



2024-2025 Catalog Year

Academic Amnesty

A readmitted undergraduate student who has not been in attendance at FGCU for a period of at least three (3) years may apply to the Academic Standards Committee for academic amnesty provided that the application is either submitted with the application for readmission after suspension or prior to the admission application deadline in the term that the student is readmitted to the University. With the approval of the Academic Standards Committee, amnesty will be offered for all previous FGCU coursework in which the student did not earn a grade of "C" or better. Amnesty decisions will be made by the Academic Standards Committee and the committee may, at its sole discretion:

1. Offer amnesty to students who have not requested it via the Request for Readmission application.
2. Review the process for indefinitely dismissed students.
3. Approve amnesty for the student's entire record of previously-earned FGCU credit, or for those courses in which a student did not earn a grade of "C" or better.
4. Approve amnesty conditionally upon the student agreeing to fulfill the Committee's terms of approval. These provisions may include, but are not limited to, the student:
 - a. developing an academic success plan for the student's return;
 - b. meet with both the Center for Academic Achievement (CAA) and the student's assigned academic advisor;
 - c. completing the application process as a returning student through the Undergraduate Admissions office

Offers of academic amnesty will only be made to students whose cumulative GPA is below 2.00 and who have not attended FGCU in the last three (3) years. Such offers will be made in writing by the Academic Standards Committee and will be forwarded to the student via the Offer of Academic Amnesty form. Upon approval by the Academic Standards Committee, the amnesty will be applied to the student's record, and the student will be eligible for readmission to the University as a returning student through Undergraduate Admissions.

If amnesty has been granted, the transcript will then be revised, and the student's GPA will be recalculated omitting all grades less than a "C" during the period for which amnesty was applied. Though they will not be included in the GPA calculation, the courses and grades for which amnesty was awarded will remain on the student's transcript and a statement will appear on the official transcript indicating that amnesty has been applied. Due to the omission of the student's previous academic record from his/her GPA calculation, all grade forgiveness opportunities will be restored per the current University Catalog policy. Additionally, the student will remain responsible for tuition surcharges resulting from repeating courses or taking excess credits for graduation.

Academic Standing

FGCU has established minimum academic standards to which all students must adhere.

Undergraduate Academic Standing Academic actions listed below are applied to students who fail to meet academic standards. Such designations do not allow the student to be considered in Good Standing as defined below. All actions taken to enforce FGCU standards shall be reflected by notation on the student's academic record; some of these notations can be permanent.

Officially changing a course grade does not reverse these academic actions. An exception can be made when an error is committed and is stated on a Change of Grade form completed by the instructor of record for a course.

Policies on academic notice, probation, and suspension are based on the premise that a student can overcome academic difficulty and make appropriate progress toward a degree. Colleges, schools, and departments may have academic regulations that are more restrictive than those established by the university. It is the student's responsibility to become familiar with all unit regulations and program requirements.

Good Standing: Students are in good academic standing if their institutional GPA is greater than or equal to 2.00.

Academic Notice: This is for informational purposes only and is not noted on the transcript. Students whose institutional cumulative GPA is between 2.00 and 2.25 receive a written notification regarding campus resources available to assist them in maintaining Good Academic Standing. Students with Academic Notice status are required to meet with an Academic Advisor/Student Success Counselor.

Academic Probation¹: Students are placed on Academic Probation if their institutional GPA falls below 2.00. Probation status requires students to meet with their Academic Advisor/Student Success Counselor prior to enrolling in courses for the following semester.

Students placed on academic probation must earn a minimum semester GPA of 2.00 for each semester after being placed on academic probation, until their institutional GPA reaches 2.00 or higher. Failure to reach 2.00 per semester results in Academic Suspension for the following semester.

FGCU is dedicated to assisting students on probation achieve academic success. For additional information concerning Academic Probation contact Records & Registration at orr@fgcu.edu (<mailto:orr@fgcu.edu>).

Academic Suspension: Students are placed on Academic Suspension if they are on Academic Probation and earn a semester GPA below 2.00. Students may not enroll in courses at FGCU for the subsequent semester (i.e. fall, spring, summer).. Academic Suspensions are noted on students' official academic transcripts.

Probation After Academic Suspension¹: Students are placed on Probation After Academic Suspension when they return following a semester of Academic Suspension. A semester GPA of 2.00 or higher must be earned to avoid Academic Dismissal. Students on Probation After Academic Suspension are required to meet with an Academic Advisor/Student Success Counselor to enroll in courses each semester until they return to good standing.

Academic Dismissal: Students are Academically Dismissed if they do not earn a 2.00 or higher semester GPA while on Probation after Academic Suspension.

Appeal Process. Students may appeal their suspension status by submitting a written request, with documents supporting the circumstances, to Records & Registration. Academic status appeals must be received no later than one week prior to the first day of classes for the term in which the appeal is sought. The Academic Standards Committee will review the appeal and provide notification to students of the committee's decision prior to the last day of registration for the term.

Earning credit while on Academic Suspension or Academic Dismissal. FGCU students who are suspended or dismissed may complete course work at other institutions. Students should consult with an Academic Advisor/Student Success Counselor and refer to the Academic Amnesty policy.

¹Statuses of "Academic Notice," "Academic Probation," or "Probation After Academic Suspension" do not specifically prohibit a student from participating in extracurricular activities unless otherwise specified by university policy, rules, or by-laws governing the activity or organization.

Adding or Dropping a Course

Adding a course. Students may add courses or change sections of courses during the registration and the drop/add periods, as published in the Academic Calendar. Classes may be added by accessing the Gulfline feature on the university website, through the Enrollment Services Center, or with an Academic Advisor.

Dropping a course. Students may drop a course(s) during the registration and drop/add period through Gulfline and the Enrollment Services Center as published in the Academic Calendar. Course(s) dropped during this period do not appear on the student's academic record.

Address Change

The address the university utilizes for students is taken from the application for admission. It is the student's responsibility to make appropriate changes to their address. Address changes can be made through Records & Registration. Students employed by the University should also submit changes to Human Resources.

Application to Graduate

An Application to Graduate form must be submitted online (via GULFLINE--Student Self-Service) for the term of expected graduation by the deadline noted in the Academic Calendar. By submitting the form, a student initiates the process of verifying degree requirements and ensures that all commencement information and registration forms are sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term.

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework needed for graduation prior to the application deadline. An application for grade forgiveness should be filed no later than the noted deadline, as stated in the Academic Calendar. Students are encouraged to apply for grade forgiveness upon completion of the repeat.

Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree

Auditing a Course

Course audits are approved on a space-available basis and require the approval of the instructor and a student's academic advisor. Audit registration is permitted only during the late registration period. Regular course fees are assessed. Audited courses are noted on the academic transcript with a grade of X.

Florida residents 60 years of age or older who plan to use senior citizen tuition waivers must register on a space-available, audit basis according to the dates listed in the Academic Calendar. See Senior Citizen Tuition waivers section for more information. Note: This type of audit student does not require advisor approval.

Change of Major (Undergraduate)

An undergraduate student wishing to change his or her major or add a minor must submit a completed Change of Major/Minor/Catalog Year form to the college advisor for the new program. If pursuing a single Major/Degree, a maximum of two minors can be declared.

A student wishing to change his or her major to a specialized admissions program or an undergraduate student wishing to enter a graduate program must formally apply to the relevant program. Students may not use the Change of Major/Minor/Catalog Year form to change from degree to non-degree status.

Advisors in the Marieb College of Health & Human Services have the authority to correct majors of students officially admitted into an individual academic program within the college. This college-specific policy superseded university policy that requires students to individually submit a Change of Major/Minor/Catalog Year form. Unless otherwise specified, lower-level Marieb College of Health & Human Services students dismissed from specialized admissions academic programs become undeclared. Upper-level students must declare a new major.

Students should be aware that changing majors may result in an excess hours surcharge.

Choice of Catalog

To graduate, each degree-seeking student must meet all graduation requirements specified in an FGCU catalog. A student has the right to choose a catalog year for his or her program of study. However, the choice cannot be from a catalog year that is earlier than the matriculation term and the student must remain in continuous enrollment. Matriculation is defined as being admitted to and enrolled in a degree program. Continuous enrollment is defined as enrolling at least one term in each academic year. Catalog is defined as the program and graduation requirements published each academic year beginning with the fall semester and concluding with the summer semester.

If students cannot meet all of the graduation requirements specified in the catalog of choice due to changes by the university in matters of policy or course offerings, appropriate substitutions will be determined by the program manager to preclude penalizing the student. Due to program accreditation requirements, students in certain majors may not have this option.

All former students will be readmitted to the university under the catalog applicable to the term of readmit for degree requirements.

Class Attendance

Regular and punctual attendance and participation are expected. Although students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade when the instructor deems class attendance and class participation as essential. In those classes where attendance is considered part of the grade, the instructor must inform students at the beginning of the term in the syllabus. Any instructor who informs students in writing about the necessity of class attendance may request Records & Registration to drop a student from the class. The instructor will need to indicate the student's last date of attendance in their request to Records & Registration. A grade of W will be posted to the student's record if Records & Registration is notified prior to the deadline for withdrawal without academic penalty. After that date, the instructor may assign a punitive letter grade for any student who does not abide by attendance requirements. Colleges have the authority to establish college-wide, program-wide, or course-wide policies on attendance in accordance with the above guidelines.

Authorized absence. An authorized absence is an absence due to participation in a university sponsored activity that has been approved in advance by the director and the appropriate student affairs officer. Such an absence permits the student to make up the work missed when practical or to be given special allowance so that he/she is not penalized for the absence.

Excused absence. An excused absence is an absence due to other causes, such as illness, family emergency, death in the family, or religious holiday. A student seeking an excused absence should obtain documentation such as a physician's statement, accident report, or obituary and contact all instructors. If students need assistance in contacting faculty, the Dean of Students Office assists students in facilitating communication with their faculty members or academic leadership but does not provide excused absences on behalf of the faculty.

Commencement

Commencement ceremonies are held after the Fall and Spring semesters. Florida Gulf Coast University offers a candidate ceremony and not a degree conferral ceremony. Degrees for all candidates who complete degree requirements will be certified by the appropriate college after the official close of the term, as noted in the academic calendar. Degree information is made available within 6 weeks after the close of the term. However, diplomas require 8-10 weeks to prepare, after the close of term.

Graduation and commencement are two separate activities and have different requirements, processes and deadlines.

For more information about commencement, go to <https://www.fgcu.edu/commencement/> (<https://www.fgcu.edu/commencement/>)

For more information about graduation, go to <https://www.fgcu.edu/graduation/> (<https://www.fgcu.edu/graduation/>)

Course Load

Undergraduate
A full-time undergraduate student is enrolled in 12 or more credit hours per semester. A part-time undergraduate student is enrolled in fewer than 12 credit hours per semester. The typical full-time undergraduate course load is 12 to 18 credit hours each semester. Students should take between 30 and 33 hours annually to graduate in four years. In the fall and spring semesters, the maximum number of credit hours in which an undergraduate may enroll is 18. During the summer semester, the maximum number of credit hours allowed during a six-week term is 9, and the maximum number of credit hours allowed during a 10 -week term is 15. The total of combined summer sessions cannot exceed 15 hours. Semester overload permission from the undergraduate student's academic advisor is required to enroll for more than the maximum allowable hours.

Graduate
During the fall or spring semesters, a full-time graduate student is enrolled in 9 or more credit hours, and a part-time graduate student is enrolled in fewer than 9 credit hours. Enrollment in 9 credit hours in any combination of summer terms is considered full-time.

Directory Information and Release to Third Parties

Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. A list of directory and non-directory information can be found here (<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/index.aspx#DirectoryInformationReleaseofRecordstoThirdParties> (<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/index.aspx#DirectoryInformationReleaseofRecordstoThirdParties>)).

Dual Major / Dual Degree (Undergraduate)

Dual Major

An undergraduate student who satisfies the requirements for two majors, within the same college and of the same degree type (for example: BA and BA or BS and BS), will be awarded a single diploma if they have a single graduation date for both majors.

- A student wishing to declare a dual major must submit a completed Request for Dual Major/Degree to the appropriate college advisor.
- A maximum of one minor can be declared with the dual major.
- Both majors will be indicated on the student's permanent academic record.
- A double major does not require a minimum number of credit hours beyond what is necessary for completing degree requirements.
- The graduation application must indicate both majors.

Dual Degree from the Same College

An undergraduate student who satisfies the requirements for two degrees, within the same college and of different degree types (for example: BA and BS) will be awarded two degrees.

- It is the student's responsibility to inform his/her college advisor(s) of the intent to earn two degrees and must submit a completed Request for Dual Major/Degree form.
- A maximum of one minor can be declared with the dual degree.
- Both degree programs will be indicated on the student's permanent academic record. The student will receive two diplomas.
- The student will need to earn a minimum of 150 credit hours and must work with his/her college advisor to ensure satisfactory completion of requirements.
- A graduation application must be submitted for each degree.

Dual Degree from Different Colleges

An undergraduate student who satisfies the requirements for two majors or degrees, from different colleges, will be awarded two degrees.

- It is the student's responsibility to inform both advisors of the intent to earn two degrees and must submit a completed Request for Dual Major/Degree form to the advisor for the additional degree.
- A maximum of one minor can be declared with the dual degree from different colleges.
- Both degrees and majors will be indicated on the student's permanent record. The student will receive two diplomas.
- The student will need to earn a minimum of 150 credit hours and must work with his/her college advisor to ensure satisfactory completion of requirements.
- A graduation application must be submitted to both colleges.

Students should be aware that the addition of a dual major or dual degree may result in an excess hours surcharge.

Enrollment Certification

Students should contact their lenders for deferment criteria and procedures. It is the student's responsibility to submit the loan deferment form to Records & Registration when such service is necessary. Written requests for enrollment certification for loan deferment or insurance purposes should be addressed to Records & Registration and include name, student identification number and the specific information needed.

Students requesting loan deferment should contact their lender and request a deferment form. This form can be submitted to Records & Registration during the semester needing deferment. However, forms received prior to the beginning of the term of deferment will be held for enrollment verification 10 days after the beginning of the term. This is to allow for course enrollment adjustments. Verifications will be sent to the lender unless otherwise noted. Any change in enrollment status will be reported to the lender through the Department of Education in Washington, DC.

Enrollment Status

Undergraduate Degree and Non Degree-Seeking:

Full	12 or more
3/4	9-11
Half	6 – 11
Less Than Half	1 – 5

Graduate Degree and Non Degree-Seeking:

Full	9 or more
3/4	6-8
Half	5 – 8
Less Than Half	1 – 4

Excess Hours Surcharge

Florida Statute 1009.286 defines "excess hours" as credit hours that exceed the completion requirements for a baccalaureate degree program at State universities. For students enrolling in a State University or a Florida State College System institution for the first time in or after the fall 2009 semester, a tuition rate surcharge will be applied for excess hours. The amount of the surcharge and the allowable "excess hours" are determined by the initial term of entry as indicated below:

1. Fall semester 2009 - summer semester 2011: students will pay a 50% tuition surcharge for each credit hour beyond 120 % in excess of the hours required. For a degree program of 120 required hours this means any credits above 144 will be subject to the surcharge.
2. Fall semester 2011 - summer semester 2012: students will pay a 100% tuition surcharge for each credit hour beyond 115% in excess of the hours required. For a degree program of 120 required hours this means any credits above 138 will be subject to the surcharge.
3. Fall semester 2012 - spring semester 2019: students will pay a 100% tuition surcharge for each credit hour beyond 110% in excess of the hours required. For a degree program of 120 required hours this means any credits above 132 will be subject to the surcharge.
4. Summer semester 2019 and beyond: students will pay a 100% tuition surcharge for each credit hour beyond 120% in excess of the hours required. For a degree program of 120 required hours this means any credits above 144 will be subject to the surcharge.

In determining excess hours the following will be included when calculating the number of hours taken by a student; all credit hours taken while you are at FGCU including courses that you fail, courses that you drop after the Drop/Add period, courses that you repeat, withdrawals and transfer credit earned at another institution and subsequently applied to your degree program here at FGCU.

The law does allow for exceptions to the excess hour surcharge. For example, the courses taken under the following circumstances would not count as excess hours:

- Articulated accelerated credit (e.g. Advance Placement, International Baccalaureate, CLEP, Dual Enrollment, etc.)
- Internship credit
- Certification/Recertification and certificate program credits
- Credits withdrawn due to medical or personal hardship
- Credits taken by active-duty military personnel
- Credits required for a dual major

- Remedial and English as a Second Language (ESOL) credit
- Military Science credits in Reserve Officers Training Corps (ROTC) programs

All students should make every effort to enroll in and complete only those courses that are required for their degree program. Repeating courses, changing majors and adding minors that are not required as part of a major may result in excess hours. Students should regularly review their degree audit and consult with an academic advisor to ensure that they are not enrolling in excess hours.

Effective July 1. 2018, FGCU will refund the excess hour surcharge assessed for up to 12 credit hours to any first-time-in-college student who completes a baccalaureate degree program within four years after their initial enrollment at the university.

Family Education Rights and Privacy Act, 1974 (FERPA)

Annually, Florida Gulf Coast University informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. Records & Registration will disclose FERPA information by publishing a notice in the FGCU Catalog. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the University's education records policy.

These student rights include:

1. The right to inspect and review the student's education records within 30 days of the day the University receives a request for access. Students should submit to Records & Registration a written request that identifies the education record(s) they wish to inspect. If the records are not maintained by Records & Registration, the Registrar (or designee) shall advise the student of the correct official to whom the request should be addressed. The appropriate University official will arrange for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of 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 prior consent of the student is disclosure to University officials with legitimate educational interests. A University official is a person employed by the University as a member of the faculty or staff, members of the FGCU Board of Trustees, or a person under contract to the University to perform a task such as a consultant, attorney or auditor. Student or community members of University committees also are included in the definition of University officials as are student employees assisting a University official in performing his or her tasks. Inter-institutional disclosure may be made between FGCU and entities that administer or participate in joint programs or activities and that further a legitimate educational interest because such disclosures are considered made to "University officials". Directory Information at Florida Gulf Coast University is defined as information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Directory Information will be made available to the general public unless the student notifies Records & Registration in person or in writing of the wish for privacy before the last day to add classes. Refer to the Non-Disclosure of Directory Information section for more information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida Gulf Coast University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

For additional information:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)
<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/> (<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/>)

GPA Definitions

The **Overall Grade Point Average (GPA)** includes FGCU and transfer credits and grades. Courses with satisfactory/unsatisfactory grading and courses taken for audit are not included in this calculation.

The **Institutional GPA (or Cumulative GPA in Gulfline)** includes FGCU credits and grades. The institutional GPA is used to determine academic standing, eligibility for numerous recognitions including the Honors program, athletics eligibility, and honors at graduation. This Cumulative GPA is noted by term and is updated (increased or decreased) by the additional earned institutional hours. Last calculated cumulative term GPA equals institutional GPA.

The **Transfer GPA** includes all transfer credits and grades accepted by FGCU.

GPA's are truncated, not rounded, to the second decimal place.

Grade Appeal Process

Student Grade Appeals

1. SCOPE

- This rule shall apply to all student appeals of:
- a. Grades or other academic action taken by an instructor.
 - b. Grades resulting from an instructor's:
 - i. Alleged deviation from established and announced grading policy;
 - ii. Alleged errors in application of grading procedures;
 - iii. Alleged lowering of grades for non-academic reasons.

NOTE: The professional judgment exercised by an instructor in assigning a grade or in conducting a class are excluded from the provisions of this rule except as noted in (1), (2) a, b and c above.

2. GENERAL POLICY – THE FOLLOWING ASSUMPTIONS ARE ADOPTED.

- A. Students are entitled to a fair, prompt, and open resolution of complaints.
- B. Faculty members are entitled to a fair, prompt, and open forum in defense of their action.
- C. Students have access to published materials and student government representatives to help them become familiar with and understand procedures for handling complaints.
- D. Faculty members have access to published materials and the university staff to help them know and understand procedures through which charges against them will be addressed.
- E. Resolution of student appeals should be made as speedily and informally as possible.
- F. The university as an institution and its faculty are entitled to procedures which ensure the maintenance of academic standards.
- G. The appropriate forum for discussion or alteration of academic matters is the unit responsible for these matters.

Grade Forgiveness

For grade appeal details managed by each college/school, please use the links below:

- [College of Arts and Sciences](https://www.fgcu.edu/cas/studentresources/#StudentGradeAppeal) (<https://www.fgcu.edu/cas/studentresources/#StudentGradeAppeal>)
- [College of Education](https://www.fgcu.edu/coe/gradeappeal) (<https://www.fgcu.edu/coe/gradeappeal>)
- [Lulpert College of Business](https://www.fgcu.edu/cob/gradeappeal) (<https://www.fgcu.edu/cob/gradeappeal>)
- [Marieb College of Health and Human Services](https://www.fgcu.edu/maniebcollege/gradeappeal) (<https://www.fgcu.edu/maniebcollege/gradeappeal>)
- [U.A. Whitaker College of Engineering](https://www.fgcu.edu/eng/gradeappeal) (<https://www.fgcu.edu/eng/gradeappeal>)
- [School of Nursing](https://www.fgcu.edu/nursing/gradeappeal) (<https://www.fgcu.edu/nursing/gradeappeal>)

3. ACADEMIC GRADE: APPEALS COMMITTEE

- A. Each college shall establish an Academic Grade Appeals Committee whenever required for the purposes of this rule.
- B. This Committee shall be made up of at least three and no more than five faculty members and two students.
- C. Student members shall be selected by the Dean of Students from a list of ten (10) students furnished by the President of Student Government.
- D. Any member may be challenged for cause by either party. The validity of such challenges shall be decided by the Vice President of Academic Affairs. If a challenge is upheld by the VPAA, the College Dean shall appoint a replacement from the college's faculty and for the Student Panel.
- E. The instructor and the student may each exercise peremptory challenge of one member of the initial committee.

4. RESOLUTION OF STUDENT APPEALS: DEPARTMENT LEVEL

- A. All student grade appeals or allegations of specific wrongful academic action(s) by an instructor shall first be brought to the attention of the instructor of the course. This action must be initiated within one semester of the alleged wrongful action or grade, or as soon thereafter as the student becomes aware of such action. The parties should attempt to resolve the problem in as speedy and satisfactory manner as possible. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal solution with the Chair/Team Leader of the department in which the course is housed.
- B. The Chair/Team Leader and instructor should make every effort with the student to solve the problem at the informal level. This resolution shall take place within ten (10) school days of the complaint being brought to the Department Chair/Team Leader. At the time the Chair/Team Leader notifies the student of this decision, he/she should also inform the student of the formal procedure for appeal. The Chair/Team Leader's decision must be in writing.
- C. When the instructor is not available to discuss the problem, if at all possible, the resolution should wait until such time as the instructor can return to the campus, but not longer than one semester. If the Department Chair/Team Leader determines that an emergency exists requiring that the problem must be solved prior to the availability of the instructor (e.g. in a case of probable delayed graduation), the Department Chair/Team Leader shall make every reasonable effort to apprise the instructor of the situation. The instructor may elect to submit a written statement and to designate a faculty replacement to aid in solving the problem. If the instructor cannot be reached or does not elect to designate a replacement and the complaint must be dealt with promptly, then the Chair/Team Leader shall act on behalf of the instructor.
- D. If the appeal or allegation is made against the Chair/Team Leader in the role of instructor, then the student shall treat the initial appeal as the appeal to the Chair/Team Leader of the department and proceed accordingly.

5. RESOLUTION OF STUDENT APPEALS: COLLEGE LEVEL

- A. If not satisfied with the resolution of the complaint proposed by the Chair/Team Leader, the student may proceed within ten (10) school days of receipt of the Chair/Team Leader's decision to file a written appeal with the Office of the Dean of the College in which the course is housed. The written appeal to be introduced at the college level only after informal resolution has failed must clearly specify the action which the student perceives as wrong. The purpose of any subsequent hearing at the college level is to determine whether a broader segment of the campus represented by the committee also judges the action as wrong. If so, they are to suggest a resolution for the action. Before filing the complaint, the student should consult with the Dean of Students, or designee, who shall furnish advice as to the student's rights and responsibilities with respect to this rule. The written appeal shall include the basis of the original complaint, the dates when the instructor and/or Chair/Team Leader met with the student to discuss the problem, and the

- suggested resolution at that time.
- B. The College Dean shall call the Academic Grade Appeals Committee together and ascertain the availability of the instructor or instructor’s replacement (see paragraph (4) (c) below).
- C. In conducting a formal review, the Academic Grade Appeals Committee shall adhere to the following guidelines:
1. The time limits specified in the following review procedure may be extended by mutual agreement of the parties.
 2. The student and the instructor or instructor’s replacement shall be permitted to have a representative to appear with them before the committee if they so choose. If the student has legal counsel, the university shall provide legal counsel for the faculty member, without charge, at the discretion of the faculty member.
 3. The committee shall not be officially convened to review the appeal until the faculty member involved, or replacement, has received a copy of the appeal or complaint and had at least five (5) school days to submit, if desired, any information. The student will be provided with a copy of any material submitted by the instructor at least five (5) school days before the committee meets to review the case.
 4. The committee should make every reasonable effort to meet for review of the case within 15 school days after receipt of the student’s written appeal and any information provided by the faculty member and/or Chair/Team Leader.
 5. The committee will function as an objective, fact finding body when examining all available and relevant information concerning the student’s appeal of academic action by the instructor. Such information shall include the student’s written appeal, written and/or oral information provided by the instructor, statements made by both parties before the committee, and any other information the committee may deem relevant.
 6. The student and faculty member shall be invited to meet with the committee. Each shall be allowed adequate time to respond to the appeal (and material) as submitted as well as any questions from committee members. Additionally, each shall be able to present information needed to clarify the issues involved.
 7. After meeting with both parties, the committee shall develop its recommendations by majority vote. The committee chair shall designate a member to record the committee’s recommendations. These recommendations concerning the disposition of the case shall be submitted to the College Dean.
 8. The College Dean shall render a decision within ten school days of the conclusion of the committee hearing. Copies of the committee’s recommendation and the Dean’s decision shall be made available to both parties concerned, to the Provost, and all other involved parties and departments.

6. FINAL APPEAL

- A. If dissatisfied with the College Dean’s decision, the student may, within ten (10) school days, file a written request for review with the Provost stating the basis for review and the resolution sought by the student.
- B. Acting as the University President’s representative, the Provost shall make final decision on the matter within ten (10) school days of receipt of the student’s request for review. Copies of the Provost’s written decision and the basis therefore shall be sent to the student, the College Dean, the chair, the Dean of Students, the instructor involved, and other involved parties.

Students may repeat a course and exclude a previous course grade from their FGCU grade point average calculations. Undergraduate degree and non-degree students are eligible by meeting the following:

- Original grade of C- or lower has been recorded on the academic record.
- The repeated grade must be higher than the original grade.
- Only the repeated course grade will be used in the computation of the institutional GPA.
- The original and the repeat course were taken at FGCU.
- The repeat course was taken under the same grading system (A-F or S/U) as the original. S/U graded courses are not permitted to repeat as A-F or vice versa.

Additional conditions of the policy:

- Grade forgiveness will be processed automatically by Records & Registration each semester. Priority will be given to courses with higher number of credits at the time of processing.
- A grand total of three course grades may be forgiven for courses that are repeated. The same course grade may not be forgiven twice.
- Only 1000-4999 courses are eligible for grade forgiveness.
- All grades will remain on the academic transcript. The original course will be annotated with E to indicate the course has been repeated and excluded from the GPA calculation.
- With prior approval of the college dean (or school director if not a subunit of a college), a course substitution may be sought under the following conditions:
 - The substitute course is a change in prefix, number, hours, or title, but not a substantive change in context from the original course.
 - The substitute course replaces a course no longer offered by the institution.
 - Individual academic units may have further restrictions; therefore, the student should consult with an academic advisor.
- Students who have received a bachelor’s degree from FGCU cannot apply grade forgiveness to any course taken prior to the awarding of the degree.
- Students may not use grade forgiveness for any course in which they received an academic dishonesty penalty.
- Students who wish to opt out of automatic grade forgiveness must contact Records & Registration at orr@fgcu.edu (<mailto:orr@fgcu.edu>).

Students should discuss their eligibility for grade forgiveness with an academic advisor.

If applied grade forgiveness alters GPA and thus affects academic standing, standing will be updated appropriately.

Grade Point Average Calculation

Florida Gulf Coast University’s grading system includes grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I, NR, S, U, W, WE, WF, WX, X, and Z.

Grade	Definition	Quality Points Per Semester Hour
A		4.0
A-		3.7
B+		3.3
B		3.0
B-		2.7
C+		2.3
C		2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
F	Failure	0.0
I	Incomplete	0.0
NR	Not Reported by instructor	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
W	Withdrawal without academic penalty	0.0
WE	Withdrawal with Extenuating Circumstances	0.0
WF	Withdrawal with academic penalty	0.0
WX	Withdrawal from Co-req course without academic penalty	0.0
X	Audit (no academic credit)	0.0
Z	Thesis/Dissertation Continuation	0.0

It is the option of the college, department or instructor to use all, some, or none of the plus/minus grades in assigning student grades in a course, as long as the grading system is communicated to students via the course syllabi at the beginning of the course. Numerical ranges corresponding to letter grades are established for each course according to the professional judgment of the instructor.

Some colleges, departments, and programs have established minimum grade requirements. In these instances, a grade of C- does not satisfy the requirement of a minimum grade of C, and a grade of B- does not satisfy the requirement of a minimum grade of B.

The grades of D+, D, and D-, while considered passing for undergraduate students, may not be acceptable for some courses (see program requirements).

Earned credit hours are not assigned in courses with grades of F, I, U, W, WF, X, and Z (see definitions). A grade of NR will be posted for grades not reported by the instructor. A NR grade will be converted to an F at the end of the following semester.

Incomplete (I) grade. A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of I. A grade of I is not computed in a student’s GPA.

An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student, who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of F in the course.

To initiate consideration for a grade of I, a student must contact the instructor before grades are reported. The decision to award a grade of I is solely the decision of the instructor. Should a professor decide to assign the grade, both the student and the professor must complete and retain a copy of an Incomplete Grade Agreement Form. The maximum amount of time to complete coursework to remove a grade of I is one year from the ending date of the semester for which the grade was assigned or graduation whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of I will be changed to an F if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade. Once an incomplete (I) grade has converted to a failing grade (F), the grade may not be converted back to an incomplete (I) grade or to a regular grade. Exceptions due to university error may be approved by the college Dean (or his/her designee) with supporting justification attached to a change of grade form.

Students approved for reinstatement by the Reinstatement Appeal Committee after the deadline expires are not eligible for the grade assignment of incomplete (I).

Final grade reports. Grades are available via Gulfline at <http://gulfline.fgcu.edu>. The university does not mail final grade reports. Students needing written verification of grades should submit a request for an unofficial or official transcript to Records & Registration.

Change of grade. A request for a change of grade will be considered only during the term immediately following the term in which the grade was assigned. Grades assigned during the spring semester may be changed during the following summer or fall terms. The dean (or his/her designee) of the college offering the course must approve grade changes. Exceptions to the time limitation may be approved by the college dean (or his/her designee) with supporting justification attached to the Change of Grade form.

Grades will not be changed after a degree or certificate has been awarded.

Grade appeal. All student grade appeals or allegations should first be brought to the attention of the instructor of the course. Students are responsible to present documents or evidence supporting the grade appeal to the instructor within one semester after the grade issuance. Students and faculty should attempt to resolve the problem in a timely and satisfactory manner. Students dissatisfied with the instructor’s decision, or if the faculty is not available, the student may pursue an informal solution with the Chair of the department.

If not satisfied with the resolution of the informal procedures, the student may file a formal written appeal with the Office of the Dean of the College in which the course is offered. Each college shall establish an Academic Grade Appeal Committee, for the purpose of reviewing and rendering decisions concerning all formal grade appeals to the College Dean. The College Dean will approve or deny the appeal committee’s findings. Written notification to the student will be provided within 15 days of receipt of the student’s request.

A final appeal process is provided whereby the student, after receiving notification of the Academic Grade Appeal Committee’s decision, may file a request for review with the Office of the Provost. The Provost, acting as a representative of the University President, shall render a final decision. Copies of the Provost’s final decision shall be provided to the student, the College Dean, the Academic Grade Appeal Committee Chair, the department Chair, the University Registrar, and the course instructor within 10 days of receipt of the student’s request for renew.

For additional information, refer to the Grade Appeal Process section of the academic catalog.

Graduation Requirements (Associate of Arts Degree)

The following are minimum requirements for awarding the associate of arts (AA) degree:

- Earn a minimum of 60 semester hours with an institutional GPA of 2.0 in all coursework attempted at FGCU.
- Satisfy general education requirements (36 hours of required and elective coursework in prescribed areas; see General Education section).
- Satisfy College-Level Skills (previously known as Gordon Rule requirements).
- At least 25% of the coursework required for the degree must be earned at FGCU.
- An AA degree is not automatically awarded. Students are required to apply. AA degrees are awarded at the end of the term in which the application was approved.
- Application for AA degree must be submitted to the appropriate academic advisor for approval any semester after completion of the requirements but prior to an application for the baccalaureate degree.
- An Associate of Arts degree will not be awarded in the same term that the baccalaureate degree is to be awarded or in any term following the completion of the baccalaureate degree.
- The AA degree information and date of award are listed on the academic transcript.
- Satisfy State of Florida foreign language admission requirement. Note: This requirement pertains to students initially entering a Florida College System institution or the state university system in 2014-2015 and thereafter. Coursework for an associate in arts degree shall include demonstration of competency in a foreign language pursuant to s. 1007.262.
- Satisfy Civic Literacy requirement.

Graduation Requirements (Baccalaureate Degree)

The following are minimum requirements for awarding the baccalaureate degree:

- Apply for graduation by the deadline indicated in the Academic Calendar.
- Complete the FGCU Graduating Student Survey by the deadline indicated in the Academic Calendar.
- Recommendation by appropriate college advisor.
- Earn a minimum of 120 semester hours (certain majors may require more than 120 hours) with an institutional GPA of 2.0 in all coursework attempted at FGCU. Colleges and departments may have requirements that exceed these minimums.
- Satisfy general education requirements (36 hours of required and elective coursework in prescribed areas; see General Education section).
- Satisfy College-Level Skills (previously known as Gordon Rule requirements).
- Earn a minimum of 48 hours of upper division coursework (courses numbered 3000-4999).
- Complete all program requirements.
- Complete the university service learning requirements.
- Complete the University Colloquium.
- At least 25% of the coursework required for the degree and the last 30 of the last 60 hours must be earned at FGCU.
- All students entering FGCU with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer terms. The university may waive the application of this rule in cases of unusual hardship (see Summer Enrollment Requirement).
- Satisfy State of Florida foreign language admission requirement.
- Satisfy Civic Literacy requirement.

Honors Recognition for GPA

President’s List. Undergraduate students completing at least 12 hours of class work in regularly graded courses (excluding S/U graded courses) taken at FGCU during a semester with a grade point average of 4.0, will be eligible for President’s List recognition. Eligible students will receive written recognition from the university president.

Dean’s List. Undergraduate students completing at least 12 credit hours of regularly graded coursework (excluding S/U graded courses) completed at FGCU during a term with a grade point average of 3.5 to 3.99 will be eligible for Dean’s List recognition. Students will be notified in writing of this recognition by the appropriate academic dean.

Undergraduate Honors. Baccalaureate candidates must have an institutional GPA of 3.50 (on a 4.0 scale) for all coursework attempted at FGCU to be considered for honors. Honors achieved will be annotated on the student’s diploma and transcript.

- Candidates with a GPA of 3.50-3.70 shall receive a designation of cum laude (with honors).
- Candidates with a GPA of 3.71-3.89 shall receive a designation of magna cum laude (with higher honors).
- Candidates with a GPA of 3.90 or above shall receive a designation of summa cum laude (with highest honors).

Honors at Commencement. Baccalaureate students with an outstanding academic performance at FGCU will be honored at commencement. Honors will be based on the institutional GPA as of the semester prior to graduation.

Material and Lab Fees

Students enrolled in certain laboratory courses are assessed a fee that is used to offset the cost of materials or items consumed in the course of the students’ laboratory activities. These fees are assessed based on the course. Specific lab fees may be found listed on the semester course schedule on Gulfline by clicking on a CRN.

Military Call to Active Duty Policy

When a student is called for active military duty during a term in which s/he is enrolled, the eligible student may elect the following:

1. Completely withdraw from the University without academic penalty. In order to qualify for this option, a student must elect to completely withdraw from the University.
 - The student must complete a Withdrawal Application and Fee Adjustment Request forms and provide a copy of his/her active duty orders to Records & Registration. Orders will serve as supporting documentation for the refund of tuition and fees.
 - The Fee Adjustment form will be submitted to the Fee Appeal Committee for action. Tuition and general fees will be fully refundable.
 - Housing will be refunded based on the number of days the room was occupied. In order to receive a refund from the Office of Housing and Residence Life, the student must complete all check out procedures as noted in the Housing Rules and Regulations Manual and submit written request for refund. The student will be asked to provide a copy of their active duty orders.
 - The student will be responsible for any miscellaneous charges such as library fines, parking tickets, etc.
 - If the student is called for active duty and subsequently released in a manner that would allow him/her to re-enroll during the semester in which s/he withdraw, the University will make every effort to accommodate the request. Faculty involved will determine the appropriateness of returning to a course.
 - If the student is receiving financial aid during the term in which s/he is called to active duty, financial aid must be repaid according to federal and state guidelines before the University will issue a refund.
2. Students who are required to report for military duty after the last day to withdraw without academic penalty, as stated in the University’s Academic Calendar of Events, and after completion of at least 75% of the enrollment period in a non-standard semester may:
 - In working with the instructor, elect to complete all final papers, projects and/or exams prior to reporting for active duty in order to receive full credit for all courses. Students are not eligible for refunds for courses which s/he receive credit; or
 - Request an incomplete grade in a course and complete the remaining specified course requirements as agreed and stipulated in the Incomplete Grade Contract form upon return from active duty. The student will have the full time allowed under the Incomplete Grade policy. Upon re-enrollment to the University, a student will have one year to complete the incomplete coursework outlined on the Incomplete Grade Agreement Form. If the coursework is not completed within the appropriate time frame, the course grade will convert to a failing grade. Under federal financial aid policies, a grade of incomplete may affect a student’s financial aid eligibility for future terms. Eligible students who receive an incomplete for any course for which s/he is enrolled shall not be entitled to a refund of tuition or fees paid.

Notes:

1. Students called to active duty prior to or on the last day to withdraw without academic penalty may not select Option 2 (above). Students must select complete withdraw with refund.
2. Students unable to complete the above process due to military call-up time constraints, may submit an appeal for grade change, late withdraw and/or conduct issue after s/he leaves the University but no later than six months after discharge or release from active duty. A copy of the discharge papers will be requested at the time of re-enrollment.
3. Students who select incomplete grade option must begin completion of the course requirements, as noted on Incomplete Grade Contact, no later than six months after discharge or release from active duty. A copy of the discharge papers will be requested at the time of re-enrollment.

Minors

Minors

An undergraduate student wishing to declare a minor must meet with the appropriate college advisor to review course requirements and complete appropriate documentation. If pursuing a single Major/Degree, a maximum of two minors can be declared. If pursuing a dual Major/Degree, a maximum of one minor can be declared.

A minimum grade of C or higher is required in all courses for a minor and a minimum of 12 credit hours of the minor must be completed at FGCU.

Students desiring certification of a minor and designation on their academic transcript must note the minor on the Application for Graduation and contact the appropriate college advisor to certify completion of all course requirements for the declared minor.

Students should be aware that the addition of a minor may result in an excess hours surcharge.

Name Change

Official name change forms are available through Records & Registration or the web site. Requests must be submitted to Records & Registration in order to change a legal name on the student record. Copies of documents (i.e., marriage certificate, divorce decree, etc.) noting the legal name change must be submitted with the request. Students requesting a name change and reissue of diploma will be responsible for the cost of the new diploma. Name change requests from non-enrolled students will not be honored.

Priority Registration

FGCU employs priority registration to manage term enrollment. Term registration dates are published in the Academic Calendar. Priority registration, referred to as Eagle Registration, is a benefit to all students in that it ensures students are able to enroll in the classes needed to complete their degree in a timely manner. It is a process that allows those who are closer to degree completion, with specific course needs, the ability to register before students who are further from graduation. For additional information, please see <https://www.fgcu.edu/recordsandregistration/eaglepriorityregistration> (<https://www.fgcu.edu/recordsandregistration/eaglepriorityregistration>).

Reclassification of Residency for Tuition Purposes

Reclassification is not automatic. Matriculated students (admitted to and enrolled at the university) who are classified as non-Florida residents for tuition purposes and who believe they may qualify for in-state tuition, are requested to submit a Residency Reclassification to Records & Registration. Supporting documentation is required to substantiate in-state residency for tuition purposes. For more information on qualifying for in-state tuition, go to this link (<https://www.fgcu.edu/recordsandregistration/guidelines/#AboutResidencyReclassification> (<https://www.fgcu.edu/recordsandregistration/guidelines/#AboutResidencyReclassification>)).

If denied Florida residency for tuition purposes by Records & Registration, the student may submit a written appeal to the Residency Committee. The decision of the Residency Committee will be mailed to the student and considered final.

Records & Registration

Records & Registration supports the University mission by fostering an environment that promotes student success. Records & Registration is committed to providing superior customer service to students, faculty, administration, alumni, community, state and federal agencies.

Repeat Course Surcharge

Rule 6C-7.001, Florida Administrative Code, states that each student enrolled in the same undergraduate course more than twice, shall be assessed an additional fee per credit hour for each repeated course. For example, if a course is repeated twice a student will be assessed the surcharge for the third and subsequent attempt. The fee will be published each semester and assessed at the time of registration. Only courses repeated at FGCU will count in attempts. Transfer coursework will not count in the repeat calculation. Grades of W, WE, WX and WF earned at FGCU will count when figuring attempts.

In accordance with Florida Statute 240.124, students may petition for the surcharge to be waived based on extenuating circumstances or financial hardship. Extenuating circumstances are those circumstances determined by the university to be exceptional and beyond the control of the student and may include but are not limited to: serious illness; documented medical condition preventing completion; death of immediate family member; involuntary call to active military duty; other emergency circumstances or extraordinary situations. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class.

The criteria used for determining financial hardship will include, but not be limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered.

Request forms are available in Records & Registration. All requests to waive the repeat surcharge fees must be submitted to the Fee Appeals Committee, within six months after the end of the term for which the fees were assessed. There are no exceptions to this policy. The decision of the Fee Appeals Committee is final in accordance with Rule 6C10-7.001 (11) (c).

Residency Requirement for Graduation

At least 25 percent of coursework for the degree must be earned at FGCU. Thirty (30) of the last 60 hours must be earned at FGCU to receive a baccalaureate degree from FGCU.

Second Baccalaureate Degree

Students with a bachelor's degree from an institution that maintains accreditation by a U.S. Department of Education sanctioned accrediting body (<https://www2.ed.gov/admins/finaid/accred/index.html> (<https://www2.ed.gov/admins/finaid/accred/index.html>)) or equivalent foreign institution may apply to FGCU for admission to work toward a second bachelor's degree. The first bachelor's degree satisfies the general education and College-Level Skills and provides exemption from the foreign language requirement.

Students with a bachelor's degree from FGCU must reapply for admission to work toward a second bachelor's degree.

- If a student graduates with one degree and wishes to obtain a second major or degree, he/she must be readmitted to the institution.
- A minimum of 30 credit hours must be completed toward the second degree at FGCU after re-admission.
- After completion of the second degree on a subsequent date, he/she will receive a second diploma.
- Service Learning (40 hours) is required for all Second Baccalaureate students who did not receive their initial degree from FGCU.

Semester System

Florida Gulf Coast University operates on a semester system. Each semester hour represents the equivalent of one instructional period of 50 minutes in length. The fall and spring semesters are 16 weeks in length (including one week of final exams). The fall semester begins in August and ends in December and the spring semester begins in January and ends early in May. The summer semester typically has three terms: Term A is a 6-week term that begins in May and ends in June; Term B is a 6-week term that begins in June and ends in August; and Term C is a 10-week term that begins in May and ends in July. Additional mini-terms of varying weeks of length may be held in any semester.

Senior Citizen Tuition Waivers

Senior citizen tuition waivers are available to persons 60 years of age or older who meet the requirements of Florida residency. The waiver allows qualified individuals to attend credit classes on a space-available, audit basis. Audit courses receive a grade of "X" which carries no college credit. Senior citizens using waivers are permitted to register from the second to the last day of late registration, as published in the *Academic Calendar* (<https://www.fgcu.edu/academics/academiccalendar/>). Senior citizens are subject to the same course load maximums as traditional students. Senior Citizen tuition waivers are for senior citizen students who are auditing courses but not seeking to earn a degree. Tuition waivers must be submitted to the Bursar's Office by the payment deadline.

All students, including senior citizen tuition waiver students, are required to meet current immunization requirements for participation in on-campus courses. Distance/virtual learning does NOT mean students are exempt from the immunization requirements. For information on FGCU immunization requirements, please visit Student Health Services immunizations webpage at <https://www.fgcu.edu/studentlife/studenthealth/immunizations> (<https://www.fgcu.edu/studentlife/studenthealth/immunizations>).

Student Classifications

Undergraduate (freshman, sophomore, junior, and senior) students are classified on the basis of semester hours satisfactorily earned.

Freshman: 0 through 29 semester hours.

Sophomore: 30 through 59 semester hours.

Junior: 60 through 89 semester hours.

Senior: 90 or more semester hours, prior to completing baccalaureate requirements.

Post-baccalaureate: Any student who is enrolled in a course, regardless of course level, who has a baccalaureate degree, is not working toward another baccalaureate degree, and has not been admitted to a graduate program.

Graduate: Any student enrolled in a graduate course (5000-7999 level) who has been admitted to a graduate program.

Audit: Any student registered for any credit course on an audit basis. No credit is received for courses taken on an audit basis. A grade of X will be assigned to audit coursework.

Student Holds

Holds may be placed on a student's account, records, transcript, grades, diplomas or registration because of financial or other obligations to the university. Satisfaction of the obligation is required prior to the release of the hold by the office having authority.

Student Records

The university has designated Records & Registration as the official custodian of student records. Information provided by a student to an institution pertaining to his or her record may be considered a student education record. A student has the right to review such information maintained in his or her educational record and to seek amendments or in certain cases append a statement to the record.

Information contained in a student's education record becomes the property of the university and will not be released or copied to the student or a third party. A third party shall be defined as anyone other than the student. Parents, legal guardians, spouses, employers, external agencies, etc. are considered third parties and do not have permission to access a student education record without written consent from the student. There are exceptions the university can apply to this policy.

Records & Registration is responsible for ensuring the confidentiality of all student records. The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 guarantee students the right to protect information that is not classified as directory information by federal law and university policy. For more information concerning FERPA and student records, refer to <https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/> (<https://www.fgcu.edu/recordsandregistration/guidelines/ferpa/>).

In the event of an unintentional release of student records due to unauthorized access, the University will notify via email all potentially affected students of the unauthorized release.

Summer Enrollment Requirement

Undergraduate students entering FGCU with fewer than 60 semester hours of credit must earn a minimum of 9 semester credit hours of coursework during one or more summer sessions prior to graduation.

The university may waive the application of this rule in cases of unusual hardship. A student who wishes to have the rule waived must submit a written request to the student's college dean or designee for a decision. The college will send written notification to the student and student's academic advisor.

Transcripts

Transcripts are released only with written authorization from the student. E-mail, telephone and fax requests for official transcripts will not be accepted. Transcripts will not be released for students who have a financial obligation to the university.

A transcript request must include the student's full name, university identification number (UIN), and signature along with the names and complete addresses of transcript recipients. If grades or degree statement for the current semester are needed, the student should indicate that the transcript request is to be held until the final semester grades and/or degrees are posted. To reflect a complete academic record for undergraduate and graduate students, the university will issue only complete transcripts. At the end of each term of enrollment, students are responsible for requesting transcripts for reimbursement purposes.

A \$10 fee is charged for each official transcript requested. Transcript request information can be obtained from <https://www.fgcu.edu/recordsandregistration/recordsandtranscripts/index.aspx> (<https://www.fgcu.edu/recordsandregistration/recordsandtranscripts/index.aspx>).

For transcripts sent regular mail via US Postal Service; please allow at least 30 days to arrive at destination. Reissues are at the discretion of Records & Registration after the 30-day delivery time. Reissues will not be processed to private addresses. Records & Registration is not responsible for undeliverable and/or lost mail.

Transient Student

Transient students are students who attend FGCU for only one term before returning to their home institutions. There are two types of transient students:

*State University System (SUS) or Florida College System (FCS) transient student is a student in good standing who is seeking a degree from a public Florida university or college and desires to take courses with FGCU. Students are asked to complete the electronic Transient Application form which is available online at Florida Shines (<https://www.floridashines.org/> (<https://www.floridashines.org/>)). No application fee is required for SUS/FCS students. Contact Records & Registration for more information at ORR@fgcu.edu.

*The other category of transient students are students who are degree seeking at an out-of-state institution or an in-state private institution and wish to take classes as a guest student at FGCU. These students need to contact FGCU Undergraduate or Graduate Admissions as appropriate to fill out an application.

Both of these categories of students enroll at FGCU as non-degree-seeking students.

Veterans Educational Benefits

Florida Gulf Coast University is approved for the education of veterans, eligible dependents, members of the selected reserve, and active-duty personnel eligible for benefits under public laws now in effect. All degree programs currently offered at FGCU are approved by the State of Florida, Bureau of State Approving Agency for Veterans' Training. Additionally, Continuing Education courses are not approved by the State Approving Agency. To facilitate the prompt and accurate reporting of the student's status and course load, the veteran and other VA Education recipients must apply for VA Educational Benefits and submit copies of appropriate forms to Records & Registration.

Additional documentation or forms may be required for certification of enrollment. Enrollment Certifications are not submitted automatically on behalf of the recipient. The student veteran and other recipients must inform Records & Registration of their enrollment intent before the beginning of each semester. Changes in enrollment, and major/program, must be reported immediately to Records & Registration to avoid overpayments and ensure that the VA is notified promptly with the most up-to-date information. The veteran's previous education and training will be evaluated, and FGCU Undergraduate Admissions will grant appropriate credit.

Section 103, PL 115-407(e) indicates that the institution must permit any **covered individual*** who is admitted to FGCU to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility (COE) Letter for entitlement to educational assistance under Ch. 31, 33, 35 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution; OR
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

"In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using the US Department of Veterans Affairs (VA.) Post 9/11 GI Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies."

To be considered for full-time VA Education benefits, degree-seeking **undergraduate** students must enroll for twelve (12) or more semester hours, and degree-seeking **graduate** students must enroll for nine (9) or more semester hours each academic semester. VA regulations require that students take only courses required for their degree program or other approved program, and they must make satisfactory academic progress toward their degree. Students receiving Veterans' Educational Benefits are allowed no more than two (2) probationary/warning terms. If a VA Education recipient reaches this point, their benefits will be terminated for failure to achieve satisfactory academic progress. Additionally, the student should have achieved the GPA (2.0, undergraduate, and 3.0 graduate) required for graduation by the mid-point of their program. VA benefits will be terminated for students who are dismissed for academic or disciplinary reasons and can only be reinstated after academic counseling and a satisfactory GPA is achieved.

***** It is the student's responsibility to remain in good standing with the VA and to respond to notification of changes in regulation. *****

The VA toll-free telephone number is 1-888-442-4551. More information may be found at <http://www.gibill.va.gov> (<https://benefits.va.gov/gibill/>)

*A Covered Individual is any individual who is entitled to educational assistance under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®)

Veterans Choice Act- Non-Resident Tuition Waiver (<https://www.va.gov/resources/in-state-tuition-rates-under-the-veterans-choice-act/>)

In accordance with Florida Statute 1009.26(13) and (14), out-of-state tuition and fees shall be waived for covered eligible individuals using VA Education Benefits (Chapters 30, 31, 33, 33T, 35, 16O6, 16O7, and Active Duty).

A person who is an honorably discharged veteran of the United States Armed Forces, the United States Reserve Forces, or the National Guard; or entitled to and uses educational assistance provided by the United States Department of Veterans Affairs for a term and who physically resides in Florida while enrolled in the institution are eligible for a waiver of out-of-state fees.

A person who is an active duty member of the Armed Forces of the United States residing or stationed outside of the state is eligible for a waiver of out-of-state fees. The student must submit a copy of their military ID card and a copy of their current military orders. Refer to **Veteran Services** (<https://www.fgcu.edu/recordsandregistration/guidelines/veteranservices>) for the waiver form.

The veteran must present to the University a copy of the Department of Defense Form 214 (DD-214) and documentation as proof that the veteran physically resides in Florida. Other persons must present documentation as proof that they physically reside in Florida. Refer to **Veteran Services** (<https://www.fgcu.edu/recordsandregistration/guidelines/veteranservices>) for the waiver form.

A dependent using VA Education benefits is considered an eligible individual. The eligible individual MUST physically reside in Florida while enrolled at Florida Gulf Coast University and must receive educational assistance from the US Department of Veterans Affairs (VA) for the term the waiver is requested.

**** Note: If your entitlement has run out or you are electing not to use educational assistance from VA, you will not be eligible for the out-of-state waiver ****

Withdrawal

FGCU students are expected to complete all classes in which they remain enrolled after the drop/add deadline. Students who wish to withdraw from individual courses or the complete term after the drop/add periods, but before the "last day to drop/withdraw without academic penalty" (as published in the Academic Calendar), can withdraw from their course(s), up to the last class, on Gulfline if the student does not have any holds. If the student does have holds, they must withdraw through Records & Registration. A withdrawal is initiated by submitting a completed Course Withdrawal or Term Withdrawal Form in person, by mail, or by fax to Records & Registration. These forms are available on the web <https://www.fgcu.edu/recordsandregistration/forms> (<https://www.fgcu.edu/recordsandregistration/forms>).

Students are strongly encouraged to discuss all potential course or term withdrawals with their instructor(s) to determine if they are capable of successfully completing the course(s). Students should also consult an advisor in order to understand more clearly the academic implications of these actions.

Withdrawing from all courses does not officially constitute formal withdrawal from the University. A student is financially liable for all courses in which they are registered at the end of the drop/add periods. Students receiving financial aid are strongly encouraged to discuss all potential course or term withdrawals with Financial Aid and Scholarships in order to understand more clearly the financial implications of these actions.

Withdrawal Limit Rule

In order to encourage successful completion of coursework and a student's ability to stay on track for timely graduation, FGCU has instituted a Withdrawal Limit Rule. This Rule limits the number of courses in which a student may earn a grade of W (withdrawal without academic penalty).

A student may withdraw without academic penalty from as many as five undergraduate courses (numbered 1000-4999). If courses are corequisites, withdrawal from both during the same semester will count as only one withdrawal rather than two withdrawals for the purpose of the Rule. A course taken for zero credit hours is excluded from the Rule and will be assigned a grade of WE (Withdrawal with Extenuating Circumstances) by Records & Registration if the student withdraws from the course.

Some majors may have stricter requirements regarding allowable withdrawals. Students should consult with advisors and carefully review program handbooks to ensure that there are no additional requirements.

A student appeal of the Rule is submitted electronically, with a personal statement and supporting documentation, to Records & Registration at https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15 (https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15).

Withdrawals with Extenuating (WE) Circumstances

The following option applies only to active students enrolled in undergraduate courses. If a final grade has been given in the applicable class(es), only those courses for which the final grade was a C- or lower are eligible for a WE.

In some cases, students must withdraw from a class, classes, or a term due to extenuating circumstances. These include the following:

- Medical Withdrawal
- Military Call to Active Duty (For additional options, please see section on this topic.)
- Extended absence (usually more than two weeks) due to a death in the immediate family
- Financial Circumstances
- Other unusual or special cases, considered on a case-by-case basis.

If a withdrawal for extenuating circumstances is approved, students will receive a grade of WE. WE grades do not count toward the Withdrawal Rule limit.

Students must file a complete request for a WE within one year (365 days) from the last day of the semester in which the extenuating circumstance occurred. Students may receive a maximum of ten total WEs (one WE per course/CRN) throughout their academic careers at FGCU.

A withdrawal for extenuating circumstances is initiated by submitting a completed Application for Withdrawal, with a personal statement and supporting documentation, to Records & Registration at https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15 (https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15).