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## General Academic Information

### **Academic Honors**

The College recognizes exceptional scholastic achievement at the end of each regular term and posts them to transcripts and grade reports.

The **President's List** includes the names of students carrying 12 or more semester hours who have a grade point average of 4.0.

The **Dean's List** includes the names of students carrying 12 or more semester hours who have a grade point average of 3.50 to 3.99.

The **Honor Roll** includes the names of students carrying 12 or more semester hours who have a grade point average of 3.25 to 3.49.

### **Academic Load**

To be considered full-time, students must carry a minimum load of 12 semester hours per academic term or an equivalent number of clock hours for an educational program using clock hours. Usually, the Offices of Social Security, Railroad Retirement, and Veterans Administration consider 12 credit hours to be a full load.

The maximum load that may normally be carried is 18 credit hours per academic term or an equivalent number of clock hours. However, students who earn a grade point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 credit hours per academic term or an equivalent number of clock hours. The maximum load for a six-week summer session is nine credit hours or an equivalent number of clock hours. The normal load for a six-week summer session is six credit hours or an equivalent number of clock hours.

If the student must have the hours in order to graduate, a student in the last term of residence prior to graduation may carry an overload even though his/her grade point is not high enough under the above policy. In no event should the student enroll for more than 21 credit hours, except with the approval of the Academic Standards Committee.

A student who has earned 25 or more semester hours credit is classified as a sophomore.

### **Transcript Evaluation**

Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward Community College, College Registrar's Office, 225 East Las Olas Blvd., Ft. Lauderdale, FL 33301, prior to or within 30 days of the start of the initial term of

enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed.

An official evaluation of credit courses' transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is considered completed. Transfer credits may be accepted only from other regionally accredited colleges or universities or from out-of-country universities when commercial evaluations of those transcripts are provided.

Previously earned credits and grades may transfer in, but may not be accepted for a specific degree program. All grades from other colleges are computed in the cumulative grade point average at BCC, including failing grades at previous colleges. Failure to report previous college-level work attempted constitutes a falsification of application and subjects the applicant to loss of all credit earned and may result in dismissal.

An applicant who was not in good standing at the last institution attended will be treated in the same manner as if he/she was suspended from Broward Community College. Transfer students who have already completed an A.A. or baccalaureate degree at another college or university, cannot enroll in an A.A. degree program at BCC.

### **Academic Standards of Progress**

Broward Community College strives to provide the highest quality of instructional and support services. Students accepted into certificate and degree programs will be continually evaluated to ensure that standards of progress are achieved and to identify and provide assistance to students who experience academic difficulties. BCC is committed to providing assistance for all students in order to provide an optimal learning experience so that students will be able to succeed in achieving their educational goals.

The regulations regarding academic standards of progress apply to all degree and certificate students. In determining academic progress, college credit, vocational credit and college preparatory credit are combined. "Earned Credit" is defined as all courses in which the student receives a grade. Courses taken for audit, courses for which a student receives a refund, and courses in which a student has withdrawn during the withdrawal period will not be included in the determination of academic standing.

**Academic Warning** Any students shall be placed on academic warning at the end of a term if the student has earned 0-29.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade

point average. **Students on academic warning should see an academic advisor or counselor prior to registering for the next term.**

**Academic Probation** Any student shall be placed on academic probation at the end of a term if the student has earned 30-45.9 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. **Students on academic probation should see an academic advisor or counselor prior to registering for the next term.**

**Academic Suspension** Any student shall be placed on academic suspension at the end of a term if the student has earned at least 46.0 college and/or vocational credits and has earned less than a 1.5 cumulative grade point average. Students academically suspended will not be permitted to enroll for one semester (fall, winter, or full summer) following the term in which they were suspended.

After the first academic suspension, and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee at the campus where they wish to enroll. The student must follow any instructions pertaining to course selection. Any subsequent suspensions will require the student to petition and appear before the Academic Standards Committee prior to re-entry.

**Cancellation of Previous Unsatisfactory Record**

Students in Associate in Science, Associate in Applied Science, Certificate or Diploma Programs who have previous unsatisfactory academic records may petition for cancellation of their previous academic record. If, at the end of 24 credit hours, Associate in Science and Associate in Applied Science Degree students have achieved a grade point average of 2.0 or above, they may be granted cancellation of the previous unsatisfactory academic record, except in the case of students enrolled during or later than Term I, 1997-1998. For Certificate and Diploma students, the requirement is completion of one-third of the total program hours and a grade point average of 2.0 or above. Normally, this cancellation will not be approved unless the unsatisfactory student performance is at least two academic years old.

Canceled academic records will be completely disregarded in the calculation of credit hours and grade point average. However, these students' permanent records will show all work attempted and all grades earned along with a notation about the cancellation granted by the College.

Under the articulation agreement binding the Florida public community colleges and state universities, this policy may not be applied to Associate in Arts degree students.

**Class Attendance Policy**

Each professor's attendance policy is communicated in writing in the course syllabus. By staying in the class, students are agreeing to abide by that attendance policy.

Students will notify instructors in advance of absences(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. According to College policy, there shall be no penalty for a student who is absent because of religious holy days, the student's serious illness, a death in the immediate family, or statutory government responsibilities. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. The student shall present documentation for non-penalized absences should the faculty member request it. Students will be responsible for material covered during an absence. Excessive absences may result in withdrawal from the course by the professor or the assignment of an "I" grade when the instructor authorizes non-penalized absences but the work cannot be completed in the time available.

**Campus/Center Closing**

Owing to unanticipated circumstances that are beyond anyone's control, or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or facilities, a campus or the College may be closed. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make up the lost class time.

**Final Grades and Records**

Final grades for each term are retained permanently. Grade point averages for graduation and honors are calculated only on college and vocational level academic work and include work attempted at all colleges. **The following grades are used to calculate the grade point average (GPA).**

Grade		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

**The following grades do not affect the GPA**

Grade		Points
I	Incomplete	0
W	Official Withdrawal	0
X	Audit	0
XW	Audit Withdrawal	0
NC	Non-credit course	0
NG	No Grade Assigned	0
NR	Grade not received	0
S	Satisfactory	0
U	Unsatisfactory	0

**Incomplete Grade “I”**

An “I” grade may be given when a student who is in good standing and with documented extenuating circumstances has not completed the required coursework by the end of the term. The student should make arrangements to complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the “I” will automatically become an “F” on the student’s permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student’s transcript.

**Official Withdrawal “W”**

Florida State Board of Education requires community colleges to adhere to the following procedures relating to the award of a “W” as a result of a student’s withdrawal from a course.

- The student may withdraw without academic penalty from any course by the mid-point of the semester.
- The student will be permitted a maximum of two withdrawals per course.
- Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

**Audit-X and XW**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, class requirements. No grade will be assigned and no credit will be awarded. However, an audit will count as an attempt if such enrollment status is declared after the drop/add period.

The transcript will indicate a course was audited by listing an “X” grade, but an “XW” indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit.

The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction may not be enrolled as audit students.

**Non-credit Course “NC”**

The “NC” is assigned automatically for any non-credit hour course. “NC” is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

**No Grade Assigned “NG”**

The “NG” is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses and continuing education classes.

**No Grade Reported “NR”**

The “NR” is assigned by the Registrar’s Office in cases where class rolls have not been submitted in time for normal processing of grades.

**Satisfactory/Unsatisfactory “S”/“U”**

The “S” and “U” grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

**Grade Appeal Process**

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure 6Hx2-4.19 provide procedural due process to students..

**Grounds for Using the Grade Appeal Process for Final Course Grades**

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member’s grading policy. Each Faculty member shall communicate in clear, detailed, written form, his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student’s grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade stated. The student’s appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

**Grounds for Using the Grade Appeal Process for Academic Dishonesty.**

The appeal shall be based upon the student’s claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

**Preliminary Action:** If a student thinks that he/she has been unfairly graded in a course, he student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process.

The complete grade appeal procedure can be found in the *Student Handbook* and in the *Grade Appeal Brochure*. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

### **Applicable Catalog**

A student who is continuously enrolled in degree, certificate or diploma programs (except summer terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the BCC catalog in effect when initially enrolled or the catalog in effect at the time of graduation. If a student's attendance is interrupted by two or more major terms (summer terms excluded), the student must meet the requirements of the catalog in effect at the time of re-entry, or at the time of graduation. A student cannot graduate under a catalog in effect at the time of initial enrollment if the College has eliminated the degree, certificate or diploma program.

Students entering specialized programs, such as the health science programs, may graduate under the provision of the catalog in effect when the student was admitted to the specialized program.

### **Recency of Credit**

College courses completed more than 10 years ago may require validation by examination. Science courses completed more than ten years prior to the date of application to a health science program will not be accepted unless the student obtains departmental approval.

### **Graduation Honors**

The calculation of the grade point average for honors includes the Broward Community College record and any previous credit transferred to Broward Community College. Students may graduate with honors in three grade point categories.

Honors: overall GPA of 3.250-3.499  
 High Honors: overall GPA of 3.500-3.749  
 Highest Honors: overall GPA of 3.750-4.000

Honor Students are recognized at graduation and honors designations will be shown on final transcripts.

### **Semester Credit Hour**

For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Clinical courses will vary in the number of hours per semester credit hour. For Vocational Certificates the unit of credit is the vocational credit. Each vocational credit represents 30 clock hours of instruction.

Short sessions, weekend college, and classes that meet less than three times per week are adjusted to include the same time equivalent as the 16 week terms.

### **Semester System**

The academic year is divided into three semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

Terms I (fall) and II (winter) are approximately seventeen weeks in length. Each of these terms includes a Session 2, and a Session 4 of approximately eight weeks in length; and a Session 3 of approximately twelve weeks in length.

Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is twelve weeks in length, and Sessions 2 and 3 which are six weeks in length.

### **Grade Forgiveness Policy**

A student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a "D" or "F" grade. The number of repeat attempts is limited to two per course. Repeating a course removes the previous grade only from a student's grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average. The State University System articulation agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

### **Maximum Attempts Per Course**

A student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses taken after Term 1, 1997. Attempts include the original grade, repeat of courses, withdrawals and audits. Courses taken at other institutions are not counted as an attempt.

A student may repeat only those courses in which a "D" or "F" grade was earned. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances.

This rule does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or those that are being repeated as part of the regulatory requirement for continuing education to stay current in a field such as teacher education.

**Florida law requires colleges to assess students the full cost of instruction after the second attempt.** The law also provides for exceptions to this

extra fee if there are extenuating circumstances, such as a student's serious illness, involuntary call to active military duty, changes of employment, or other extraordinary situations. Petitions for exception to the full cost of instruction based on extenuating circumstances can be obtained from any campus Registration or Advisement office.

**Students are strongly encouraged to discuss, with their advisor/counselor and financial services officer, the effect withdrawing or repeating a course may have on their academic programs and financial aid status.**

### **Course Pre-requisites and Co-requisites**

Pre-requisite and co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If a student registers for a course for the next term while currently enrolled in a pre-requisite course, then the student must satisfactorily complete the pre-requisite course or withdraw from the higher-level course. Otherwise, the student may be dropped from the course for which he/she is ineligible. Students, who have completed a pre-requisite course at another institution, must furnish proof before registering for the higher-level course.

Co-requisites are courses that must be completed together. An example is a science course and the associated laboratory. You cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are stated within the course description section of this catalog.

Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions in this catalog.

### **Student Ombudsman**

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

### **Academic Standards Committee**

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

1. The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
2. The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.
3. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
4. In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
5. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
6. The student shall be notified in writing of the Vice President's decision.

### **Academic Honesty**

Broward Community College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors. A student's academic work

must be the result of his or her own thought, research, or self-expression.

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work formation to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Breaches of Broward Community College's policy on academic honesty may result in academic penalties and/or disciplinary action. At the discretion of the instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. In addition, the instructor or another BCC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the BCC Student Handbook. Such discipline may include suspension or expulsion from the College.

#### ***Family Educational Rights and Privacy Act (FERPA)***

Federal and State laws restrict the release of confidential student records and information. Students have a right to inspect their educational records and are protected from release of information without their written consent, except for subpoenaed requests from courts with appropriate jurisdiction. Students must make written requests for transcripts and other academic information. Requests by unauthorized third parties and telephone requests will not be honored.