

Policy Manual



Title: Advising, Counseling, and Career Services	Number: 6Hx2-5.12
Legal Authority: Fla. Statutes 1001.64	Page: 1 of 2

GENERAL STATEMENT

To support the educational mission and enhance student academic success, Broward College (the “College”) shall provide a comprehensive program of student services that includes academic advisement, educational planning, counseling, and career services.

THE POLICY AND THE STUDENT

The College shall provide academic advisement services for prospective and current students. Academic advisors/counselors shall be available on all campus locations to provide or refer students to the following services:

- Interpretation of test scores for academic course placement
- Preliminary evaluation of previous college work
- Monitoring of student academic progress
- Educational planning
- Developmental counseling
- Career and vocational counseling
- Student employment

In addition, they shall provide information on (1) College policies and state laws, rules, and regulations applicable to program requirements, (2) College academic standards of progress, (3) Assistance available to improve academic success, and (4) Transfer requirements at upper level universities.

All first-time-in-college students shall be required to see an academic advisor/counselor. Students on academic warning, probation, or suspension may be required to see an academic advisor/counselor or a chief student affairs officer or his/her designee at the campus/center.

THE POLICY AND THE FACULTY AND STAFF

Faculty and staff who serve as advisors and counselors are responsible for providing students with accurate information. However, students are responsible for making choices regarding their own education and career paths.

IMPLEMENTATION AND OVERSIGHT

The chief student affair officer on the campus/center, under the direction of the appropriate provost, and in consultation with the Vice President for Student Affairs and Enrollment Management, is responsible for the implementation and oversight of policy compliance. Students who wish to grieve a decision related to

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Approved by the Board of Trustees	Date August 26, 2008	President's Signature 	Date August 26, 2008
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academic standards of progress may work with an academic advisor or counselor for consideration of their issue by the Academic Standards Committee, in accordance with BC Policy and Procedure 6Hx2-5.26 – Student Ombudsman.

VIOLATION OF POLICY

Students who make false or misleading statements about their academic record may be subject to discipline through the Student Code of Conduct. Applicants for admission who make false or misleading statements about their academic record may be denied admission to the College.

DEFINITIONS

Career Counseling - To assist students in planning their careers, the College shall provide career counseling, career information, and career exploratory experiences. Current job trends and employment information shall be a part of the College's career services, which shall be offered without charge and without regard for race, color, age, national origin, religion, gender, marital status, disability or membership in any other protected class.

Counseling - Short-term developmental counseling, as it relates to the educational experience, shall be made available to students on each campus/center location.

Educational Plan – A plan created by the student and/or advisor/counselor, which includes a schedule of courses that need to be taken, term-by-term, to complete a degree by a specified time period.

Student Employment - As a convenience to students, the College may assist them in the job search process by maintaining a list of part-time and full-time jobs available to students in the Broward County area. Students who avail themselves of this service are expected to investigate the terms and conditions of employment. The College assumes no responsibility for students' satisfaction with employment secured through this service.

[Link to Procedure A6Hx2-5.12](#)

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