



Intermediate Accounting II Syllabus

Spring 2024

Course Information

Course Title: Intermediate Accounting II

CRN: 20001

Course number with Section: ACG 2110

Course Description: This course is a continuation of concepts learned in Intermediate Accounting I, further exploring asset valuation and liabilities, also including analysis and interpretation of financial statements, expanding into concepts associated with stockholders' equity and miscellaneous accounting topics including accounting changes, error corrections, prior period adjustments and globalization of accounting standards.

Course Location: Online

Course Day and Time: Online

Prerequisites: Minimum grade of "C" in ACG 2100.

Corequisites:

Instructor Information

Name: Sharon Brave Heart

Office Location: Building 7, Room 705

Office Hours:

Virtual (designated for students in online courses needing virtual assistance)

M: 12:00pm-1:00pm

T: 11:00am-12:00pm

W: 10:00am-11:00am

R: 10:00am-11:00am and 12:15pm-1:15pm

On Campus (designated for all students needing face to face meetings for assistance):

M: 10:00am-12:00pm

T: 12:00am-1:00pm

W: 8:00am-10:00am

CAMPUS HOURS:

(Instructor is on-campus during these hours and may or may not be available for assistance. Please contact the instructor for availability during these hours).

M: 7:30am-10:00am; 1:00pm-1:30pm

T: 7:30am-11:00am; 1:00pm-1:30pm

W: 7:30am-8:00am and 11:00-1:30pm

R: 7:30am-10:00am and 11:00am-12:15pm (ACG 2021, Bldg. 7 Room 712);1:15pm-1:30pm

Phone Number: 850-973-1619

Instructor Response Time for Phone/Email:

Response Time for Posting Grades on D2L: Grades will be posted to the D2L gradebook immediately upon completion and submission of assignment. Note: The grade on CengageNOW is NOT your current grade; see D2L for your current grade to date.

- Video and/or written responses/Discussions/projects: These will be graded within 72 hours of submission.
- Your current course grade is the Final Grade in the D2L gradebook. It is recommended students check students current course grade weekly.
- To calculate your grade, divide the top number by the bottom number and multiply by 100.

Department Chair: David Dunkle

Department Chair Email: Dunkled@nfc.edu

Required Curriculum/Textbook and Course Materials

Required Textbook: Intermediate Accounting, Wahlen, Jones & Pagach, 4th Edition, Cengage, CengageNOWv2. Students who purchase this textbook from an outside source (not the NFC bookstore) must purchase the Digital Platform with CengageNOWv2.

Note: Your course is included in the Follett Access Program. You will receive an email regarding your textbook from Follett, the NFC bookstore. Through Follett Access, your textbook and materials are less costly, and they are automatically in your D2L course on the first day of class. If you choose to opt out of this program, you will need to follow the process on the email you receive and you will be responsible for purchasing all required materials for this course. If you have any questions regarding this process, please contact support at <https://customersupportcenter.highered.follett.com/hc/en-us>.

Minimum Technological Requirements and Skills:

- Must be able to perform general computer operations (i.e. turn computer on, use mouse, use keyboard)
- Must have access to a reliable computer, with reliable High-Speed Internet connection
- Must have access to Chrome or Mozilla FireFox; browsers must be updated with the latest JAVA setting (Note: CengageNOW does not integrate well with Internet Explorer/Microsoft Edge)
- Computer must be able to run CengageNOW program (a systems check will be required once students register with Cengage)
- Must be able to navigate through D2L
- Must be able to perform basic formula functions in Microsoft Excel
- Must be able to perform basic algebraic math functions (solving for x)
- Must be able to access NFC GoMail
- Access to web camera and/or microphone (cell phone cameras are allowed)

NOTE: STUDENTS MUST BE ABLE TO DEVOTE 7-10 HOURS PER WEEK TO THIS COURSE.

NOTE: LACK OF ANY OF THE ABOVE LISTED REQUIREMENTS DOES NOT CONSTITUTE AN EXCUSE FOR LATE, INCORRECT, OR MISSING WORK SINCE TUTOR ASSISTANCE AND AMPLE OPEN LAB HOURS IN A NFC COMPUTER LAB ARE AVAILABLE EACH WEEK AT THE CAMPUS LIBRARY

For textbook questions, please visit: <https://customersupportcenter.highered.follett.com/hc/en-us>

Grading Policy and Assessment Methods

Course Grading/Student Performance Evaluation:

Adaptive Study Plans.....	18% of final grade (2% each)
Chapter Homework.....	27% of final grade (3% each)
Quizzes	27% of final grade (3% each)
Exams	15% of final grade (5% each)
Final Project	13% of final grade

Mid Term and/or Final Exam Information:

In lieu of a final exam, students will complete a comprehensive project. See course schedule for due date.

Outcomes/Objectives

PROGRAM OUTCOMES

Associate in Science Accounting Technology

1. Students will demonstrate the ability to prepare and communicate financial information in accordance with the appropriate rules and regulations that govern reporting.
2. Students will demonstrate the ability to integrate and apply appropriate technologies to retrieve, organize, critically evaluate and/or present information to users of financial information within the business environment.
3. Students will demonstrate the competency in utilizing the following soft skills within the business environment-leadership, communication, problem-solving work ethic, interpersonal skills and teamwork.

Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Students will demonstrate knowledge of the advance accounting concepts and principles related to liabilities, stockholders' equity, pensions, leases and statement of cash flow by applying accounting principles and procedures to record and report complex financial transactions relating to these advanced accounting concepts.
2. Students will demonstrate knowledge of accounting theory and principles relating to complex financial transactions by applying accounting theory and principles to the recording and reporting of complex financial transactions and events.
3. Students will demonstrate knowledge of preparing, analyzing and interpreting financial statements in accordance with generally accepted accounting principles (GAAP) by creating financial statements using GAAP and providing a written analysis of financial information contained therein.
4. Students will demonstrate knowledge of using financial statement analysis to assess a company's financial performance and position by applying analysis techniques to a real-world problem.

Course Level SLO #	Program Outcome #	<u>Summative Assessments</u> (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
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1	3	Exam 1
2	3	Exam 2
3	3	Final Project
4	3	Final Project

Course Content and Schedule

Extensions on other assessments will NOT be given for ANY reason. Assessments are open at the beginning of the semester, allowing time to begin and complete.

D2L Activities and Assessments Descriptions

Graded Assessments

- **Project**-Students will complete a comprehensive annual report project, selecting a publicly-traded company to analyze and prepare a written report about. Specific requirements can be found in D2L-Content-Project. *13% of final grade*

CengageNOW Activities and Assessments Descriptions

Learning Activities (Not Graded)

- **Chapter readings** are essential to understanding material. We perform a lot of application in this course; however, understanding the concepts behind the application is essential. Students need to know the "why" as well as the "how". Within the e-book students also have the ability to highlight, make notes and create and use flashcards to enhance studying and interactivity with the readings. Students should devote a minimum of 60 minutes in reading each chapter.

Graded Assessments

- **Adaptive Study Plans**- The Adaptive Study Plan is an assignable/gradable study center that adapts to each student's unique needs and provides a remediation pathway to keep students progressing. *18% of final grade (2% each)*
- **Quizzes**- These quizzes are formative assessments helping students assess their understanding terminology and concepts learned during the week. Students will have unlimited attempts at these quizzes, since they are a learning tool, and no time limit. The highest score will be posted to the gradebook in D2L. *27% of final grade (3% each)*
- **Chapter Homework**-These homeworks are designed to assess students' ability to apply concepts learned by completing problem sets. Students will have access to the "Check my Work" feature (three attempts), which will tell students what students have gotten wrong, so students can correct it. Correcting mistakes is part of the learning process; students are encouraged to contact their instructor if students have not gotten the correct answer after the second check. Students will also have two attempts to complete the assignments. Please note, numbers will regenerate with each attempt. The highest score will be posted to the D2L gradebook. Students will have access to all learning resources. To enter and exit the assignment select "Save". To submit the assignment, select "Submit Assignment for Grading". Students must submit the assignments by the due date to get full credit. *27% of final grade (3% each)*
- **Exams**-These exams are summative assessments consisting of multiple-choice and essay type questions administered to assess students' ability to apply course learning outcomes from multiple chapters. Exam 1 will consist of chapters 14-16; exam 2 consists of chapters 17-19, and exam 3 consists of chapters 20-23, These exams are not timed; however, you may **NOT** exit and

re-enter exams. Exams must be completed in one session. Be sure you select a quiet location, with no distractions, and good internet connection to complete the exams. You will have access to the eBook. 15% of final grade (5% each).

*****Important note: Students will only need to use the registration link found in Step 3 of Getting Started to initially access students' course materials. After students have used this link, students may either use the links provided in D2L-Content, or students may log onto Cengage directly to access students' course materials and assessments. NO EXTENSIONS ON CENGAGE ASSESSMENTS WILL BE GIVEN DUE TO D2L OUTAGES!**

ACG 2110 Spring 2024 Tentative Class and Assessment Schedule				
Week		Focus	Assessments (Due by 11:55pm EST)	
				Due Date
1	January 8-14	Review Chapter 14	Chapter 14 Adaptive Study Plan	Thursday, January 18, 2024
			Chapter 14 Homework	Monday, January 15, 2024
			Chapter 14 Quiz	Monday, January 15, 2024
2	January 15-21	Review Chapter 15	Chapter 15 Adaptive Study Plan	Thursday, January 18, 2024
			Chapter 15 Homework	Monday, January 22, 2024
			Chapter 15 Quiz	Monday, January 22, 2024
3	January 22-28	Review Chapter 16	Chapter 16 Adaptive Study Plan	Thursday, January 25, 2024
			Chapter 16 Homework	Monday, January 29, 2024
			Chapter 16 Quiz	Monday, January 29, 2024
4	January 29- February 4	Take Exam 1 Chapters 14-16 (Opens January 29, 2024)	Exam 1, Chapters 14-16	Monday, February 5, 2024
5	February 5-11	Review Chapter 17	Chapter 17 Adaptive Study Plan	Thursday, February 8, 2024
			Chapter 17 Homework	Monday, February 12, 2024
			Chapter 17 Quiz	Monday, February 12, 2024
6	February 12- 18	Review Chapter 18	Chapter 18 Adaptive Study Plan	Thursday, February 15, 2024
			Chapter 18 Homework	Monday, February 19, 2024
			Chapter 18 Quiz	Monday, February 19, 2024
7	February 19-25	Review Chapter 19	Chapter 19 Adaptive Study Plan	Thursday, February 22, 2024
			Chapter 19 Homework	Monday, February 26, 2024
			Chapter 19 Quiz	Monday, February 26, 2024
8	February 26-March 3	Take Exam 2 Chapters 17-19 (Opens February 26, 2024)	Exam 2, Chapters 17-19	Monday, March 4, 2024
9	March 4-10	Review Chapter 20	Chapter 20 Adaptive Study Plan	Thursday, March 7, 2024
			Chapter 20 Homework	Monday, March 18, 2024
			Chapter 20 Quiz	Monday, March 18, 2024
10	March 18-24	Review Chapter 21	Chapter 21 Adaptive Study Plan	Thursday, March 21, 2024
			Chapter 21 Homework	Monday, March 25, 2024
			Chapter 21 Quiz	Monday, March 25, 2024
11	March 25-31	Review Chapter 22	Chapter 22 Adaptive Study Plan	Thursday, March 28, 2024
			Chapter 22 Homework	Monday, April 1, 2024
			Chapter 22 Quiz	Monday, April 1, 2024
12	April 1-7	Review Chapter 23	Chapter 23 Adaptive Study Plan	Thursday, April 4, 2024
			Chapter 23 Homework	Monday, April 8, 2024
			Chapter 23 Quiz	Monday, April 8, 2024
13	April 8-14	Take Exam 3 Chapters 20-23 (Opens April 8, 2024)	Exam 3 Chapters 20-23	Monday, April 15, 2024
14	April 15-21	Review Annual Report Project Parts 1&2	Annual Report Project Parts 1&2	Monday, April 22, 2024
15	April 22-28	Review Annual Report Project Parts 3&4	Annual Report Project Parts 3&4	Monday, April 29, 2024
Finals	April 29-May 3	Annual Report Project-Final Draft	Final Draft	Thursday, May 2, 2024

Early Alerts: #1: February 1-2, 2023; #2: March 1-2, 2023

NFC Course Policy Statements

Statement for Online Instructors: At the beginning of the semester, the instructor must report “no show” students for this course. “No show” indicates the student will be removed from the course. In order to be considered as attending the online course, the student must log in to D2L and complete the attendance quiz (link is provided in the welcome message) by January 12, 2024, 11:59pm est.

WRITING ASSIGNMENTS

Students are required to demonstrate college-level writing in all assessments with written components. See <https://owl.english.purdue.edu/owl/resource/683/01/> for college-level writing standards. Student work not adhering to college level writing standards will receive an automatic 10 percent grade reduction.

Plagiarism is the use of other's work without proper citation. This includes direct quoting, paraphrasing, and re-phrasing of the work. Self-plagiarism includes using one's own work without proper citation or using work from one class for another class assignment.

Plagiarism is a serious offense. Those who commit plagiarism will be reported for academic dishonesty and will receive a zero on the assignment that has been plagiarized.

NETIQUETTE

Collaboration is essential to learning in an online environment. To create a collaborative environment that fosters learning, all students are expected to conduct themselves in a professional, respectful and civilized manner in all collaborative learning activities and assessments.

Class Discussions

Class discussions are designed to engage students in academic conversations with other learners and the instructor based on content learned in the course. To accomplish this, students should:

- Keep course discussions civil and respectful to all fellow learners and instructor, and relevant to topic of discussion.
- Be respectful of differing opinions; you can dissent, but do so respectfully

Any deviation from these standards will be handled as follows:

- Minor infraction-Instructor will contact students privately and recommend corrections to the posting.
- Moderate infraction-instructor will contact students privately, hide student post from view until recommended action is taken.
- Major infractions-instructor will contact students privately, delete students' post, and issue a grade of zero to the student. Instructor will also recommend corrective action for future postings.
 - Note: If the student continues to be inappropriate in discussions they will be disallowed to post and administrative action will be taken.

LATE ASSESSMENTS

This course allows one late assignment submission (for weeks 1-7 only) with no questions asked. This does not include discussion questions. You'll need to request a late extension via e-mail to me either prior to the due date of the assignment or within 7 days after the due date. I'll reply with the final deadline to submit. There is only one free pass opportunity so please be mindful and only use it when necessary.

USING GENERATIVE AI

The use of generative AI tools, such as Googles Bard and ChatGpt are allowed for use as a research tool in this course. Their use should be viewed as any other online research tool being utilized, such as Google, wherein the student gathers information to synthesize into their writings, citing sources used in their writing with in-text citations, as well as in their works cited/references page. Failing to do so is an act of plagiarism, the use of someone else's work or ideas without giving proper credit or attribution. Student's using a Generative AI tool must:

- Disclose the use of any generative AI tools in their assignment submissions.
- Identify any content that was generated by an AI tool and cite it appropriately.
- Paraphrase AI-generated content in their own words, rather than copying it directly.
- Use their own knowledge and understanding of the topic to evaluate and edit the AI-generated content.

Failure to follow these guidelines may result in a plagiarism violation and will be reported to the Department of Academic Affairs.

INCOMPLETES

An Incomplete grade “I” is given only in those rare situations where the course cannot be completed for a valid reason and the student is passing the course. An “I” grade, if granted, must be completed in the next semester of enrollment. An “I” grade cannot be used as a means of avoiding a poor course grade.

TECHNOLOGY ISSUES

If you have a question regarding technology, such as inability to access assigned videos, you should contact the textbook’s technical support team FIRST, at 1-800-354-9706, then contact your instructor. If you have not contacted technical support first, you will be advised to do so when contacting the instructor. D2L issues should be emailed to D2LHelp@nfc.edu.

Technological issues with your computer, Internet, etc. are NOT an acceptable excuse for submitting work late. There are various resources for those without a computer, such as local libraries and labs on campus. Please make use of these resources to complete assignments in instances where your personal technology is not available to you.

TEXTBOOK ISSUES

The inability to access your course textbook resources (i.e. MindTap, CengageNow, etc.) due to late entry into the course, inability to purchase materials or purchasing materials late is not an acceptable excuse for submitting late work. Please ensure you are purchasing materials in a timely manner.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student’s report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor’s course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student’s course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**. **There will be no second warning.** Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**. Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Monday – Thursday 8:00 a.m. – 7: 00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodations and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of College organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices on the basis of race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.

- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with College rules, regulations and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.

