



FLORIDA GULF COAST UNIVERSITY
MARIEB COLLEGE OF HEALTH & HUMAN SERVICES

Student Guidebook
for
Lower Division Undergraduates

Effective Fall 2016

Revised Fall 2019

Marieb College of Health & Human Services & University Advising Services

Dear Student,

Welcome to Florida Gulf Coast University and the Marieb College of Health & Human Services. The MCHHS Advising Office provides academic advising to students who are preparing for undergraduate majors within the College during the first 60 credit hours at FGCU. Once you transition into a major your junior year, you will be assigned a Faculty Mentor Advisor from your respective program. A Student Guidebook has been developed for your first two years in the College. Once you complete your first two years and begin taking courses in the major, you will follow your specific Program Guidebook.

This Student Guidebook is designed to assist you with the standards, policies, procedures and guidelines that will help you have a positive academic experience. Please be aware that the policies, guidelines and forms contained in this Student Guidebook remain under review and any section or part may be revised without notice or obligation during your tenure in your respective program.

It is your responsibility to read the FGCU Academic Catalog, MCHHS Student Guidebook, and the FGCU Student Code of Conduct and to follow all guidelines, rules and regulations as they relate to FGCU, the Marieb College of Health & Human Services, and your chosen program of study.

We hope FGCU and the Marieb College of Health & Human Services is a highly rewarding and successful educational experience for you.

Sincerely,

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Table of Contents

Introduction to the Student Guidebook	4
Academic Advising	4
Vision, Mission and Goals	5
Program Requirements	10
Timely Progression Toward the Degree	10
Clinical Laboratory Science Milestones	12
Exercise Science Milestones	12
Health Science Milestones	13
Nursing Milestones	13
Public Health Milestones	14
Social Work Milestones	14
Course Repeat Policy	15
Reselection of Major	15
Admission Requirements for Limited Access Programs (CLS, Nursing)	16
Admission Requirements for Non-Limited Access Programs (CH, ES, HS, SW)	16
Academic Behavior Standards and Academic Dishonesty	17
Grading System	17
Incomplete Grade (I)	17
3/2 Withdrawal Limit Rule & Withdrawal (W & WF)	18
Withdrawals With Extenuating Circumstances	19
Grade Forgiveness	19
Student Grade Appeals	21
Student Care Services	22
Attendance and Punctuality	22
Civility	22
Email Policy	22
Social Media Policy	23
Undergraduate Student Workload	24
CANVAS Learning Management System	24
Name or Address Change	24
Service Learning	24
Confidentiality and Privacy Rights	25
Parents/Guardian Policy	25
Scholarships	25
Disability Accommodation Services	26
Student Observance of Religious Holidays	26
University Nondiscrimination Statement	26
Onboarding-Transition Workshop & Transfer Orientation	27

Marieb College of Health & Human Services

Introduction to the Student Guidebook

The Student Guidebook contains current information pertaining to the Marieb College of Health & Human Services (MCHHS) programs, policies, and procedures. It also contains references, information, and guidelines that will be helpful to your successful progression in the programs. The contents of this Guidebook are dynamic, and as such, changes or updates will be shared with enrolled students as they occur.

Each enrolled student is provided a copy of this Student Guidebook through the Marieb College of Health & Human Services Academic Advising website. All students are expected to read, understand, and comply with the Student Guidebook policies and procedures. Students are responsible for seeking clarification regarding any items included in the Guidebook from their Academic Advisor.

Academic Advising

The MCHHS Advising Office provides academic advising to students, who are tracking in an undergraduate majors within the College, in order to maintain the standards of the program and to guide students as they progress to upper division courses or apply to limited access programs. All students receive an advising syllabus, additional information can be found at <https://www.fgcu.edu/mariebcollege/advising/>.

Academic Advisors also provide the following services for students:

- Academic advising and program information for current and newly-admitted students.
- Assistance with issues related to registration and academic standing.
- Maintenance of academic advising records and degree audits.
- Assistance with student educational plan.
- Orientation for students prior to admission to the College.
- Onboarding workshops for students transitioning to College Advising.
- Referrals to campus resources for exploratory advising.
- Referral to faculty “mentor” advisors or graduate program contacts for program questions and academic planning assistance.
- Referrals to campus resources for career planning.
- Athlete eligibility certifications.
- Associate in Arts Degree certifications.

Students are expected to take primary responsibility to meet with their Academic Advisor on a regular basis to ensure completion of all requirements for admission to programs and progression towards graduation. Student responsibilities include:

- Initiate advising process by contacting the MCHHS Advising Office to schedule an appointment when required or when in need of assistance. If you cannot attend the scheduled meeting, you must notify your advisor as soon as possible. This will allow the

Advising Office to schedule another student in need of assistance in your time slot. Be respectful of your Advisor's time.

- Be flexible in accommodating time for advisement.
- Prepare for the advising session and bring all necessary materials to the meeting.
- Familiarize yourself and understand the requirements of your program.
- Become knowledgeable and understand University policies and procedures.
- Understand and know your abilities, interests, and values as they relate to your educational and career goals.
- Adhere to policies and procedures within the College.
- Follow through on the recommendations made by your Advisor during your advising session.

The University Advising Services in the Marieb College of Health & Human Services recognizes that advising is integral to fulfilling the educational mission of the College and Student Success.

Vision, Mission and Goals

The vision and mission statements and goals of the Marieb College of Health & Human Services and University Advising Services of MCHHS are listed below. The MCHHS statements are the individual mission statements and student learning outcomes for each of the undergraduate programs in the College. The statements are as follows:

MCHHS Advising Vision

The University Advising Services of Marieb College of Health & Human Services promotes and supports student success in a collaborative environment by providing intentional and transformative academic advising.

MCHHS Vision

The Marieb College of Health & Human Services promotes human and community well-being, quality healthcare, and healthy, sustainable environments through excellence in education, scholarship, service, and community partnerships.

MCHHS Advising Mission

University Advising Services of Marieb College of Health & Human Services provides academic advising to students preparing to progress or apply to one of the Health and Human Services programs. The Advising Services empowers students to make informed decisions about their academic experiences and professional aspirations. The Advising Services encourages students to become active members of their higher education experience, to think critically about their roles and responsibilities as health profession students, and to develop an academic plan to successfully progress at Florida Gulf Coast University. Student Success & Enrollment Management, through collaboration and innovation, we offer students transformative opportunities and academic advising support to become a lifelong learner and holistic health and human service professional.

MCHHS Mission

The Marieb College of Health & Human Services provides students in health and human service professions education grounded in academic excellence, critical thinking, ethical practice, and interdisciplinary collaboration. The College facilitates active learning, emphasizes evidence-based practices, uses multiple delivery systems, develops interdisciplinary relationships, and cooperates with community partners to prepare competent and caring health and human service professionals who recognize and demonstrate an understanding of the importance of diversity.

MCHHS Goals

The Marieb College of Health & Human Services goals are to:

- Prepare students to assume vital roles in the health professions and human services delivering care in diverse and dynamic interdisciplinary and global environments.
- Promote professional behaviors including ethical practice, competent and compassionate care, cultural competence, and effective communication skills.
- Facilitate critical thinking, evidence-based practice, and a commitment to lifelong learning.
- Support faculty and student participation in scholarly activities.
- Promote active involvement of faculty and students in providing service to local and global communities.
- Foster career advancement and engagement in lifelong learning among healthcare personnel in the communities we serve.

Exercise Science (BS)

The mission of the Department of Rehabilitation Sciences is to promote expertise in human movement, exercise, and wellness across the lifespan. The faculty foster the development of self-directed, lifelong learners through an applied scientific basis of practice, community involvement, an integrated curriculum, and interdisciplinary opportunities. The Department contributes to the advancement of the professions by demonstrating leadership and scholarship and promoting tolerance by valuing diversity.

Exercise Science Student Learning Outcomes

1. The student will demonstrate the knowledge, skills and abilities of fundamental exercise physiology principles that underlie performance of physical activities and exercise.
2. The student will demonstrate the knowledge, skills and abilities associated with exercise risk stratification, physiological and metabolic responses to exercise, and injury prevention in healthy individuals and in individuals associated with chronic disease.

3. The student will demonstrate the knowledge, skills and abilities of selecting appropriate assessment and training modalities according to the functional capacity of the individual.
4. Prepare the student with the knowledge, skills and abilities associated with the nutritional aspects of wellness and human performance required of the entry-level practitioner in the Exercise Science field.
5. Prepare the student with the knowledge, skills and abilities associated with understanding administration and professional development required of the entry-level Exercise Science practitioner.

Clinical Laboratory Science (BS)

The mission of the Program of Clinical Laboratory Science is to improve the health of society by educating and preparing competent, resourceful, and adaptable individuals with the knowledge, skills and attitudes that are required to fulfill current and future professional roles and leadership positions as members of the healthcare team.

Clinical Laboratory Science Student Learning Outcomes

1. Collect, process and analyze biological specimens from patients such as bodily fluids, cells, and other substances, according to established laboratory protocol and understand theoretical content.
2. Practice safety procedures in the clinical laboratory environment.
3. Practice high standards of ethical behavior in interactions within healthcare settings.
4. Using the principles of research and inquiry, investigate health science problems, offer solutions, and discuss findings.

Health Science (BS)

The Department of Health Sciences mission emerges from and is congruent with the mission of the Marieb College of Health & Human Services and Florida Gulf Coast University. The Department of Health Sciences aims to meet community and market needs by providing future-oriented, accessible, student-focused undergraduate and graduate education programs that foster professional growth, career mobility, diversification, and advancement for health professionals. Faculty and administrators are committed to interdisciplinary education and practice experiences for health professionals from a variety of disciplines within the Department and across the Marieb College of Health & Human Services. Faculty, administrators, students, and graduates will assume the responsibility of academic excellence, empathy, and professionalism within their scope of practice, and will be empowered to act as ambassadors for healthcare consumers, the health professions, the Marieb College of Health & Human Services, and Florida Gulf Coast University.

Health Science Student Learning Outcomes

Graduates of the Bachelor of Science in the Health Science Program are prepared to serve in professional roles within the diverse and dynamic health services delivery system.

Graduates will demonstrate the following entry-level competencies:

1. Examine the roles of healthcare providers in the U.S. healthcare delivery system.
2. Examine the social, economic, political, and professional forces that shape the U.S. healthcare delivery system.
3. Illustrate various legal and ethical issues influencing the practice of healthcare delivery.
4. Using the principles of research and inquiry, investigate health science problems, offer plausible solutions, and discuss findings.

Nursing (BSN)

The School of Nursing mission is consistent with the mission and goals of Florida Gulf Coast University and the Marieb College of Health & Human Services. The school offers excellent, innovative, learner-centered nursing programs. Students engage in progressively complex curricula that prepare them to assume essential roles within diverse, interdisciplinary, and environmentally-sensitive healthcare settings. Pivotal to the school's mission is the faculty's commitment to foster an open climate in which students are engaged as caring, compassionate, and humanizing professionals within evidence-based, technologically-focused, and outcome-oriented healthcare systems. Outstanding faculty members seek to transform students' lives through promoting patterns of lifelong learning by applying and disseminating results of scholarly work.

Nursing Student Learning Outcomes

1. Demonstrate evidence-based, outcome-focused nursing care while maintaining a culture of safety.
2. Demonstrate understanding of the roles and responsibilities of the major regulatory agencies impact on patient care quality, workplace safety, and the scope of nursing practice.
3. Demonstrate adherence to professional and ethical standards with attention to diversity.
4. Demonstrate clinical judgment and accountability for patient outcomes when collaborating with other healthcare team members.
5. Demonstrate the ability to use interdisciplinary communication effectively through written, oral, and technological methods.
6. Demonstrate application of technologies that support safe patient care.
7. Demonstrate the application of critical thinking to nursing practice issues.
8. Demonstrate the ability to use principles of information literacy to retrieve, synthesize, and disseminate results of scholarly work.

Public Health (BS)

The Bachelor of Science in Public Health degree is designed to prepare students for various careers in addressing the health and wellness needs of individuals, families, communities, and populations, at scales ranging from local to global (Association of Schools and Programs of Public Health, 2015). Public Health includes aspects of epidemiology, environmental health, community health, emergency preparedness, health policy, health law, and health economics. Contemporary issues addressed by public health professionals include: Disease prevention; natural disaster response; reducing health disparities; climate change and health; health education; tobacco cessation; diet and exercise promotion, and immunization campaigns, among many other health-related activities. The curriculum is designed to prepare graduates of the program for multiple pathways: Employment as a public health professional; graduate study in areas such as public health, health services administration; allied health fields such as occupational or physical therapy; physician assistant, or entry into other graduate education such as law school.

Public Health Student Learning Outcomes

1. Demonstrate knowledge of health, wellness needs of individuals, families, communities, and populations, and most common behavior change theories/models and functional communication skills in the context of developmental, sociocultural, and environmental factors.
2. Demonstrate proficiency in oral, written, and non-verbal communication skills required for the role of a public health professional.
3. Students will develop critical-thinking skills to support interpretation, analysis, evaluation and inference-drawing in the context of the Public Health discipline.

Social Work (BSW)

The mission of the Department of Social Work, BSW Program, at Florida Gulf Coast University is to prepare competent and effective entry-level generalist social work professionals, to develop social work knowledge, and provide leadership in the development of service delivery systems appropriate to the entry-level of professional generalist social work. Generalist social work education is grounded in social work history, purposes, and philosophy. It is based on accepted generalist social work knowledge, social work values and ethics, and generalist social work practice with systems of all sizes. This education ensures integration of the knowledge, values, and skills necessary for competent entry-level generalist social work practice. In order to certify this integration, in 2008, the Council on Social Work Education (CSWE) developed a skill set of Core Competencies, revised in 2015, which must be addressed within the social work curriculum.

Social Work Student Learning Outcomes

1. Demonstrate ethical and professional behavior.
2. Engage diversity and difference in practice.
3. Advance human rights and social, economic, and environmental justice.

4. Engage in practice-informed research and research-informed practice.
5. Engage in policy practice.
6. Engage with individuals, families, groups, organizations, and communities.
7. Assess individuals, families, groups, organizations, and communities.
8. Intervene with individuals, families, groups, organizations, and communities.
9. Evaluate practice with individuals, families, groups, organizations, and communities.

Program Requirements

Program specific requirements as well as general education and University requirements are included in the University Academic Catalog. Links to the specific pages in the catalog are listed below.

The General Education Program website is located at https://www2.fgcu.edu/general_education/
To prevent or minimize excess hours, select general education courses that satisfy common prerequisite requirements for your intended major.

Program requirements for each of the MCHHS programs can be found at the following websites:

Clinical Lab Science: <https://www2.fgcu.edu/Catalog/udetail.asp?ID=7>

Exercise Science: <https://www2.fgcu.edu/Catalog/uchpdetail.asp?ID=66>

Health Science: <https://www2.fgcu.edu/Catalog/uchpdetail.asp?ID=56>

Nursing: <https://www2.fgcu.edu/Catalog/uchpdetail.asp?ID=61>

Public Health: <https://www2.fgcu.edu/Catalog/uchpdetail.asp?ID=142>

Social Work: <https://www2.fgcu.edu/Catalog/uchpdetail.asp?ID=76>

Timely Progression Toward the Degree

Curriculum maps for each of the majors have been designed to serve as a course plan for each program. When you meet with your Academic Advisor, an individualized Student Educational Plan (SEP) will be developed just for you. Curriculum maps can be found at the following websites:

Clinical Laboratory Science:
<https://www2.fgcu.edu/mariebcollege/HS/CLSBS/CurriculumMap.html>

Exercise Science: <https://www2.fgcu.edu/mariebcollege/RS/ESBS/curriculum.asp>

Health Science: <https://www2.fgcu.edu/mariebcollege/HS/HSBS/CurriculumMap.html>

Nursing: <https://www2.fgcu.edu/mariebcollege/Nursing/BSN/CurriculumMap.html>

Public Health: <https://www2.fgcu.edu/mariebcollege/HS/BSPH/CurriculumMap.asp>

Social Work:

<https://www2.fgcu.edu/mariebcollege/SocialWork/BSW/CurriculumMap.html>

The Marieb College of Health & Human Services uses academic milestones to monitor academic progress throughout the major. Monitoring ensures that students are on track for graduation in a timely manner. **In addition, transfer or change of major students must meet mapping guidelines and milestones at the time of entry into a non-limited access program or to be accepted into their limited-access program. In order to promote timely graduation, MCHHS majors and pre-majors must identify a backup major with their advisor in case students are unable to meet milestones for the declared MCHHS major.**

Noncompliance/Major Reselection Action

Missing any of the milestones listed below will result in a major reselection action. Students are allowed no more than two consecutive milestone noncompliance issues in any MCHHS program. The first missed milestone in the major or pre-major may result in a notification being sent to the student's eagle email account, requiring the student to meet with their advisor for additional assistance prior to future registration. At this time, remaining milestone deadlines may be adjusted, if a student can successfully start upper division program within a timely progression plan (consider on a case-by-case basis). If a student is in noncompliance with the milestones for a second time, a hold is placed on the student's account, MCHHS major is changed to undeclared and the student will be required to meet with an advisor for major reselection. Student will receive a major reselection email notification from MCHHS Advising. MCHHS Advising is committed to student success and will make internal referrals to Exploratory Advising and Career Services to assist students with discovering a new academic degree at FGCU.

Milestones

All students tracking in MCHHS major or pre-major must meet with an Academic Advisor to have a Student Educational Plan (SEP) created by the end of Semester 1. Students are recommend to meet with their academic advisor at least once a semester to evaluate and reconfirm their SEP.

For most milestones, a grade of "C" or better constitutes satisfactory progression. A grade of "C-" (C minus) does not constitute satisfactory course completion. Some milestones require a grade of "B-" (B minus) or better for certain programs. It is the responsibility of the student to read and understand the program milestones, admission into program progression, course syllabus, and grading policy for each class.

Clinical Laboratory Science Milestones (Limited-Access Program)

- Complete BSC 1010C & MAC 1105 (or higher level math) with a minimum grade of “C” by the end of Semester 1.
- Earn an overall FGCU Institution GPA of 2.0 or greater on coursework by the end of Semester 1.
- Complete CHM 1045 & CHM 1045L, STA 2023 & BSC 1085C with a minimum grade of “C” by the end of Semester 2.
- Earn an overall FGCU Institution GPA of 2.0 or greater on coursework by the end of Semester 2.
- Complete CHM 1046 & CHM 1046L with a minimum grade of “C” by the end of Summer Semester.
- Complete CHM 2210, CHM 2210L & BSC 1086C with a minimum grade of “C” by the end of Semester 3.
- Earn an overall FGCU Institution GPA of 2.0 or greater on coursework by the end of Semester 3.
- Complete CHM 2211, CHM 2211L & MCB 2010C or 3020C with a minimum grade of “C” by the end of Semester 4.
- Earn an overall FGCU Institution GPA of 2.0 or greater on coursework by the end of Semester 4.
- Earn an overall GPA of 3.0 or greater on **required state prerequisites** by the end of Semester 4.
- Complete all lower division requirements (general education, 9hrs of CLWS, 6hrs of INKN, Civic Literacy) with a minimum grade of “C” and maintain the overall cumulative GPA of 2.5 or higher by the end of the summer term immediately following Semester 4.
- Complete Clinical Laboratory Science Major application.
- Must be accepted into the full major by the end of Semester 5.

Exercise Science Milestones

- Complete BSC 1010C with a minimum grade of “B-” (B minus) by the end of Semester 1.
- Complete PSY 2012 and MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Complete BSC 1085C with a minimum grade of “B-” (B minus) by the end of Semester 2.
- Complete MAC 1147 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.0 or higher by the end of Semester 2.
- Complete BSC 1086C with a minimum grade of “B-” (B minus) by the end of Semester 3.
- Complete CHM 1045, CHM 1045L with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.25 or higher by the end of Semester 3.

- Complete CHM 1046 & CHM 1046L, BSC 1011, BSC 1011L & HSC 2577 with a minimum grade of “C” by the end of Semester 4.
 - Complete 60 cumulative credits and earn an overall (all institutions cumulative) GPA of 2.5 or higher by the end of Semester 4.
 - Complete all lower division requirements (general education, 9hrs of CLWS, 6hrs of INKN, Civic Literacy) with a minimum grade of “C” and maintain the overall cumulative GPA of 2.5 or higher by the end of the summer term immediately following Semester 4.
 - Submit supplemental materials to the Exercise Science Program.
 - Must be enrolled in APK 3141C by the beginning of Semester 5.
- * Note: Starting summer 2020 milestone GPA for semester 2 will increase to 2.5 and semester 4 will increase to 2.75.*

Health Science Milestones

- Earn an overall GPA of 2.3 or greater on coursework from all institutions by the end of Semester 1.
- Complete ENC 1102 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on coursework from all institutions by the end of Semester 2.
- Complete STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on coursework from all institutions by the end of Semester 3.
- Complete 60 cumulative credits and earn a 2.9 or greater cumulative GPA on coursework from all institutions by the end of Semester 4.
- Earn an overall (all institutions cumulative) GPA of 3.0 or greater on coursework from all institutions by the end of Semester 5.

Nursing Milestones

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1
- Complete BSC 1010C with a minimum grade of “C” by the end of Semester 1.
- Complete PSY 2012 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.75 or greater on coursework from all institutions by the end of Semester 1.
- Complete BSC 1085C with a minimum grade of “C” by the end of Semester 2.
- Complete STA 2023 with a minimum grade of “C” by the end of Semester 2.
- Complete MCB 2010C with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 3.0 or greater on coursework from all institutions by the end of Semester 2.
- Complete BSC 1086C with a minimum grade of “C” by the end of Semester 3.
- Complete CHM 1045 & CHM 1045L with a minimum grade of “C” by the end of Semester 3.

- Earn an overall GPA of 3.0 or greater on coursework from all institutions by the end of Semester 3.
- TEAS Test score at or above the national average in all components by the end of Semester 3.
- Complete DEP 2004 with a minimum grade of “C” by the end of Semester 4.
- Complete HSC 2577 with a minimum grade of “C” by the end of Semester 4.
- Submit BSN program application. *Submit application on Nursingcas.org by published deadline.
- Must be accepted in the BSN program by the end of Semester 4 (fall start) or 5 (spring start).
- Complete 60 cumulative credits prior to start of Semester 5.
- Complete all other required general education and state common prerequisite courses with a minimum grade of “C” by the end of the semester in the year in which the Nursing Major application is received.
- Earn an overall GPA of 3.0 or greater on all coursework from all institutions by the end of Semester 2 and maintain overall GPA of 3.0 or greater on all coursework up to the semester of admission to Nursing major.

Public Health Milestones

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.3 or greater on coursework from all institutions by the end of Semester 1.
- Complete BSC 1085C & STA 2023 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on coursework from all institutions by the end of Semester 2.
- Complete BSC 1086C & PSY 2012 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on coursework from all institutions by the end of Semester 3.
- Complete 60 cumulative credits with a 2.9 or greater overall (all institutions cumulative) GPA by the end of Semester 4.
- Earn an overall GPA of 3.0 or greater on coursework from all institutions by the end of Semester 5.

Social Work Milestones

- Complete SYG 2010 & POS 2041 by the end of Semester 1.
- Complete PSY 2012, BSC 1005/L & ECO 1000 by the end of Semester 2.
- Earn an overall GPA of 2.0 or greater on coursework from all institutions by the end of Semester 2.
- Complete SOW 2031 by the end of Semester 4.

- Earn an overall GPA of 2.5 or greater on coursework from all institutions by the end of Semester 4.
- Submit a BSW transitional admission form to program by published deadline.
- Complete 3 of the 5 common prerequisite courses with a grade of “B-“ (B minus) or better and the remaining 2 common prerequisite courses with a grade of “C” or better by Semester 4.

Course Repeat Policy

Undergraduate programs in the Marieb College of Health & Human Services require 120-124 semester credit hours for graduation, depending on the program. In order to ensure that students remain on track for a timely graduation, MCHHS has implemented a course repeat policy as described in the next paragraph. For the purposes of this policy, all MCHHS pre-majors and majors must meet the required minimum grade as outlined in the milestones in all of the following courses: Common program prerequisites, required courses in the pre-major and major and restricted electives. Withdrawals and grade forgiveness are considered non-progression and are subject to the course repeat policy. Exceptions are made for withdrawals due to extenuating circumstances. These include medical withdrawal, military call to active duty, extended absence due to a death in the immediate family, and other unusual or special cases (considered on a case-by-case basis and determined by the Extenuating Circumstances Committee at FGCU).

MCHHS students may not exceed three attempts in total for all required milestone courses in the program. Students who violate this policy will be required to meet with an Advisor to reselect their major outside of MCHHS. In addition, students are only allowed a single repeat for one of the following prerequisite courses: BSC 1085C Anatomy & Physiology I and BSC 1086C Anatomy & Physiology II. For all other required courses, students may not exceed two repeats for any single course.

Reselection of Major

Major reselection is required due to failure to meet requirements, academic milestones, or admission into a limited-access program. If a student is required to reselect their major, their major will be updated to undeclared and a hold will be placed on their account requiring them to meet with an academic advisor. Future registration will not be permitted until a student has selected a new major. The student may also be dropped from future courses based on college or major restrictions. This will be determined on a case-by-case basis. Major reselection may result in the following options:

- If the student chooses to change to their backup major, they can make an appointment with the college that houses their new major.
- If the student is unsure of what major they will select, then they can schedule an [appointment](#) with Exploratory Advising (formerly Undergraduate Studies) advising. Exploratory advisors can help a student explore majors and find one that is a

good fit. Once a major is selected, the student will need to schedule an appointment with the appropriate college advisor.

- MCHHS students, who are required to reselect their major, can schedule a meeting with their MCHHS advisor; however, they may also need to meet with an advisor outside MCHHS to select their new major.

Admission Requirements for Limited Access Programs (Clinical Laboratory Science & Nursing)

A limited-access program is one where both program admission and registration in program classes are restricted to a certain number of students meeting pre-determined criteria. This means that you are initially accepted into the University as a pre-major AND then you must submit a Supplemental Application for consideration for acceptance into a limited-access undergraduate major prior to your junior year. Limited-access status is justified where student demand exceeds available resources (student/faculty ratios, instructional facilities, equipment, or specific accrediting requirements) or students require minimum skills to be admitted into the program. Limited-access programs have separate admissions processes and selection criteria. **Not all students who meet the selection criteria are admitted into the limited-access majors. The selection process is very competitive and space is limited in each incoming class. Admission to FGCU does not guarantee admission to any limited-access program.** Students not admitted to a limited-access program should meet with an Academic Advisor to discuss their backup major and academic plan.

Students applying for admission to limited-access programs must complete general education and prerequisite courses. Information regarding prerequisite courses can be found at the program requirement links listed above on page 11. If you plan to apply to a limited-access program (Clinical Laboratory Science, Nursing), please visit the program website for information about admission requirements and deadlines. Freshmen do not need to submit Supplemental Applications or Materials until their sophomore year or completion of program application requirements. Visit the following websites for admission requirements:

Clinical Lab Science: <https://www2.fgcu.edu/mariebcollege/HS/CLSBS/admissions.asp>

Nursing: <https://www2.fgcu.edu/mariebcollege/Nursing/BSN/admissions.asp>

Admission Requirements for Non-Limited Access Programs (Public Health, Exercise Science, Health Science & Social Work)

A non-limited access program is one where program admission is not restricted to a certain number of students like a limited-access program. This means that you are initially accepted into the University as a declared major; however, you are still required to meet the program milestones and progression standards in order to remain in good academic standing and continue taking courses toward the degree.

Students enrolled in non-limited access programs must complete general education and prerequisite courses (if applicable) before taking upper division courses in the major. Information regarding prerequisite courses can be found at the program requirement links listed above on page 11. Some non-limited access programs require the submission of Supplemental application or materials prior to beginning upper division coursework in the program. Visit the following websites for admission requirements:

- **Exercise Science:** <https://www2.fgcu.edu/mariebcollege/RS/ESBS/admissions.asp>
- **Health Science:** <https://www2.fgcu.edu/mariebcollege/HS/HSBS/admissions.asp>
- **Public Health:** <https://www2.fgcu.edu/mariebcollege/HS/BSPH/admissions.asp>
- **Social Work:** <https://www2.fgcu.edu/mariebcollege/SocialWork/BSW/admissions.asp>

Academic Behavior Standards and Academic Dishonesty

All students are expected to demonstrate honesty in their academic pursuits. In safeguarding the essential professional standards of honesty and integrity, faculty are compelled to apply academic sanctions, which can be as severe as dismissal from the program, suspension or expulsion from FGCU. The University's policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Academic Behavior Standards. All students are expected to study this document, which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook, including the Academic Behavior Standards, is at: <https://www2.fgcu.edu/studentguidebook/index.html>

Grading System

In the Marieb College of Health & Human Services, a grade of "C" or better constitutes satisfactory progression. A grade of "C-" (C minus) or below does not constitute satisfactory course completion. It is the responsibility of the student to read and understand the course syllabus and grading policy for each class. Faculty electing to use a "+/-" grading system will indicate this in the course syllabus. Numerical ranges corresponding to letter grades (including +/- grading) are established for each course according to the professional judgment of the instructor and are published in the course syllabus. Students wishing to appeal final grades must follow the FGCU policy for student grade appeals as outlined previously.

Incomplete Grade (I)

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 the 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, the student must complete an Incomplete Grade Assignment Form and submit it to the instructor before the grades are due. Forms are available at: <https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/files/incomplete-grade-agreement.pdf>

The maximum amount of time to complete coursework to remove the 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.

3/2 Withdrawal Limit Rule & Withdrawal (W & WF)

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), must do so through the Office of the Registrar. A withdrawal is initiated by submitting a completed Course Withdrawal or Term Withdrawal Form in person, by mail, or by fax to the Office of the Registrar. These forms are available on the website at: <https://www2.fgcu.edu/Registrar/forms.html>

Students are strongly encouraged to discuss all potential course or term withdrawals with 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 he or she is registered at the end of the drop/add periods. Students are strongly encouraged to discuss all potential course or term withdrawals with the Office of Financial Aid and Scholarships in order to understand more clearly the financial implications of these actions.

In order to encourage successful completion of coursework and a student’s ability to stay on track for timely graduation, FGCU has instituted the 3/2 Withdrawal Limit Rule (3/2 Rule). This rule limits the number of courses in which an undergraduate student may earn a grade of W (withdrawal without academic penalty).

Under the 3/2 Rule, a student may withdraw without academic penalty from as many as 3 lower division courses (1000- and 2000-level) and as many as 2 upper division courses (3000- and 4000-level). Withdrawal from courses above this limit will count as withdrawals with academic penalty and will be noted on the transcript as a “WF” grade (which counts as a grade of F in the GPA and is not eligible for grade forgiveness). 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 3/2 Rule. A course taken for zero credit hours is excluded from the 3/2 Rule and will be assigned a grade of “WE” (Withdrawal with Extenuating Circumstances) by the Office of the Registrar if the student withdraws from the course.

The deadline for withdrawal from a course is listed in the academic calendar for each term. On or before this deadline, a student may withdraw from any course by completing a drop form and taking it or faxing it to the Office of the Registrar. The Academic Calendar can be found at: <https://www.fgcu.edu/academics/academiccalendar/> .

The 3/2 Rule goes into effect Fall 2017 and applies to all undergraduate courses taken at FGCU Fall 2017 and thereafter, regardless of student classification. **Some majors may have stricter requirements regarding allowable withdrawals. Students should consult with advisors and carefully review program handbooks to ensure that there are not additional requirements.**

A student appeal of the 3/2 Rule is submitted electronically, with a personal statement and supporting documentation, to the Office of the Registrar at:

https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15.

Withdrawals with Extenuating Circumstances

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

- Medical Withdrawal (Physical or Psychological Illness)
- 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 (Death or Serious Injury of an Immediate Family member)
- 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 3/2 Rule withdrawal limits.

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

Grade Forgiveness

Students may repeat a course and exclude a previous course grade from their FGCU grade point average calculations. A grand total of two course grades may be forgiven for courses that are repeated. The same course grade may not be forgiven twice.

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 course was taken at FGCU and the original grade was received Fall 2000 or subsequent terms.
- The repeat course was taken at FGCU subsequent to Fall 2000.
- 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.
- An application for grade forgiveness should be filed no later than the date stated in the Academic Calendar for the semester the student wishes the benefit in their institutional GPA. Students are encouraged to apply for grade forgiveness upon completion of the repeated course.
- In the case of University error, supporting documentation from the appropriate college must be attached to the form. Errors discovered after the degree is awarded must be reviewed by the College Dean and Academic Affairs for special exception. Otherwise, grade forgiveness will not be applied after a degree or certificate has been awarded.

Additional conditions of the policy:

- Only 1000-4999 courses are eligible for grade forgiveness.
- All grades will remain on the academic transcript. The original course will be annotated with an “E” to indicate the course has been repeated and excluded from the GPA calculation.
- With prior approval of the College Dean, 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 colleges may have further restrictions; therefore, the student should consult with his/her academic advisor.
- Students who have received a bachelor’s degree from FGCU cannot apply for 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 should discuss their eligibility for grade forgiveness with their academic advisor. Applications for grade forgiveness can be obtained from the Office of the Registrar or the following website at: <https://www2.fgcu.edu/Registrar/forms.html>

Refer to the Academic Calendar for the grade forgiveness deadline date. Grade forgiveness forms are processed at the end of every term.

Note: The School of Nursing does not recognize the grade forgiveness policy when calculating the overall GPA for admission to the BSN program. Students applying to the upper division BSN program in the School of Nursing must have a minimum overall GPA of 3.0 on all college-

level coursework attempted (all institution transcript must be submitted with BSN admission application).

Student Grade Appeals

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.

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.

If not satisfied with the resolution of the complaint proposed by the Chair or Director, 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 Marieb College of Health & Human Services. 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 Student Grade Appeals Policy is published in the Student Guidebook provided online by Judicial Affairs. Students must read the policy before beginning the grade appeal process. Failure to follow the correct procedures may result in a delay of the resolution of a grade appeal. [The process for Student Grade Appeals can be found in the FGCU Catalog.](#)

Student grade appeals apply only to the following:

1. Grades or other academic action taken by an instructor
2. Grades resulting from an instructor's:
 - a. Alleged deviation from established and announced grading policy
 - b. Alleged errors in application of grading procedures
 - c. 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.

For grade appeals in courses offered by the Elaine Nicpon Marieb College of Health & Human Services, the student must submit the following to the Office of the Dean:

1. [Appeal for Grade Change form \(.PDF\)](#)

2. Letter stating special circumstances for grade change.
3. Letter from Department Chair or School Director indicating that the grade appeal at the informal resolution level was denied.
4. Supporting documentation (e.g., email, letters of documentation from instructor, etc.) that substantiates the statements in the Letter of Explanation.

Please Note: Student grade appeals filed during the summer term may be delayed due to faculty or/and student committee member availability.

Student Care Services

The FGCU Student Care Services resources can be found at:

<https://www.fgcu.edu/studentlife/care/>

Attendance and Punctuality

An expectation of professional practice is that students attend all classes, laboratory experiences, class demonstrations, field trips, participate in online classes and other academic experiences. Responsibility and accountability for meeting course obligations are fundamental components of professionalism.

Students assume responsibility for attending all classes; however, in the event a class period is missed, the student is responsible for all material covered and all announcements. Further, punctuality and attentiveness is courteous behavior exemplified by:

- Being on time and remaining for the entire class period.
- Remaining in the classroom until a break or end of the period.
- Turning off cell phone and other communication devices.

Civility

The learning environment (classroom, laboratories, field trips, hallways, offices, online courses, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the MCHHS conform to and express themselves in conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others.

Email Policy

Email is an important communication tool used in the MCHHS. Upon admission to FGCU, all students are assigned an email address that is accessible from any computer via the web page located at FGCU Webmail at: <https://www.fgcu.edu/email/>

The FGCU assigned Eagle email address is the **only** address used by the MCHHS faculty/advisors to communicate with students via email. Students are responsible and

accountable for information sent via this email address and should frequently check emails. MCHHS faculty may use email to communicate information, announcements, and memoranda. Course information such as assignments, handouts, and schedule changes may also be communicated through the email function in the CANVAS Learning Management System.

Students should contact the FGCU Computing Services Helpdesk at Trackit@fgcu.edu or (239)590-1188 for issues associated with email. The ability to receive and read email, open attachments, and access online information is vital to student success in the MCHHS.

Social Media Policy

Social media is defined as web-based and mobile technology used for interactive communication. Regardless of the type of social media, students are responsible for content they post, text, and promote. Examples of social media may include (but are not limited to) the following:

- Blogs – Blogger, LiveJournal, Xanga
- Microblogs – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasts – Blubrry
- Social networks – Allnurses.com, Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Second Life
- Social news sharing – Digg, Flickr, Instagram, Reddit, Snapchat
- Social bookmarks/social tags – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosts – Vimeo, YouTube

Students in the Marieb College of Health & Human Services have a responsibility to understand the benefits and consequences of participating in social media. Students must consider important concepts and a number of principles when functioning within the virtual world of social media in order to maintain their own reputation and the reputation of the MCHHS and FGCU. This policy encompasses personal and professional social media use.

Students should represent Florida Gulf Coast University (FGCU) and the Marieb College of Health & Human Services in a fair, accurate, ethical, and legal manner while engaging in all social media activities. Official electronic communication regarding FGCU and MCHHS business, academic schedules, and academic classes will occur through University-sanctioned channels such as FGCU email, Canvas, listservs, and FGCU websites.

When interacting on social media, students must be cognizant that information may be public for anyone to see and can be traced back to the individual. **Students are prohibited from disclosing through social media information such as (but not limited to) the following:**

- Clinical discussions for the purpose of education that include any identifiable information related to patients or clinical institutions and employees.
- Confidential or non-public proprietary information including photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
- Comments that are damaging to FGCU, other students, faculty, staff, and clinical institutions and employees.
- Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

- Postings that are in violation of any state or federal laws.

Improper use of social media may violate state and federal laws established to protect patient privacy and confidentiality and can result in both civil and criminal penalties. Inadvertently or unintentionally breaching privacy and confidentiality may result in disciplinary action including:

- Failure in a course
- Report/Notification to the Dean of Student Affairs
- Student Conduct Hearing
- Dismissal from the program
- Suspension from the University

Students are legally responsible for any and all communications on social media websites. If you make a mistake, admit it immediately. Faculty and staff can assist you in finding a solution, potentially avoiding any harmful implications.

Undergraduate Student Workload

The programs in the Marieb College of Health & Human Services are rigorous and demanding of time, energy, and talent. When making decisions about employment, students are to carefully consider workload expectations of credit hours registered for at FGCU. For example, a 3 credit hour course requires 3 hours of classroom time plus a minimum of 9-10 additional hours of study time outside of the classroom each week.

Student are expected to make realistic employment decisions as to the hours worked outside of the University and will not use these decisions as an excuse for failing to meet academic and practice performance standards. Students are also responsible in ensuring their work schedule does not conflict with their class schedule.

CANVAS Learning Management System

CANVAS is the FGCU Learning Management System. Information about CANVAS and the login page can be found at: <https://canvas.fgcu.edu/index.asp>

Name or Address Change

It is the student's responsibility to report any name or address change to the Office of the Registrar.

Service Learning

At the current time, undergraduate students complete an hour-based service-learning graduation requirement based on a student's classification when entering FGCU:

- Students entering as freshmen or sophomores complete a total of 80 service hours before graduation.
- Students transferring into degree programs as juniors and seniors complete 40 service hours prior to graduation.

All students in MCHHS majors are highly recommended to complete service learning hours prior to taking upper-level courses or before junior year/semester 5.

Service-learning experiences:

- Must be with a not-for-profit entity and done without pay.
- May meet one or more University undergraduate student learning goals and outcomes.
- May also meet college and program outcomes and may be required to do so for service-learning courses.

There are several ways to learn about service-learning experiences -- check the Service-Learning & Civic Engagement website, <https://www2.fgcu.edu/connect/>

Confidentiality and Privacy Rights

Cognizance of and respect for rights and privileges of others is an expectation of all within the helping professions. Faculty honor and respect the student's privacy rights and conform to [FERPA](#) requirements. Students honor, respect, and maintain confidences and privacy of clients and conform to [HIPAA](#) requirements. All student-client encounters, written, oral, or other, obligate confidentiality under all circumstances.

Parents/Guardian Policy*

The Marieb College of Health & Human Services has the interest and responsibility of shaping and developing students into independent citizens practicing in the healthcare professions. An integral part of this process is to encourage students to articulate their own needs and concerns. We respect and value the importance of the parents' financial and emotional support to the student and FGCU. Although, we encourage parental involvement in the lives of their children, students that are legal adults should take responsibility for their academic life. This means meeting with Advisors for academic counseling, meeting with course professors to address any issues or concerns with any type of assignment, following University and college policies and procedures, and meeting all obligations of being a student at FGCU.

*Adapted from Webster University 9/24/06.

Scholarships

MCHHS students are encouraged to meet with their financial aid officer twice a year to verify eligibility and scholarship opportunities. FGCU offers University [Foundation Scholarships](#) awarded on the basis of academic achievement, financial need, and/or other specifications set by donors. To apply for FGCU Foundation Scholarships, students must fill out the online scholarship application. The application will be available online annually, please explore the useful link for scholarship information below:

<https://www.fgcu.edu/admissionsandaid/financialaid/undergraduate/typesofaid/scholarships>

Disability Accommodation Services

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the University's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Wellness Building. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan, and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student, who is to be excused from class for a religious observance, is not required to provide a second part certification of the reason for the absence.

University Nondiscrimination Statement

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors and other third parties. As such, the University prohibits discrimination on the basis of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status or genetic predisposition with regard to admissions, employment, programs or other activities operated by the University. This prohibition extends to enforcement of **Title IX** of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366. The OIEC email address is OIEC@fgcu.edu.

Onboarding - MCHHS College Advising

In Marieb College of Health & Human Services, advising begins at the first required advising service contact and continues to graduation. MCHHS Advising offers a variety of onboarding advising services tailored to the transitional advising needs of our students moving from one advising unit on campus to MCHHS College advising unit. MCHHS Advising offers an online onboarding Canvas Module to assist incoming students with learning and understanding program degree requirements. The Advising team offers one-on-one appointments and group advising workshops to support students with academic mapping and recommitment to their major.

All students are provided access to program curriculum map, Degree Works and MCHHS advising services. Students are provided a copy of the MCHHS Advising Agreement form during the one on one advising appointment or group advising workshop. All MCHHS students are provided a copy of the Advising Agreement and are responsible for understanding the information covered during their orientation and advising session. The signed copy of the Advising Agreement form is filed with the MCHHS Advising Office. In order to promote timely graduation, MCHHS majors and pre-majors must identify an alternate major with their advisor in case they fail to meet milestones for their major or decide to change their major. Please explore our MCHHS Advising website available at, <https://www.fgcu.edu/mariebcollege/advising/>.