, discussion boards, additional videos and information, quizzes and tests. Canvas is used for many face-to-face classes as well as online classes.

Student Email

The student email account is the OFFICIAL COMMUNICATION from the college to the student. The college uses this system to communicate with students about Financial Aid, registration dates, student events, and other opportunities for students.

PAPERCUT

The college library has printers available for students. Student printing accounts are managed by PaperCut. Students can log into PaperCut to view their account balance, view printing history, and add funds via PayPal. Funds can also be added at one of the PaperCut kiosks located in the library. Students can take advantage of wireless printing from their personal laptops by uploading documents to PaperCut's User Web Console.

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 on the first floor in the Student Union East.

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, denial of admission to the college, and **denial of** requests for drop with 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.

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 Dean of Student Life 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 affords 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.
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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 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 record 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
- 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 geller@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:

Employees

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)
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- 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)
 - 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 American Opportunity Tax Credit/Lifetime Learning 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 coexist 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 may appear on official transcripts and are used for business purposes in accordance with parameters outlined by the U.S. Department of Education.

Tracking uses are authorized by SBE Rule 6A-10955(3)(e); 1008.386, F.S. and the General Education Provisions Act (20 USC 1221(e-1)).

American Opportunity Tax Credit/Lifetime Learning Tax Credit users are authorized by 26 USC 25A.

Registration users are authorized by 119.071(5), F.S.

Issuance of Form 1098T for tuition payment reports is authorized by 26 USC 6050S, with updated guidelines in Federal Register, August 2, 2016/IRC Section 25A.

The College Reach-Out Program (CROP) uses are authorized by 1007.34, F.S.

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 compliance 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 used for student financial aid purposes per F.S. 1006.64(24). 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 students 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 (<https://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 Reports Statistics

Number of Offenses Reported

OFFENSES	2019	2020	2021
Murder	0	0	0
Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Aggravated Assault	0	0	0
Burglary	4	0	0
Arson	0	0	0
Motor Vehicle Theft	2	0	0
Drug Law Violations	2	2	0
Liquor Law Violations	0	1	2
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 Dean of Student Life 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 located on the first floor of the Student Union East.

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 Student Activities 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 Office of Enrollment Services 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
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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 Lighthouse through [myGCSC](#).

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. 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.

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 120% 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 144 credit hours (120 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, or Degree Program

A student should update any change of personal email, phone number, address or emergency contact by going to [myGCSC](#) and then My Personal Information. This change is effective immediately. If you would like to change your degree program or submit documentation for residency, please go to [myGCSC](#), and then Admission Forms. It is important to keep the College informed as to contact information 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 1997 Semester. 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. Two withdrawals are permitted per credit course. On the third attempt, a standard grade will be assigned.

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 (W1) # Students wishing to withdraw must complete the online Student Withdrawal Form 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 (W2) – 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 regardless of ceremony participation. 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 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 Family Educational Rights and Privacy Act (FERPA) prohibits the release of academic records without the student's consent. Gulf Coast State College works in partnership with National Student Clearing House to process outgoing transcript requests. This allows the student to choose how the transcript will be sent, either electronically in a secured format or mailed through the USPS. The transcript fee is dependent on the mode of choice.

To request an official transcript, you can access your Lighthouse account to complete the transcript order online. Students who do not know their GCSC student ID or cannot access their Lighthouse account can order their transcripts at www.studentclearinghouse.org. Current students or those planning to graduate at the end of the term, be sure to select "Hold for Grades" or "Hold for Degree" to ensure the transcript sent is complete. When the campus is closed, all transcript orders that need to be handled through the USPS will be mailed on the first business day after we reopen. Transcript orders that are handled electronically will be sent automatically 24/7 all year.

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 from being processed if the student has an outstanding financial obligation. Transcripts ordered where a hold is in place, will be cancelled and the student will not be charged. The student will receive a notification stating why the transcript was cancelled. When all obligations are satisfied, it is the student's responsibility to resubmit a new order for the transcript.

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/certification) 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 the [Testing Center website](#) and select Credit by Exam.

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 Office of Enrollment Services and online at the [Testing Center website](#) and select Credit by Exam.

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 Office of Enrollment Services and the [Testing Center website](#) and select Credit by Exam.

Advanced Placement (AP)

Scores of 5, 4, and 3 may be accepted for credit. Students must submit official AP scores to the Office of Enrollment Services. Information on credit awarded for subject matters exams is available from the transcript coordinator in the Office of Enrollment Services and the [Testing Center website](#) and select Credit by Exam

International Baccalaureate (IB)

A list of courses and credits awarded for each examination is available from the transcript coordinator in the Office of Enrollment Services and the [Testing Center website](#) and select Credit by Exam

- 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

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 are 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.

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 have limited max hours for registration. Students are encouraged to contact the Counseling Center before registering for the spring term.

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 have limited max hours for registration. Students are encouraged to contact the Counseling Center before registering for the fall term.

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