Disclaimer

This document has been prepared and presented as an informational guide only. Course offerings, fee schedules, and other representations provided are not controlling and are subject to change, amendment, or deletion by the College as deemed appropriate. The information is taken from Board Policies and Procedures. The most current catalog is available on the College’s website. The information in the printed catalog is current up to the print date. These sources can be accessed online at www.broward.edu

Broward College is an equal access/equal opportunity institution. Students with documented disabilities are assured participation in all college activities and services. Registrants seeking accommodations should contact the Campus Office of Disability Services at least two weeks prior to the first class session. This information is available in alternative format upon request.
<table>
<thead>
<tr>
<th>Section I: College Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Message from the President</td>
<td>2</td>
</tr>
<tr>
<td>Campuses and Centers</td>
<td>3</td>
</tr>
<tr>
<td>Accreditation</td>
<td>4</td>
</tr>
<tr>
<td>Vision, Mission, Core Values, and Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>History of the College</td>
<td>6</td>
</tr>
<tr>
<td>Equal Opportunity Policy</td>
<td>8</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>10</td>
</tr>
<tr>
<td>Broward College Foundation</td>
<td>11</td>
</tr>
<tr>
<td>Quality Enhancement Plan</td>
<td>14</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>15</td>
</tr>
<tr>
<td>Final Examination Schedule</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II: Student Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement and Educational Planning</td>
<td>23</td>
</tr>
<tr>
<td>Academic Success Centers</td>
<td>24</td>
</tr>
<tr>
<td>Bookstore</td>
<td>26</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>26</td>
</tr>
<tr>
<td>Career Centers</td>
<td>28</td>
</tr>
<tr>
<td>Dining and Vending Services</td>
<td>29</td>
</tr>
<tr>
<td>Disability Services</td>
<td>30</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>31</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>52</td>
</tr>
<tr>
<td>Institute for Economic Development</td>
<td>55</td>
</tr>
<tr>
<td>International Education Programs</td>
<td>63</td>
</tr>
<tr>
<td>International Student Admissions</td>
<td>65</td>
</tr>
<tr>
<td>Libraries</td>
<td>70</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>71</td>
</tr>
<tr>
<td>Records Retention</td>
<td>74</td>
</tr>
<tr>
<td>Registration</td>
<td>75</td>
</tr>
<tr>
<td>Skill Improvement Programs</td>
<td>77</td>
</tr>
<tr>
<td>Student Activities</td>
<td>77</td>
</tr>
<tr>
<td>Student Affairs Policies and Procedures</td>
<td>79</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>102</td>
</tr>
<tr>
<td>Student Pay-for-Print</td>
<td>114</td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>115</td>
</tr>
<tr>
<td>Title IX and Sexual Misconduct</td>
<td>124</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>125</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section III: Academic Affairs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honors</td>
<td>129</td>
</tr>
<tr>
<td>Academic Load</td>
<td>129</td>
</tr>
<tr>
<td>Transcript Evaluation</td>
<td>130</td>
</tr>
<tr>
<td>Academic Standards of Progress</td>
<td>130</td>
</tr>
<tr>
<td>Class Attendance Policy</td>
<td>131</td>
</tr>
<tr>
<td>Campus/Center Closing</td>
<td>132</td>
</tr>
<tr>
<td>Final Grades and Records</td>
<td>132</td>
</tr>
<tr>
<td>Grade Appeal Process</td>
<td>134</td>
</tr>
<tr>
<td>Applicable Catalog</td>
<td>135</td>
</tr>
<tr>
<td>Recency of Credit</td>
<td>135</td>
</tr>
<tr>
<td>Graduation Honors</td>
<td>135</td>
</tr>
<tr>
<td>Semester Credit Hour</td>
<td>136</td>
</tr>
<tr>
<td>Semester System</td>
<td>136</td>
</tr>
<tr>
<td>Grade Forgiveness Policy</td>
<td>136</td>
</tr>
<tr>
<td>Maximum Attempts per Course</td>
<td>137</td>
</tr>
<tr>
<td>Course Pre-requisites and Co-requisites</td>
<td>137</td>
</tr>
<tr>
<td>Excess Credit Hours</td>
<td>138</td>
</tr>
<tr>
<td>Student Ombudsman</td>
<td>138</td>
</tr>
<tr>
<td>Academic Standards Committee</td>
<td>138</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>139</td>
</tr>
<tr>
<td>General Education</td>
<td>140</td>
</tr>
<tr>
<td>Associate of Arts Degree</td>
<td>141</td>
</tr>
<tr>
<td>Associate of Science Degree</td>
<td>149</td>
</tr>
<tr>
<td>Associate of Applied Science Degree</td>
<td>150</td>
</tr>
<tr>
<td>Technical Certificate Program</td>
<td>151</td>
</tr>
<tr>
<td>Post-Secondary Adult Vocational Certificate Program</td>
<td>152</td>
</tr>
<tr>
<td>Applied Technology Diploma Program</td>
<td>153</td>
</tr>
<tr>
<td>Advanced Technical Certificate Program</td>
<td>153</td>
</tr>
<tr>
<td>Developmental Education Program</td>
<td>154</td>
</tr>
<tr>
<td>Academic Service Learning</td>
<td>158</td>
</tr>
<tr>
<td>Blended Learning Opportunities</td>
<td>158</td>
</tr>
<tr>
<td>Credits for Prior Learning</td>
<td>158</td>
</tr>
<tr>
<td>Internship EDGE</td>
<td>162</td>
</tr>
<tr>
<td>Online Learning</td>
<td>163</td>
</tr>
<tr>
<td>Robert “Bob” Elmore Honors Institute</td>
<td>164</td>
</tr>
</tbody>
</table>

**Section IV: Programs of Study**

### Career Pathways Introduction

169

### Arts, Humanities, Communication, & Design

174

1010  Associate of Arts
2192  Graphic Design
2206  Music Technology
2216  Digital Media/Multimedia Tech
2510  Film Production Technology
6286  Digital Media Web Production
6287  Digital Media/Multimedia Production
6289  Graphic Design Production
6290  Graphic Design Support
6309  Audio Technology
6343  Film Production Fundamentals
6344  Motion Picture Production
6345  Motion Picture Post Production
6346  Motion Picture Production

### Business

194

1010  Associate of Arts
2100  Accounting Technology
2119  Business Administration
2121  Hospitality and Tourism Management
<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2126</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>2172</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>2203</td>
<td>Culinary Arts Management</td>
</tr>
<tr>
<td>2508</td>
<td>Business Analytics</td>
</tr>
<tr>
<td>22112</td>
<td>Medical Office</td>
</tr>
<tr>
<td>22113</td>
<td>Office Management</td>
</tr>
<tr>
<td>T100</td>
<td>Supervision and Management</td>
</tr>
<tr>
<td>6240</td>
<td>Marketing Operations</td>
</tr>
<tr>
<td>6279</td>
<td>Office Support</td>
</tr>
<tr>
<td>6280</td>
<td>Office Specialist</td>
</tr>
<tr>
<td>6281</td>
<td>Medical Office Management</td>
</tr>
<tr>
<td>6288</td>
<td>Business Specialist</td>
</tr>
<tr>
<td>6300</td>
<td>Guest Services Specialist</td>
</tr>
<tr>
<td>6301</td>
<td>Food and Beverages Management</td>
</tr>
<tr>
<td>6302</td>
<td>Rooms Division Management</td>
</tr>
<tr>
<td>6311</td>
<td>Entrepreneurship</td>
</tr>
<tr>
<td>6312</td>
<td>Event Management</td>
</tr>
<tr>
<td>6320</td>
<td>Business Operations</td>
</tr>
<tr>
<td>6323</td>
<td>Accounting Technology Operations</td>
</tr>
<tr>
<td>6324</td>
<td>Accounting Technology Specialist</td>
</tr>
<tr>
<td>62140</td>
<td>Accounting Technology Management</td>
</tr>
<tr>
<td>62671</td>
<td>Business Management</td>
</tr>
</tbody>
</table>

**Education**

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>2166</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>S100</td>
<td>Exceptional Student Education</td>
</tr>
<tr>
<td>S200</td>
<td>Middle Grades General Science</td>
</tr>
<tr>
<td>S300</td>
<td>Secondary Biology</td>
</tr>
<tr>
<td>S400</td>
<td>Middle Grades Mathematics</td>
</tr>
<tr>
<td>S500</td>
<td>Secondary Mathematics</td>
</tr>
<tr>
<td>F100</td>
<td>Educator Preparation Institute</td>
</tr>
<tr>
<td>6316</td>
<td>Child Care Center Management</td>
</tr>
<tr>
<td>6317</td>
<td>Infant &amp; Toddler Specialization</td>
</tr>
<tr>
<td>6318</td>
<td>Preschool Specialization</td>
</tr>
<tr>
<td>6319</td>
<td>Child Development</td>
</tr>
</tbody>
</table>

**Health Science**

<table>
<thead>
<tr>
<th>Code</th>
<th>Program Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>2102</td>
<td>Nuclear Medicine Technology</td>
</tr>
<tr>
<td>2127</td>
<td>Nursing</td>
</tr>
<tr>
<td>2131</td>
<td>Radiography</td>
</tr>
<tr>
<td>2132</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>2145</td>
<td>Dental Hygiene</td>
</tr>
<tr>
<td>2153</td>
<td>Physical Therapist Assistant</td>
</tr>
<tr>
<td>2159</td>
<td>Radiation Therapy</td>
</tr>
<tr>
<td>2160</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>2176</td>
<td>Diagnostic Medical Sonography</td>
</tr>
<tr>
<td>2179</td>
<td>Health Information Technology</td>
</tr>
<tr>
<td>2215</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>21021</td>
<td>Hospital-Based Nuclear Medicine Technology</td>
</tr>
<tr>
<td>21271</td>
<td>LPN/RN Transition</td>
</tr>
<tr>
<td>21311</td>
<td>Hospital-Based Radiography</td>
</tr>
<tr>
<td>Code</td>
<td>Program Name</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>21591</td>
<td>Hospital-Based Radiography Therapy</td>
</tr>
<tr>
<td>21891</td>
<td>Vision Care Tech/Opticianry</td>
</tr>
<tr>
<td>2505</td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td>B003</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>B007</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>N100</td>
<td>RN to BSN</td>
</tr>
<tr>
<td>6208</td>
<td>Paramedic</td>
</tr>
<tr>
<td>6224</td>
<td>Nuclear Medicine Specialist</td>
</tr>
<tr>
<td>6228</td>
<td>Radiation Therapy Specialist</td>
</tr>
<tr>
<td>5215</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>5281</td>
<td>Massage Therapy</td>
</tr>
<tr>
<td>5302</td>
<td>Pharmacy Technician Program</td>
</tr>
<tr>
<td></td>
<td><strong>Industry, Manufacturing, Construction, &amp; Transportation</strong></td>
</tr>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>A004</td>
<td>Auto Tech Service</td>
</tr>
<tr>
<td>A037</td>
<td>Dealer Specific Auto Technology</td>
</tr>
<tr>
<td>A040</td>
<td>Marine Engineering Management</td>
</tr>
<tr>
<td>2107</td>
<td>Professional Pilot Technology</td>
</tr>
<tr>
<td>2184</td>
<td>Building Construction Technology</td>
</tr>
<tr>
<td>2194</td>
<td>Industrial Management Technology</td>
</tr>
<tr>
<td>2204</td>
<td>Aviation Maintenance Management</td>
</tr>
<tr>
<td>2205</td>
<td>Supply Chain Management Operations</td>
</tr>
<tr>
<td>2207</td>
<td>Engineering Technology</td>
</tr>
<tr>
<td>2509</td>
<td>Aviation Administration</td>
</tr>
<tr>
<td>T400</td>
<td>Supply Chain Management</td>
</tr>
<tr>
<td>6304</td>
<td>Airport Management</td>
</tr>
<tr>
<td>6306</td>
<td>Marine Technology</td>
</tr>
<tr>
<td>6308</td>
<td>Logistics and Transportation</td>
</tr>
<tr>
<td>6310</td>
<td>Automotive Service Technician</td>
</tr>
<tr>
<td>6314</td>
<td>Engineering Technology Support</td>
</tr>
<tr>
<td>6315</td>
<td>Building Construction Special</td>
</tr>
<tr>
<td>6321</td>
<td>Commercial Flight Operations</td>
</tr>
<tr>
<td>6322</td>
<td>Electronics Aide</td>
</tr>
<tr>
<td>6325</td>
<td>Alternative Energy Systems</td>
</tr>
<tr>
<td>6326</td>
<td>General Auto Service Technician</td>
</tr>
<tr>
<td>6327</td>
<td>Marine Electrician</td>
</tr>
<tr>
<td>6328</td>
<td>Marine Propulsion Technician</td>
</tr>
<tr>
<td>6342</td>
<td>Marine Systems Technician</td>
</tr>
<tr>
<td>5272</td>
<td>Aircraft Airframe Mechanics</td>
</tr>
<tr>
<td>5273</td>
<td>Aircraft Powerplant Mechanics</td>
</tr>
<tr>
<td>5299</td>
<td>Avionics</td>
</tr>
<tr>
<td></td>
<td><strong>Public Safety</strong></td>
</tr>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>2118</td>
<td>Fire Science Technology</td>
</tr>
<tr>
<td>21101</td>
<td>Criminal Justice*</td>
</tr>
<tr>
<td>21102</td>
<td>Crime Scene</td>
</tr>
<tr>
<td>21104</td>
<td>Polygraph</td>
</tr>
<tr>
<td>6313</td>
<td>Fire Science Management</td>
</tr>
<tr>
<td>6347</td>
<td>Crime Scene Technician</td>
</tr>
<tr>
<td>5269</td>
<td>Broward County Police Academy</td>
</tr>
<tr>
<td>5270</td>
<td>Corrections Officer Academy</td>
</tr>
<tr>
<td>Code</td>
<td>Course Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------------</td>
</tr>
<tr>
<td>5271</td>
<td>Police Service Aide Academy (Note: Must be hired by law enforcement agency to enter program)</td>
</tr>
<tr>
<td>5278</td>
<td>Crossover From Corrections To Law Enforcement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science, Technology, Engineering, &amp; Math</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>4277</td>
<td>Geographic Information Systems</td>
</tr>
<tr>
<td>2149</td>
<td>Computer Information Technology</td>
</tr>
<tr>
<td>2149C</td>
<td>Computer Systems Specialist</td>
</tr>
<tr>
<td>2182</td>
<td>Environmental Science Technology</td>
</tr>
<tr>
<td>2195</td>
<td>Computer Programming and Analysis*</td>
</tr>
<tr>
<td>2196</td>
<td>Internet Services Technology</td>
</tr>
<tr>
<td>2503</td>
<td>Networking Systems Technology*</td>
</tr>
<tr>
<td>2506</td>
<td>Computer and Network Security</td>
</tr>
<tr>
<td>2507</td>
<td>Technology Project Management</td>
</tr>
<tr>
<td>T200</td>
<td>Technology Management</td>
</tr>
<tr>
<td>T300</td>
<td>Information Technology</td>
</tr>
<tr>
<td>S600</td>
<td>Biosecurity - Environmental Science</td>
</tr>
<tr>
<td>S700</td>
<td>Physical Science - Environmental Science</td>
</tr>
<tr>
<td>6329</td>
<td>Network Infrastructure - Cisco CCNA Certificate</td>
</tr>
<tr>
<td>6330</td>
<td>Advanced Network Infrastructure - Cisco CCNP Certificate Program</td>
</tr>
<tr>
<td>6331</td>
<td>Computer Programming Specialist</td>
</tr>
<tr>
<td>6332</td>
<td>Computer Programmer</td>
</tr>
<tr>
<td>6333</td>
<td>Web Design Specialist</td>
</tr>
<tr>
<td>6334</td>
<td>Web Development Specialist</td>
</tr>
<tr>
<td>6335</td>
<td>Network Sever Administration - Microsoft MCSA Certificate</td>
</tr>
<tr>
<td>6336</td>
<td>Network Enterprise Administration - Microsoft MCSE Certificate</td>
</tr>
<tr>
<td>6337</td>
<td>Information Technology Support Specialist (Option 1)</td>
</tr>
<tr>
<td>6338</td>
<td>Information Technology Analyst (Option 1)</td>
</tr>
<tr>
<td>6339</td>
<td>Information Technology Support Specialist (Option 1)</td>
</tr>
<tr>
<td>6340</td>
<td>Information Technology Analyst (Option 2)</td>
</tr>
<tr>
<td>6341</td>
<td>Cybersecurity Technical Certificate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Behavioral Science &amp; Human Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1010</td>
<td>Associate of Arts</td>
</tr>
<tr>
<td>2191</td>
<td>Sports, Fitness and Recreation Management</td>
</tr>
</tbody>
</table>

**Section V: Course Descriptions**

Statewide Course Numbering System (SCNS) Statement

Alphabetical listing of all college credit and clock hour courses offered

**Section VI: Appendices**

Appendix A: Course Information Table

Appendix B: General Education Course Matrix and Course Listing by Area/Group

Appendix C: Health Science Admissions Requirements

Appendix D: High School and Technical College Articulation Agreement Matrices

Appendix E: Administrator and Faculty Directory
Welcome to Broward College!

For more than half a century, we have served as Broward County’s primary source for educational opportunities. Each year, more than 68,000 students of all ages, points of origin and educational goals, look to our dedicated faculty and staff to make student success our top goal.

I invite you to explore this catalog as well as our website and learn about the many opportunities available to you at Broward. As a member of the Florida College System, Broward College offers more than one dozen bachelor’s degree programs, enabling you to earn a four-year degree close to where you live and work. Further, we offer associate’s degree and certification programs that prepare students for university transfer and careers in the nation’s fastest-growing professions.

We take pride in working to impact and improve lives by turning possibilities into realities for each student we serve. I wish you a great year, and I look forward to seeing you soon at graduation when you complete your educational goals.

Sincerely,

J. David Armstrong, Jr.,
President
<table>
<thead>
<tr>
<th><strong>Campuses and Centers</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Hugh Adams</strong></td>
</tr>
<tr>
<td>Central Campus</td>
</tr>
<tr>
<td>3501 SW Davie Rd</td>
</tr>
<tr>
<td>Davie, FL 33314</td>
</tr>
<tr>
<td><strong>Judson A. Samuels</strong></td>
</tr>
<tr>
<td>South Campus</td>
</tr>
<tr>
<td>7200 Pines Blvd</td>
</tr>
<tr>
<td>Pembroke Pines, FL 33024</td>
</tr>
<tr>
<td><strong>North Campus</strong></td>
</tr>
<tr>
<td>1000 Coconut Creek Blvd</td>
</tr>
<tr>
<td>Coconut Creek, FL 33066</td>
</tr>
<tr>
<td><strong>BC Online</strong></td>
</tr>
<tr>
<td>225 E. Las Olas Blvd</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33301</td>
</tr>
<tr>
<td><strong>Miramar West</strong></td>
</tr>
<tr>
<td>Center</td>
</tr>
<tr>
<td>1930 SW 145th Ave</td>
</tr>
<tr>
<td>Miramar, FL 33027</td>
</tr>
<tr>
<td><strong>Coral Springs</strong></td>
</tr>
<tr>
<td>Academic Center</td>
</tr>
<tr>
<td>3500 N. University Dr</td>
</tr>
<tr>
<td>Coral Springs, FL 33065</td>
</tr>
<tr>
<td><strong>Willis Holcombe Center</strong></td>
</tr>
<tr>
<td>111 E. Las Olas Blvd</td>
</tr>
<tr>
<td>(Bldg. 33)</td>
</tr>
<tr>
<td>225 E. Las Olas Blvd</td>
</tr>
<tr>
<td>(Bldgs. 31 and 32)</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33301</td>
</tr>
<tr>
<td><strong>Pines Center</strong></td>
</tr>
<tr>
<td>16957 Sheridan St</td>
</tr>
<tr>
<td>Pembroke Pines, FL 3331</td>
</tr>
<tr>
<td><strong>Cypress Creek</strong></td>
</tr>
<tr>
<td>Administrative Center</td>
</tr>
<tr>
<td>6400 NW 6th Way</td>
</tr>
<tr>
<td>Fort Lauderdale, FL 33309</td>
</tr>
<tr>
<td><strong>Tigertail Lake Center</strong></td>
</tr>
<tr>
<td>580 Gulfstream Way Dania</td>
</tr>
<tr>
<td>Beach, FL 33304</td>
</tr>
<tr>
<td><strong>Weston Center</strong></td>
</tr>
<tr>
<td>4205 Bonaventure Blvd</td>
</tr>
<tr>
<td>Weston, FL 33332</td>
</tr>
<tr>
<td><strong>Miramar Town Center</strong></td>
</tr>
<tr>
<td>2050 Civic Center Place</td>
</tr>
<tr>
<td>Miramar, FL 33025</td>
</tr>
<tr>
<td><strong>AutoNation Center for</strong></td>
</tr>
<tr>
<td>Excellence in Automotive</td>
</tr>
<tr>
<td>Science and Technology</td>
</tr>
<tr>
<td>7451 Rivera Blvd</td>
</tr>
<tr>
<td>Miramar, FL 33023</td>
</tr>
<tr>
<td><strong>Marine Center of</strong></td>
</tr>
<tr>
<td>Excellence</td>
</tr>
<tr>
<td>7451 Rivera Blvd</td>
</tr>
<tr>
<td>Miramar, FL 33023</td>
</tr>
<tr>
<td><strong>International Centers</strong></td>
</tr>
<tr>
<td>Ecuador</td>
</tr>
<tr>
<td>India</td>
</tr>
<tr>
<td>Peru</td>
</tr>
<tr>
<td>Sri Lanka</td>
</tr>
<tr>
<td>Vietnam</td>
</tr>
</tbody>
</table>

Broward College
College Catalog 2015-2016
Accreditation

Broward College is accredited by The Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone Number 404-679-4500, www.sacs.org) to award Associate and Baccalaureate Degrees

The College is a member of the following organizations:

- American Association of Community Colleges
- American Association for Higher Education
- American Council on Education
- American Technical Education Association, Inc.
- Association of Community College Trustees
- Association of Governing Boards
- College Consortium for International Studies
- College Entrance Examination Board Florida
- Association of Colleges and Universities Florida
- Association of Community Colleges
- National Association of Foreign Student Affairs
- Southern Association of Colleges and Schools
- Southern Association of Community and Junior Colleges

Vision, Mission, Core Values, and Philosophy

Vision Statement

Broward College will be a destination for academic excellence, serving students from local communities and beyond. The college will embrace diversity – student, faculty, staff, and business partnerships – and foster a welcoming, affirming, and empowering culture of respect and inclusion. The college will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the college will connect its students to diverse local and global communities through technical, professional, and academic careers.
Mission Statement

The mission of Broward College is to achieve student success by developing informed and creative students capable of contributing to a knowledge- and service-based global society. As a public community college accredited to offer associate degrees, selected baccalaureate degrees, and certificate programs, the institution and its District Board of Trustees are committed to fostering a learning-centered community that celebrates diversity and inclusion by empowering and engaging students, faculty, and staff.

Core Values

* Academic Excellence and Student Success: Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.

* Diversity and Inclusion: Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all its members.

* Innovation: Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.

* Integrity: Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.

* Sustainability: Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.

* Lifelong Learning: Promoting the educational growth and development of all individuals through a variety of post-secondary professional, technical, and academic programs and services.

Philosophy

As an institution committed to the ideal of the value and dignity of the individual, Broward College recognizes the religious, ethnic, and cultural diversity of its students and staff and endeavors to provide equal educational opportunity for all students. Furthermore, the college fosters the value of lifelong learning as it strives through teaching excellence to enable students to appreciate knowledge and to acquire an education that will assist them in assuming positive roles in a changing society. Believing that educated people should be guided in their behavior by decency and civility, the college values honesty, integrity, and social responsibility among its staff and its students. Furthermore, it aspires to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives. In addition, the college
embraces a commitment to American democratic values and culture, the principles of responsible citizenship, life enrichment, and self-awareness.

## History of the College

In 1959, the Florida Legislature authorized creation of the Junior College of Broward County. Proposed location is the former Forman Field in Davie, a training site for World War II Naval aviators.

As construction began at the former Forman Field site, the Junior College of Broward County opened its doors to its first class of 701 students in fall of 1960. They attended classes in buildings that were formerly part of Naval Air Station Junior High on the Fort Lauderdale/Hollywood International Airport property. Dr. John Allen, president of the University of South Florida, addressed the college’s first graduating class, 73 students, at War Memorial Auditorium on June 10, 1962. Among its members was Paris Nelson Glendening, who went on to serve two terms as Maryland’s 59th governor. The Junior College of Broward County’s first permanent building was completed in August 1963 when the college officially moved to the Central Campus.

Broward College received its initial regional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in 1965 as an institution offering Level One associate degrees.

Dr. Rushing resigned in 1965 and was succeeded by Dr. Myron Blee, director of the Office for Emergency Planning in Washington, D.C. Dr. Blee was in turn succeeded by Dr. A. Hugh Adams, who assumed his duties as president on April 15, 1968.

Florida’s junior colleges originally were governed by boards of public instruction, who also governed elementary and secondary instruction in each county. In 1968, the same year the JCBC changed its name to Broward Junior College, the Florida Legislature removed the junior colleges from the county school boards’ purview and turned the colleges’ advisory boards into district boards of trustees.

In September 1970, the district board of trustees changed the college’s name to Broward Community College, a change that better reflected the comprehensive nature of the college’s programs and its role in the community. Also in 1970, the Judson A. Samuels South Campus got its start in temporary headquarters adjacent to Memorial Hospital in Hollywood. North Campus, in Coconut Creek, was dedicated in 1972.

Dr. Adams served as president for 19 years. After he announced his intention to retire on December 31, 1986, the district board of trustees renamed the Central Campus the A. Hugh Adams Central Campus in his honor.

Named to succeed Dr. Adams was Dr. Willis Holcombe, executive vice-president at Brevard Community College, and a protégé of Dr. James Wattenbarger, architect of the state community college system. Before going to Brevard, Dr. Holcombe had served at Broward as a professor,
executive assistant to President Adams, Central Campus academic dean, and then Central Campus provost. He served as president for 17 years, from 1987 to 2004. He initiated efforts that led to significant growth in enrollment, facility and program expansion. He also was instrumental in creating a variety of innovative partnerships to benefit the college, its students and the community at large.

Dr. Holcombe retired in January 2004. On his retirement, he was named President Emeritus. Succeeding him as the college’s fifth president was Dr. Larry Anthony Calderon, who served as president through December 2006. Dr. Holcombe returned from retirement to serve as president until the Broward College District Board of Trustees appointed J. David Armstrong, Jr., the former chancellor of the Division of Community Colleges, as its sixth president. President Armstrong began work at the college in July 2007. Dr. Holcombe was appointed chancellor when President Armstrong took over at Broward.

In summer of 2008, the college underwent one further name change, to Broward College, after the college received State Board of Education and legislative approval to begin offering baccalaureate degree programs in teacher education. The College submitted a substantive change to is regional accreditation association SACS and received approval to office level two bachelor degree programs. The College is also approved to offer students Title IV Student Financial Aid funds for all degree levels and eligible certificates. At the same time, the college began offering online associate degree programs in 13 areas.

In 2009, the college received approval by the State Board of Education to offer four additional baccalaureate degree programs. They were: nursing, information management, supervision and management, and technology management.

In October 2010, President Barack Obama announced the creation of the Aspen Prize for Community College Excellence at the White House Summit on Community Colleges. The award, administered by the Aspen Foundation, was created to spotlight a sector of higher education that doesn’t receive many accolades. The institute wanted to recognize outstanding academic and workforce outcomes and identify institutions to serve as models to elevate community-college education nationwide.

In April 2011, the institute announced that Broward College was among the top 120 community colleges, representing the top 10 percent in the country.

In 2012, Broward moved a step higher, and was named a finalist for the Aspen Prize — recognition that Broward College is one of the top 10 colleges nationwide.

Supporting the viability, vitality and robust growth of the communities they serve is an important part of the mission of Florida’s publicly supported community colleges. With a half century of service to its community, none of the “Great 28” fulfills its mission better than Broward College.

For more information on the history of Broward College, please visit Broward College Archives & Special Collections on the Internet Archive: archive.org/details/browardcollege or libguides.broward.edu/content.php?pid=35492
Equal Opportunity and Inclusive Excellence Policies

As an institution of higher learning, Broward College is dedicated to the inculcation of the highest ideals of citizenship in a free society. The college as an equal opportunity/affirmative action employer complies with all applicable federal and state laws regarding discrimination and affirmative action. Consistent with the American ideals of equality of citizens and the dignity and worth of each person, the college hereby states that equal employment opportunity and advancement, as well as participation in programs and activities, are provided consonant with appropriate laws without regard to race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications.

Consistent with Broward College’s vision, mission, and core values, Broward College is committed to fostering a welcoming, affirming, and empowering culture of respect and inclusion, empowering and engaging students, faculty, and staff. The College is committed to inclusive excellence, integrating diversity and quality initiatives by infusing diversity into its organizational processes, structures, and practices. The College affirms its commitment to recruit, support, and retain a diverse student, faculty, and staff community that reflects the diversity of Broward County and recognizes the importance of cultural competency. All members of the faculty, staff, and student body are expected to assist in making this policy a practical reality. The president of the college is empowered to implement this policy through appropriate personnel and by use of effective procedures.

The role of the Executive Director for Human Resources and Equity is to monitor the college’s human resource policies and procedures and to ensure compliance with federal and state laws that prohibit discrimination on the basis of race, color, age, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classifications. As the College’s equity coordinator, the Executive Director for Human Resources and Equity coordinates compliance with civil rights protections and is the State’s designated Equity officer for the College.

Broward College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Executive Director, Human Resources, 6400 NW 6th Way, Ft. Lauderdale, Fl. 33309, (954) 201-7502.

Employees, applicants and students are regularly notified of this information and this information is posted in conspicuous locations on all campuses, is provided annually to all employees and students through college publications including, but not limited to, the following: College Newsletter, Salary Schedule, College Catalog, Course Schedule, Student Handbook and the Annual Equity Report.

Any employee, applicant for employment, student, or candidate for admission that has concerns about equitable treatment may contact the college equity coordinator. Students and employees should use college Procedure 3.34 Reporting Violations and Conducting Investigations of Complaints Alleging Discrimination Harassment, and/or Retaliation.
Policy prohibiting discrimination, harassment and retaliation Broward College recognizes its obligation to work towards a community in which diversity is valued and equal employment opportunities are provided free from discrimination, unlawful harassment and retaliation in accordance with federal, state and local laws.

The equity office in human resources shall investigate complaints of discrimination, harassment, and retaliation according to the college policies and procedures. This authority is delegated from the college president to the executive director for human resources and equity, and carries the obligation to ensure that the college community adheres to the college’s policies prohibiting discrimination, harassment, and retaliation.

The college affirms its commitment to ensure that each member of the college community shall be permitted to work in an environment free from any form of discrimination or harassment based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation or other legally protected classification. Please see Broward College Policy 3.34 and 3.44 for further details.
The Broward College District Board of Trustees brings together community leaders with diverse backgrounds who provide dedicated leadership to the college and its activities. Florida’s governor appoints this group of outstanding local citizens. As the governing board of the college, they are the stewards of BC’s commitment to excellence, while they guide the college and implement the goals enumerated in its mission statement. Their desire to provide students with the academic skills needed for transferring to universities, to enhance skills to be competitive in the rapidly changing job market, and to offer opportunities for continuing education, personal growth and enrichment is a challenge they approach with enthusiasm. As a team, these dynamic community leaders are fully engaged in providing a future that offers increased higher education opportunities for Broward County residents.
We believe anyone who wants to change his or her life through the pursuit of higher education should be provided that opportunity.

Since its inception in 1971, the Broward College Foundation has transformed lives through education by providing community awareness, advocacy and financial resources to Broward College. The foundation is a 501(c)(3) not-for-profit organization led by a volunteer board of directors composed of business and civic leaders, donors and college representatives. Through their efforts, the foundation raises funds, conducts programs and practices stewardship that provides an affordable, quality education for many students who could not otherwise afford to attend college. The foundation also supports an endowed teaching chair program to reward outstanding professors and encourage innovation in the classroom.

**Board of Directors**
Gregory R. Tait, Chair
John P. Hart, Past Chair
Philip G. McNally, 1st Vice Chair
Kyle C. Boos, 2nd Vice Chair
Bob Birdsong, Secretary
Michael G. Landry, Treasurer

Nancy R. Botero, Executive Director
J. David Armstrong, Jr., Broward College President
Michael Borrone
Trevor A. Hansen
Bacardi Jackson
Teresa Justice
Roy Krause
Gregory E. McGowan
Dev Motwani
Bruce Rector
Lloyd F. Rhodes
Dr. Dianne Ruggiero
Jean B. Seaver
Pamela Stephany

**Honorary Directors**
Kimberly Aldunate
Walter Banks
Gale Butler
Dr. Michael Chizner
Arden Dickey
Mark R. Fried
Jesse P. Gaddis
Kathryn Young Glenewinkel
Phillip E. Harlow
Teresa Hodge
Ray Kendrick
Kathy Koch
James B. LaBate
Christine Lambertus
Marsha Levy
Chris Mobley
Stacy Modlin
Eugene K. Pettis
Phil Rosenberg
Ellen Schulman
Teresa B. Sjogren
James Tidwell
Richard O. Wessel
Scott Whiddon
Louis Wolff
Mary Wood

**Directors Emeritus**
Russell L. Cheatham
Alfred D. Harrington, Jr.
Dr. Willis Holcombe
Richard Kip
Clete Siefker
Judy Van Alstyne
Carol Weber-Thomas

**Chairman Emeritus**
Gene A. Whidden (deceased)
Scholarships

The Broward College Foundation serves as the conduit of private contributions to the college. Each year the foundation provides more $2 million in scholarship funds to the college through the generosity of individuals, families, foundations, companies, and organizations. Scholarships are available for financially needy students and merit awards are available for students with outstanding academic records.

Scholarship recipients are strongly encouraged to assist the foundation in its fundraising efforts by participating in the stewardship process and crafting well-written letters of appreciation to their donors. This simple act of courtesy means a great deal to our benefactors and encourages additional support.

Endowed Teaching Chairs Program

The Broward College Foundation was the nation’s first community college foundation to complete an endowed teaching chair capital campaign to recognize, support and encourage the efforts of outstanding professors in their classrooms. The campaign was initiated to honor the college’s 30th anniversary with a goal of 30 chairs. Today the program has 36 chairs, and more than 100 professors have been named recipients.

Meritorious Service Awards

Periodically, Broward College and the Broward College Foundation recognize individuals for their outstanding leadership, service, and philanthropy to the college. The college recognizes their efforts with the following awards:

Distinguished Service Award
Gene A. Whiddon, 1973
James D. Camp, Jr. 1977
Elmer E. Rasmuson, 1977

Seahawk Award
Stephen F. Snyder, 1988
Gene A. Whiddon, 1988*
Robert Elmore, 1989*
Daniel S. Goddum, 1990*
Richard S. Kip, 1995
William F. Leonard, 1999*

Chairman’s Award
Darran Blake, 2008
Joe Charles, 2009
Philip G. McNally, 2011
George Weaver, 2012
Distinguished Alumni Award

George Platt, 1983
Al Rantel, 1983
Larry Ellis, 1984
Donald Harvey, 1984
Debbie Sanderson, 1984
Teresa Sjogren, 1984
Lt. Col. Thomas Taylor, 1985
Dr. Betty Adkins, 1987
Robert Alexander, 1987
Bonnie Flynn, 1987
Dr. William Greene, 1987
Richard Hanauer, 1987
Stephen McDonald, 1987
James Naugle, 1987
Aldanzo Pratt, 1987
Dr. Timothy Adkins, 1988
Gov. Parris Glendening, 1988
Sandra McCray, 1988
Dr. Imgard Bocchino, 1989*
Dr. William Proctor, 1989
Jasmine Shirley, 1989
Robert Ferrigno, 1990
Evelyn Hardy, 1990
Dr. Betty Brady, 1991
Barbara Jean Ellis, 1991
Dominick Calabro, 1991
Gabriel Grasso, 1991*
Varen Black, 1992
Sheriff Ronald Cochran, 1992*
Donna Wallace, 1992
Deborah Hazleton, 1993
Cynthia Lodge, 1993
Ray Recchi, 1993*
Winifred Warnat, 1993
Dr. Deborah Sloan, 1994
William Milano, 1994
Cherokee Paul McDonald, 1995
Wil Trower, 1995
Dr. Rita Mae Brown, 1996
Terry Glatt, 1996
Dr. Seth Kalichman, 1996
Sharon Robb, 1996
Steven Berrard, 1997
Judge Gary Farmer, 1998
Michael Rudolph, 1999*
Dr. Michael David Bartberger, 2000
Arden Dickey, 2001
Miles McGrane, 2002
Denise M. Nieman, 2003
Louise Crocco, 2004
Charles N. Lyle, 2004*
Patti Barney, 2005
Edwin Moore, 2005
Judge Catalina M. Avalos, 2006
Teresa S. Justice, 2006
Dr. S. Kimara March, 2007
Dr. Theodore J. Wright, 2007
Paul D. Bain, 2008
Jodie Fry, 2008
Max B. Osceola, Jr. 2008
Dr. Susan B. Hassmiller, 2009
Lisa Scott-Founds, 2011
Ignacio Reyes, 2001
Mike Borrone, 2012
Shubert Chang, 2012
Dr. Robert Easton, Jr., 2012
Diana Hunter-Gonzalez, 2012
The Honorable Charles LaMarca, 2012
Michael Nyitray, 2012
David Sirois, 2012
Dr. Deborah Adair
Michelle Alban-Lane, 2013
Kyle Boos, 2013
Marissa Kelley, 2013
Jeffrey Koch, 2013
Matthew Rocco, 2013
Maria Alexandra Sanchez, 2013
Franklin C. Adderly, 2014
Sharry A. Kimmel, Ed.D., 2014
Joshua Lenchus, D.O., 2014
Rick Mijares, 2014
Bob Saxon, 2014
Nancy Tanner, 2014

*Deceased
A Focus on Critical Thinking

In 2011, Broward College selected and developed its first Quality Enhancement Plan (QEP) to improve student learning; subsequently, critical thinking was selected as the QEP topic. The QEP is titled Question Every Possibility—Think Critically. Broward College defines critical thinking as a process of evaluating information by questioning and testing assumptions, accepting or rejecting arguments and/or perspectives, and applying reasoning to make informed decisions.

The topic of critical thinking emerged as a result of broad-based input from College stakeholders combined with institutional data from the College’s general education outcomes assessment process and data from the Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE).

The conceptual framework of Question Every Possibility—Think Critically incorporates teaching and learning strategies, professional development and training, and outcomes-based assessment to improve students’ critical thinking skills while positively impacting students’ problem solving skills. The goals and outcomes of the QEP support the College’s mission to produce informed and creative students capable of contributing to a knowledge- and service-based global society. The QEP has two overarching goals supported by student learning outcomes and operational outcomes.

Goals and Outcomes:

Goal 1: The QEP will enhance students’ critical thinking skills. Students will be able to:
1.1. Explain questions, problems, and/or issues.
1.2. Analyze and interpret relevant information.
1.3. Evaluate information to determine potential conclusions.
1.4. Generate a well-reasoned conclusion.

Goal 2: The QEP will enhance pedagogical practices that focus on critical thinking. Faculty will:
2.1. Participate in targeted professional development and training.
2.2. Develop in-house training modules on critical thinking.
2.3. Incorporate teaching and learning strategies that focus on critical thinking skills.
2.4. Produce a portfolio with revised syllabi and assignments that emphasize critical thinking.

The outcomes for each goal will be assessed through multiple direct and indirect measures and then triangulated to determine the success of the QEP. Successful implementation of the QEP will be mutually beneficial for students, faculty, and other College stakeholders engaged in the project.
## Academic Calendar

### Fall 2015 (Term 20161)

<table>
<thead>
<tr>
<th>Event</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Start</td>
<td>8/24/2015</td>
<td>8/24/2015</td>
<td>9/9/2015</td>
<td>10/20/2015</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund*</td>
<td>8/31/2015</td>
<td>8/31/2015</td>
<td>9/15/2015</td>
<td>10/26/2015</td>
</tr>
<tr>
<td>Enrollment Verification Begins</td>
<td>8/24/2015</td>
<td>8/24/2015</td>
<td>9/9/2015</td>
<td>10/20/2015</td>
</tr>
<tr>
<td>Labor Day (No Classes)</td>
<td>9/7/2015</td>
<td>9/7/2015</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Without Refund (60% point)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evening classes</td>
<td>--</td>
<td>No evening classes</td>
<td>No evening classes</td>
<td></td>
</tr>
<tr>
<td>Final Exams</td>
<td>12/9/2015</td>
<td>Last Class Meeting Date</td>
<td>Last Class Meeting Date</td>
<td>Last Class Meeting date</td>
</tr>
<tr>
<td>Grades Due by 3pm</td>
<td>12/16/2015</td>
<td>10/16/2015</td>
<td>12/16/2015</td>
<td>12/16/2015</td>
</tr>
</tbody>
</table>

**NOTE:**

*Last day to withdraw and not have enrollment in class counted as an attempt.

**Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

- **International Students should refer to Page 26 for additional information regarding Admission Deadlines.**
- **College Offices will be closed from December 18, 2015 through January 4, 2016. Limited on-campus services may be provided. Registration on the Web will be available except December 25, 2015 and January 1, 2016.**
## Academic Calendar

### Spring 2016 (Term 20162)

<table>
<thead>
<tr>
<th>Event</th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MLK Day (No Classes)</strong></td>
<td>1/18/2016</td>
<td>1/18/2016</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td><strong>Last Day to Drop with 100% Refund</strong></td>
<td>1/19/2016</td>
<td>1/19/2016</td>
<td>2/1/2016</td>
<td>3/23/2016</td>
</tr>
<tr>
<td><strong>No day Classes</strong></td>
<td>2/26/2016 Classes after 5pm</td>
<td>2/26/2016 Classes after 5pm</td>
<td>02/26/2016 Classes after 5pm</td>
<td>--</td>
</tr>
<tr>
<td><strong>Last Day to Change from Credit to Audit</strong></td>
<td>3/24/2016</td>
<td>2/12/2016</td>
<td>3/22/2016</td>
<td>4/18/2016</td>
</tr>
<tr>
<td><strong>Final Exams</strong></td>
<td>5/2/2016 - 5/8/2016</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
</tr>
</tbody>
</table>

**NOTE:**
- Last day to withdraw and not have enrollment in class counted as an attempt.
- Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.
- International Students should refer to Page 26 for additional information regarding Admission Deadlines.
- College Offices will be closed from December 18, 2015 through January 4, 2016. Limited on-campus services may be provided. Registration on the Web will be available except December 25, 2015 and January 1, 2016.
### Academic Calendar

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
</table>

- **Classes Start**
  - 5/16/2016

- **Weekend College Classes Start**
  - 5/20/2016

- **Last Day to Drop with 100% Refund**
  - 5/23/2016

- **Enrollment Verification Begins**
  - 5/16/2016

- **Memorial Day (No Classes)**
  - 5/30/2016

- **Mid-Semester Break**

- **Independence Day (No Classes)**
  - 7/4/2016

- **Last Day to Withdraw From Any Class – Without Refund (60% point)**
  - 7/8/2016

- **Last Day to Change from Credit to Audit**
  - 7/8/2016

- **Classes End**
  - 8/10/2016

- **Final Exams Last Class Meeting**
  - 8/10/2016

- **Grades Due by 3pm**
  - 8/11/2016

**NOTE:**

*Last day to withdraw and not have enrollment in class counted as an attempt.

**Students wishing to change from credit to audit, after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

- **International Students should refer to Page 26 for additional information regarding Admission Deadlines.**
### Term Registration Dates

#### Fall 2015 (Term 20161)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Payment Plan</td>
<td>7/1/2015</td>
<td>7/1/2015</td>
<td>7/1/2015</td>
<td>7/1/2015</td>
</tr>
<tr>
<td>State Employee Fee Waiver</td>
<td>8/21/2015</td>
<td>8/21/2015</td>
<td>9/8/2015</td>
<td>10/19/2015</td>
</tr>
</tbody>
</table>

#### Spring 2016 (Term 20162)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
</tr>
<tr>
<td>Transient and Non-Degree</td>
<td>10/29/2015</td>
<td>10/29/2015</td>
<td>10/29/2015</td>
<td>10/29/2015</td>
</tr>
<tr>
<td>Continuing Education</td>
<td>10/15/2015</td>
<td>10/15/2015</td>
<td>10/15/2015</td>
<td>10/15/2015</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
<td>10/14/2015</td>
</tr>
<tr>
<td>End Enrollment Payment Plan</td>
<td>1/10/2016</td>
<td>1/10/2016</td>
<td>1/10/2016</td>
<td>1/10/2016</td>
</tr>
</tbody>
</table>

#### Summer 2016 (Term 20163)

|---------|-----------------------|------------------------|------------------------|
# International Student Admission Deadlines

## Fall 2015 (Term 20161)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
</table>

Last day for all admissions documents to be submitted and received: 6/1/2015

First time admission for International Students will not be allowed for Sessions II, III, and IV.

## Spring 2016 (Term 20162)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
</table>

Last day for all admissions documents to be submitted and received: 10/1/2015

First time admission for International Students will not be allowed for Sessions II, III, and IV.

## Summer 2016 (Term 20163)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
</table>

Last day for all admissions documents to be submitted and received: 3/1/2016

First time admission for International Students will not be allowed for Sessions II and III.
Final Examination Schedule - Term I (Fall 20161)

All examinations will be held in regular classrooms unless the professor notifies students to the contrary. Please consult with your professors if: (1) examination times conflict, (2) class start times are not listed, or (3) your class normally meets one hour per week. Final examinations for Session 4 classes will be held the last class meeting. Faculty must coordinate the scheduling of their Session 4 finals through their Associate Dean’s Office.

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WEDNESDAY, DECEMBER 9, 2015</strong></td>
<td></td>
</tr>
<tr>
<td>8:30am to 10:20am</td>
<td>For classes normally starting Monday and Wednesday at 7:00am or 7:30am or 8:00am</td>
</tr>
<tr>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 11:00am or 11:30am</td>
</tr>
<tr>
<td>12:30 pm to 2:20pm</td>
<td>For classes normally starting Monday and Wednesday at 1:00pm or 1:30pm</td>
</tr>
<tr>
<td>2:30 pm to 4:20pm</td>
<td>For classes normally starting Monday and Wednesday at 2:00pm or 2:30pm</td>
</tr>
<tr>
<td>4:30 pm to 6:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 4:00pm or 4:30pm</td>
</tr>
<tr>
<td>6:30pm to 8:20pm</td>
<td>For classes normally starting Monday and Wednesday at 7:00pm or 7:30pm</td>
</tr>
<tr>
<td>8:30pm to 10:20 pm</td>
<td>For classes normally starting Wednesday at 8:30pm</td>
</tr>
<tr>
<td><strong>THURSDAY, DECEMBER 10, 2015</strong></td>
<td></td>
</tr>
<tr>
<td>8:30 am to 10:20 am</td>
<td>For classes normally starting Tuesday and Thursday at 7:00am or 7:30am or 8:00am</td>
</tr>
<tr>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 11:00am or 11:30am</td>
</tr>
<tr>
<td>12:30 pm to 2:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 1:00pm or 1:30pm</td>
</tr>
<tr>
<td>2:30 pm to 4:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 2:00pm or 2:30pm</td>
</tr>
<tr>
<td>4:30 pm to 6:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 4:00pm or 4:30pm</td>
</tr>
<tr>
<td>6:30pm to 8:20 pm</td>
<td>For classes normally starting Thursday at 7:00pm or 7:30pm</td>
</tr>
<tr>
<td>8:30pm to 10:20 pm</td>
<td>For classes normally starting Thursday at 8:30pm</td>
</tr>
<tr>
<td><strong>FRIDAY, DECEMBER 11, 2015 – SUNDAY, DECEMBER 13, 2015</strong></td>
<td>For classes normally meeting on Friday, Saturday, or Sunday, your Final Exam will be at your regularly scheduled class time.</td>
</tr>
<tr>
<td><strong>MONDAY, DECEMBER 14, 2015</strong></td>
<td></td>
</tr>
<tr>
<td>8:30 am to 10:20 am</td>
<td>For classes normally starting Monday and Wednesday at 8:30am or 9:00am or 9:30am</td>
</tr>
<tr>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 10:00am or 10:30am</td>
</tr>
<tr>
<td>12:30 pm to 2:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 12:00pm or 12:30pm</td>
</tr>
<tr>
<td>2:30 pm to 4:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 3:00pm or 3:30pm</td>
</tr>
<tr>
<td>4:30 pm to 6:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 5:00pm or 5:30pm</td>
</tr>
<tr>
<td>6:30 pm to 8:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 6:00pm or 6:30pm</td>
</tr>
<tr>
<td>8:30 pm to 10:20 pm</td>
<td>For classes normally starting Monday at 8:30pm</td>
</tr>
<tr>
<td><strong>TUESDAY, DECEMBER 15, 2015</strong></td>
<td></td>
</tr>
<tr>
<td>8:30 am to 10:20 am</td>
<td>For classes normally starting Tuesday and Thursday at 8:30am or 9:00am or 9:30am</td>
</tr>
<tr>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 10:00am or 10:30am</td>
</tr>
<tr>
<td>12:30 pm to 2:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 12:00pm or 12:30pm</td>
</tr>
<tr>
<td>2:30 pm to 4:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 3:00pm or 3:30pm</td>
</tr>
<tr>
<td>4:30 pm to 6:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 5:00pm or 5:30pm</td>
</tr>
<tr>
<td>6:30 pm to 8:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 6:00pm or 6:30pm</td>
</tr>
<tr>
<td>8:30 pm to 10:20 pm</td>
<td>For classes normally starting Tuesday at 8:30pm</td>
</tr>
<tr>
<td><strong>WEDNESDAY, DECEMBER 16, 2015</strong> – Last day to report grades by 3:00pm</td>
<td></td>
</tr>
</tbody>
</table>
All examinations will be held in regular classrooms unless the professor notifies students to the contrary. Please consult with your professors if: (1) examination times conflict, (2) class start times are not listed, or (3) your class normally meets one hour per week. Final examinations for Session 4 classes will be held the last class meeting. Faculty must coordinate the scheduling of their Session 4 finals through their Associate Dean’s Office.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY, MAY 2, 2016</td>
<td>8:30 am to 10:20 am</td>
<td>For classes normally starting Monday and Wednesday at 7:00am or 7:30am or 8:00am</td>
</tr>
<tr>
<td></td>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 11:00am or 11:30am</td>
</tr>
<tr>
<td></td>
<td>12:30 pm to 2:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 1:00pm or 1:30pm</td>
</tr>
<tr>
<td></td>
<td>2:30pm to 4:20pm</td>
<td>For classes normally starting Monday and Wednesday at 2:00pm or 2:30pm</td>
</tr>
<tr>
<td></td>
<td>4:30pm to 6:20pm</td>
<td>For classes normally starting Monday and Wednesday at 4:00pm or 4:30pm</td>
</tr>
<tr>
<td></td>
<td>6:30pm to 8:20pm</td>
<td>For classes normally starting Monday and Wednesday at 7:00pm or 7:30pm</td>
</tr>
<tr>
<td></td>
<td>8:30 pm to 10:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 8:00pm or 8:30pm</td>
</tr>
<tr>
<td>TUESDAY, MAY 3, 2016</td>
<td>8:30am to 10:20 am</td>
<td>For classes normally starting Tuesday and Thursday at 7:00am or 7:30am or 8:00am</td>
</tr>
<tr>
<td></td>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 11:00am or 11:30am</td>
</tr>
<tr>
<td></td>
<td>12:30 pm to 2:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 1:00pm or 1:30pm</td>
</tr>
<tr>
<td></td>
<td>2:30pm to 4:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 2:00pm or 2:30pm</td>
</tr>
<tr>
<td></td>
<td>4:30 pm to 6:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 4:00pm or 4:30pm</td>
</tr>
<tr>
<td></td>
<td>6:30pm to 8:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 7:00pm or 7:30pm</td>
</tr>
<tr>
<td></td>
<td>8:30 pm to 10:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 8:00pm or 8:30pm</td>
</tr>
<tr>
<td>WEDNESDAY, MAY 4, 2016</td>
<td>8:30am to 10:20 am</td>
<td>For classes normally starting Monday and Wednesday at 8:30am or 9:00am or 9:30am</td>
</tr>
<tr>
<td></td>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Monday and Wednesday at 10:00am or 10:30am</td>
</tr>
<tr>
<td></td>
<td>12:30 pm to 2:20pm</td>
<td>For classes normally starting Monday and Wednesday at 12:00pm or 12:30pm</td>
</tr>
<tr>
<td></td>
<td>2:30pm to 4:20pm</td>
<td>For classes normally starting Monday and Wednesday at 3:00pm or 3:30pm</td>
</tr>
<tr>
<td></td>
<td>4:30pm to 6:20pm</td>
<td>For classes normally starting Monday and Wednesday at 5:00pm or 5:30pm</td>
</tr>
<tr>
<td></td>
<td>6:30pm to 8:20pm</td>
<td>For classes normally starting Monday and Wednesday at 6:00pm or 6:30pm</td>
</tr>
<tr>
<td></td>
<td>8:30pm to 10:20 pm</td>
<td>For classes normally starting Monday at 8:30pm</td>
</tr>
<tr>
<td>THURSDAY, MAY 5, 2016</td>
<td>8:30am to 10:20 am</td>
<td>For classes normally starting Tuesday and Thursday at 8:30am or 9:00am or 9:30am</td>
</tr>
<tr>
<td></td>
<td>10:30 am to 12:20 pm</td>
<td>For classes normally starting Tuesday and Thursday at 10:00am or 10:30am</td>
</tr>
<tr>
<td></td>
<td>12:30 pm to 2:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 12:00pm or 12:30pm</td>
</tr>
<tr>
<td></td>
<td>2:30pm to 4:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 3:00pm or 3:30pm</td>
</tr>
<tr>
<td></td>
<td>4:30pm to 6:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 5:00pm or 5:30pm</td>
</tr>
<tr>
<td></td>
<td>6:30pm to 8:20pm</td>
<td>For classes normally starting Tuesday and Thursday at 6:00pm or 6:30pm</td>
</tr>
<tr>
<td></td>
<td>8:30 pm to 10:20 pm</td>
<td>For classes normally starting Tuesday at 8:30pm</td>
</tr>
<tr>
<td>FRIDAY, MAY 6, 2016 – SUNDAY, MAY 8, 2016</td>
<td>For classes normally meeting on Friday, Saturday, or Sunday, your Final Exam will be at your regularly scheduled class time.</td>
<td></td>
</tr>
<tr>
<td>MONDAY, MAY 9, 2016 – Last day to report grades by 3:00pm</td>
<td>For classes normally meeting on Friday, Saturday, or Sunday, your Final Exam will be at your regularly scheduled class time.</td>
<td></td>
</tr>
</tbody>
</table>
Academic Advisement and Educational Planning

Academic Advisors and Counselors are available on each campus and center to instruct and counsel all new, returning, and continuing students in the following areas:

- Career and educational planning;
- Choosing appropriate courses for desired major;
- Utilizing self-advising resources/tools such as the interactive degree audit on myBC;
- Coaching on strategies that promote academic success such as, study skills, time management, test anxiety, decision-making, and communication skills;
- Preparation for university transfer or the workforce.

First-Time-In-College Students

All first-time-in-college students enrolling at BC are required to complete a New Student Orientation prior to registering for courses. The session provides students with important college information that will aid them with meeting their educational and career goals.

New Transfer Students

New transfer students are required to schedule an appointment with an advisor upon being admitted in order to receive an unofficial evaluation of transfer credits. Unofficial transcripts may be used for the unofficial evaluation but cannot be used to satisfy admission or financial aid transcript requirements.

Educational Planning

A key factor in student success is having a sound educational plan to guide decisions about what courses to take and when. With an educational plan, students will know when degree requirements for graduation will be complete. Academic Advisors and Counselors are available to assist students with the development of an educational plan based upon personal and career goals, test scores, previous high school and college course work, and current lifestyles. All students are required to have an educational plan prior to the end of their second enrolled semester.

Excess Credit Hours

Florida law F.S. 1009.286 requires colleges to encourage students, who intend to enroll in a state university, to complete their respective degree program with only credit that can be applied to their degree program of study to avoid excess hours. Effective July 1, 2009 and amended 2011, state universities shall require a student to pay an excess hour surcharge equal to out of state tuition rates for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program. The law also provides for exceptions to this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to earn a baccalaureate degree. Review 1009.286F.S for more detailed information. The statute is available online at www.fl senate.gov.
For further information and support, students may contact our Advisors and Counselors:

- A. Hugh Adams Central Campus 954-201-6528
- North Campus 954-201-2305
- Judson A. Samuels South Campus 954-201-8875
- Online Campus 954-201-7900
- Coral Springs Academic Center 954-201-2957
- Pines Center 954-201-3601
- Miramar West Center 954-201-8448
- Weston Center 954-201-8501
- Willis Holcombe Center 954-201-7491

Students may also utilize the online self-help tools such as the interactive degree audit and educational plans in myBC. In addition, cyber advisors are available to assist students with general advising questions through the college website.

### Academic Success Centers

The Academic Success Centers (ASCs) on each of the campuses and centers provide students and faculty with comprehensive academic support services to achieve student success. Institutional Research shows that students who use the ASC early and often are more successful in their courses than those who do not. ASC services include the following:

- Discipline Support Labs (Science/STEM Centers, Math Center, Writing Center)
- Tutoring by Certified Tutors (All subject areas)
- Collaborative Project Spaces
- Technology Checkout (Graphing calculators and laptops)
- Open Computer Centers (Internet and Printing)
- Group Study and Structured Learning Assistance Programs
- Textbook Reserves

BC Student ID Cards validated for the current term are required at each BC ASC location. For specific information on campus Academic Success Centers visit: [www.broward.edu/studentresources/lrc/Pages/default.aspx](http://www.broward.edu/studentresources/lrc/Pages/default.aspx)

### ASCs Locations

- **A Hugh Adams Central Campus**  
  Bldg. 17, 2nd Floor  
  954-201-6660  

- **North Campus**  
  Bldg. 62, Room 115  
  954-201-2260

- **Judson A. Samuels South Campus**  
  Bldg. 72, 1st and 2nd Floor  
  954-201-8909

- **Willis Holcombe Center**  
  Bldg. 33, Room 430  
  954-201-7397
Tutoring

Free tutoring services from highly qualified and certified tutors are available in nearly all subject areas at the Academic Success Centers. Students seeking tutoring should contact the ASC on each campus or center for specific tutoring details.

Discipline Support Centers/Labs

Within each Academic Success Center, discipline support centers/labs enhance student learning in specific subject areas. Each campus/center has a discipline support center/lab for English (Writing) /English as Second Language, Mathematics, Modern Foreign Languages, Reading, Science/STEM Centers (including Anatomy and Physiology labs), and Open Computer Center.

24/7 Online Tutoring for BC Students

College students now have 24/7 online tutoring access! Smarthinking provides real time online tutoring and homework help for core courses and skills up to 24 hours a day, seven days a week. To access online tutoring help, log on to myBC at the Broward College homepage at and click on the Smarthinking.com link. A Step-by-Step Smarthinking Student Handbook guide is available for students on Smarthinking “My Home Page” in “My File Cabinet” in the information scrolling box. If assistance is needed with accessing a Smarthinking account, please go to the Academic Success Center at the Central Campus.

Classroom Support

Another function of the Academic Success Centers is to support quality instruction by providing multimedia support to the campus faculty. Each campus maintains an extensive library of video and other instructional multimedia resources to enhance classroom instruction. Specific information regarding instructional multimedia support for the use of classroom materials and equipment may be obtained by contacting the campus Academic Success Centers.

A. Hugh Adams Central Campus
Building 17 954 - 201-6660

North Campus
Building 62 954 - 201-2260

Judson A. Samuels South Campus
Building 72 954 - 201-8909
Broward College’s bookstores are operated by Barnes & Noble College Booksellers. The bookstores offer a complete line of textbooks, new, used, eBooks and rental and selection of trade and reference books. We also have an extensive assortment of educational supplies and gift items. Services also include special orders for books and software not normally carried as basic stock and buyback of used college books. Prices are established according to the national standard typically found at other colleges and universities.

The bookstore accepts Visa, MasterCard, Amex and Discover credit cards. You can order your course materials online at: broward.bncollege.com Bookstore hours of operations are posted on our website at: www.broward.edu/studentresources/bookstore

A. Hugh Adams Central Campus Bookstore
Bldg. 19, Rm. 115 954-201-6830

North Campus Bookstore
Bldg. 46, Rm. 125 954-201-2224

Judson A. Samuels South Campus Bookstore
Bldg. 67 954-201-8805

Willis Holcombe Center Bookstore
Bldg. 33, Rm. 222 954-201-7402

Pines Center Bookstore
Bldg. 101, Rm. 158 954-201-3604

Weston Center Bookstore
Bldg. 110, Rm. 205 954-201-8529

Miramar West Center Bookstore
Bldg. 3103, Rm. 133

The College Campus Safety phone number is 954-201-HELP (4357).
The Campus Safety office on each campus provides students, faculty, staff, and visitors with safety tips and information, presence patrols, vehicle jump starts, 24-hour/365-day radio dispatch service, parking/traffic enforcement, as well as lost and found. There are also numerous emergency call boxes and Blue Light emergency phones located on all campuses. Broward College Campus Safety officers possess Class D security licenses issued by the State of Florida and are certified CPR/AED responders. Incidents of a criminal nature are referred either to police officers assigned to the campus and/or the local police department having jurisdiction over a specific campus or learning center. Each Campus Safety office maintains a daily incident log for that campus which will be made available upon request.

**Campus Security Authorities (CSAs)/ Responsible Employees**

For those who would prefer to report a specific incident or crime to someone other than Campus Safety or local law enforcement officers, Broward College has designated certain members of its faculty and staff to serve as Campus Security Authorities (CSAs)/Responsible Employees. Persons designated by the College as CSAs & Responsible Employees include: Academic Deans and Associate Deans, Campus Life Directors and administrators, The Athletic Director and Assistant Director, Athletic Coaches and Assistant Coaches, Faculty Advisors to student groups/clubs, and Student Affairs officials.

Visit the [www.broward.edu/safety](http://www.broward.edu/safety) to access the Annual Security Report, active shooter information, safety policy information, the College’s Severe Weather Plan, helpful brochures and pamphlets, and much more. The 2014 Annual Security Report is available online and in your local Campus Safety Office.

**The Annual Security Report**

Originally known as the Campus Security Act, the Jeanne Clery Disclosure of Campus Security Policy and Statistics Act (20 U.S.C. Section 1092(f)) is a federal law that requires many colleges and universities, such as Broward College, to disclose information on crime. The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains the crime statistics for three years and certain campus security policy and statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities (e.g., Cypress Creek Administrative Center). The statistics gathered must represent those from campus safety, contracted security and law enforcement, local law enforcement, and campus security authorities.
- Provide "timely warning" notices of crimes that meet specific guidelines and have occurred and pose an ongoing threat to students, faculty, and staff.
- Implement an emergency notification procedures to be utilized if there is an immediate threat to the health or safety of the students, faculty, and staff.
- Make available a public crime log that contains any crime that has occurred on campus and is reported to the campus safety department.
In accordance with *Title II of the Student Right To Know and Campus Security Act of 1990*, Broward College holds that students, faculty, staff, and visitors have a right to be aware of the amount of criminal activity that occurs on its campus. Broward College encourages all persons to report criminal activity that occurs on campus to Campus Safety and/or the appropriate law enforcement agency.

The College is providing the following statistics regarding campus crime as mandated by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. During 2013, the following criminal offenses occurred at Broward College:

- Aggravated Assault - 1
- Arson - 0
- Burglary - 0
- Dating Violence - 0
- Domestic Violence - 0
- Hate Crimes - 0
- Motor Vehicle Theft - 7
- Murder - 0
- Negligent Manslaughter - 0
- Robbery - 1
- Sex Offenses, Forcible - 0
- Sex Offenses, Non-Forcible - 0
- Stalking - 2
- Liquor Violations - 0
- Drug Violations - 12
- Weapons Violations - 1


### Career Centers

Career planning is available to all students and alumni of Broward College. A variety of services are available to assist students with setting their career goals and preparing for employment. Many services are available online or you can make an appointment for career counseling.

Services include:

- Career assessment and exploration
- Information on full and part-time positions
- Resumes and cover letters information
- Interest and personality assessments
- Interviewing and job search strategies
- Internships
- Career counseling and educational planning
Defining yourself is one of the first steps for career exploration:

1. Take self-assessments that will generate a list of prospective occupations that match your preferred work activities, interests, personality preferences, values, skills and life goals. Go to www.broward.edu, click on Student Resources, click on Career Center Network, and then click on self-assessment. Click on FOCUS and use the access code WOLF to get started.

2. Use computerized career information systems like Career Coach (www.broward.edu/careercoach) and print materials to evaluate various careers, working conditions, salary levels, and employment outlook. Research career options that match your major.

3. Make an appointment for individual career advising and/or job-seeking assistance.

4. Access online University transfer information to ensure a smooth academic transition to the University.

5. Access national educational directories and career libraries.

6. Employment services are available to all students and alumni of Broward College.

7. Employment services and Job readiness skills

8. Access full or part-time job listings and internships on our online job database at www.broward.edu/ccn

9. Access student work-study jobs online at www.broward.edu/financialaid/Pages/Work-Study-Jobs.aspx

10. Learn about on-campus employer recruitment events such as on campus visits and job fairs.

11. Obtain assistance with resume, cover letters, interviewing skills by attending a workshop and registering with the online database at www.broward.edu/ccn.

A student may visit a self-service campus Career Service Center at the campus location of his/her choice.

Central Campus,
Building 19, Room 117 954-201-6612

North Campus,
Building 46, Room 238 954-201-2355

South Campus,
Building 68, Room 100 954-201-8865

### Dining and Vending Services

Broward College Dining and Vending Services are contracted by the college and function as a service to the students, faculty, staff and administration by providing healthy dining options for the college community.

The College Dining Services offers many option such as; snacks and beverages, coffee and breakfast items, hot and cold sandwiches, soups and salads, pasta and daily chef specials, grilled
chicken with rice and beans. The College Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation and catering guide are available by visiting the Dining Services web site at: http://www.broward.edu/studentresources/dining/Pages/default.aspx

Dining Services accepts cash and credit cards.

The College Vending Services has many vending machines located throughout the campuses and centers. The vending machines contain snacks and beverages.

- A. Hugh Adams Central Campus
  Central Campus Dining
  Bldg. 19, Rm. 110 954-201-6459

- Library Café
  Bldg. 17, Rm. 130 954-201-6423

- Institute of Public Safety Café
  Bldg. 22

- North Campus
  North Campus Dining
  Bldg. 46, Rm. 115 954-201-2042

- Judson A. Samuels South Campus
  South Campus Dining
  Bldg. 68-C, Rm. 172 954-201-8335

Disability Services

Broward College complies with all relevant laws enacted at every level of government to provide access to students with disabilities. Students with documented disabilities are assured participation in all College activities and services. However, disclosure of a disability is voluntary and students cannot receive support services/accommodations unless he/she provides current documentation of his/her disability and registers with the Office of Disability Services (ODS) on his/her campus. The student will then be provided with the appropriate support services/accommodations based on his/her individual needs and College policy.

Some of the services available are adaptive technology, specialized testing, sign language interpreters, communication access real-time, readers, scribes, and note takers. Students receiving assistance from Vocational Rehabilitation or the Division of Blind Services are required to apply for financial assistance at Broward College. For further information, call 954 201-7655.
Admissions Procedures

The Board of Trustees establishes Admission Policies at Broward College (BC) aligned to State Statute 1007.263 and accompanying Board Rules. Broward College gives all students the opportunity to pursue an education beyond high school.

High school graduates with a standard high school diploma, a General Equivalency Diploma (GED), accepted Certificate of Completion (see specific Florida high school acceptable withdrawal codes in this section), and applicants who completed the requirements for home education may apply for admission to the College. Students without a standard high school diploma or GED may be admitted to specific vocational certificate programs.

Broward College has developed guidelines to determine the validity of high school diplomas in compliance with Federal Title IV Regulations. Student Financial Aid has developed minimum standards outlined in College Policy 5.01 and the accompanying procedure. All students are required to complete the requirements and procedures outlined for admission.

How to Apply

To gain admission to BC all students must complete the following steps.

1. Complete an online application for admission.

Log onto www.broward.edu. If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it is furnished to Broward College (BC) so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish BC with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

2. Determine Your Tuition Rate

As a State institution, there are two tuition rates: one for residents of the State of Florida and one for non-residents. Every applicant for admission must submit and complete the Residency Affidavit for Florida Tuition Purposes as a statement of his or her length of residence in the state. Students are coded out-of-state upon entry until they meet this statutory requirement and submit the required affidavit attesting to their length of residency in the state or supporting documentation to determine their residency for tuition purposes.

All residency documentation must be reviewed and validated before residency for tuition purposes can be established. Students who are unable to provide sufficient and acceptable documentation to provide residency their initial classification will remain coded as non-resident for tuition purposes and will be charged out-of-state tuition rates. Any changes to students’ initial residency determination must be made prior to the first day of classes for the semester enrolled. Thereafter, any residency status changes during enrollment, students must request that their residency is reclassified, which will impact all subsequent enrollment periods. Documentation to
support residency reclassification must be submitted to any campus or center admissions offices. Students who fail to submit documentation and still want to register for classes, tuition will be charged at the out-of-state rate. See tuition rates in the fee section of the catalog.

The Residency Affidavit may be obtained from the BC website at www.broward.edu/admissions/Documents/residency.pdf.

NOTE: Initial residency can generally be proven by providing two (2) of the documents listed above as acceptable. However, residency reclassification requires three (3) acceptable documents.

Residency for Tuition Purposes and Florida Statute

In determining a Florida resident for tuition purposes, the burden of proof rests with the applicant.

A Florida resident, or if a dependent child, his/her parent(s), must have established and maintained a legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes. The applicant must provide clear and convincing documentary evidence that his/her length of residence, or if a dependent child, his/her parent(s) length of residence, was for the purpose of maintaining a bona fide domicile and not for the purpose of maintaining a temporary residence for tuition purposes. Each student is required to provide a statement of residency through the submission of a Florida Resident for Tuition Purposes Affidavit.

A dependent child whose parents are divorced or separated may qualify as a resident for tuition purposes if either parent is a legal resident of Florida regardless of which parent claims the child as a dependent for federal income tax purposes.

A dependent child living with an adult relative other than his/her parent(s) may qualify as a Florida resident for tuition purposes if the adult relative has maintained a legal residence in the State of Florida for 12 consecutive months immediately prior to the student’s first day of classes. The dependent child must have lived with the relative for five consecutive years immediately preceding the term in which residency classification is being requested and claimed by that relative as a “dependent” under the Federal Income Tax Codes.

The following categories will be considered as Florida residents for tuition purposes.

- Active duty members of the armed forces stationed in Florida, or whose home of record is in Florida, and their dependents.
- Active duty members who are stationed outside of Florida who take courses online.
- Full-time instructional and administrative personnel employed by a public educational institution and their dependents.
- Qualified beneficiaries under the Florida Pre-Paid Post- secondary Expense Program.
- Others as permitted by Florida statute or rule.
Residency for Tuition Purposes Documentation

The applicant may be asked to submit the following documentation for himself/herself, parent(s) or the qualifying person.

- A copy of a Florida driver’s license.
- Proof of continuous physical presence in Florida for 12 consecutive months immediately preceding the first day of classes.
- Proof of being self-supporting for the 12 consecutive months immediately prior to the first day of classes.
- Any other documentation required to support a claim of Florida residency for tuition purposes.

Reclassification

Any student who seeks reclassification as a Florida resident must complete and submit a Florida Residency Appeal form obtained online at [http://www.broward.edu/admissions/Documents/reg-002.pdf](http://www.broward.edu/admissions/Documents/reg-002.pdf). At least three supporting documents must be submitted with the Appeal for reclassification prior to the first day of classes for the term in which reclassification is sought. All Florida Residency Appeals will be reviewed by the Florida Residency Appeal Committee and a decision provided to the student in writing. The Committee’s decision is final.

Residency requirements are determined by the State Legislators and are subject to change.

Policy Statement

Pursuant to College admission policy 5.01, students who falsify their residency or citizenship status upon admission or re-admission may be denied admission or dismissed permanently at the point the misrepresentation is discovered by the College. Any monies owed to the College must be paid in full.

Acceptance of Applicants

Upon completion of all admission forms and assuming eligibility, the applicant will receive an acceptance letter. Provisional admission status may be granted if all transcripts have not been received; however, all such documents must be received prior to registration for the student’s second term of enrollment. Registration will be blocked if transcripts are not received. Students are able to access transcript receipt history information through their myBC account.

Note: Students, who present falsified information may be suspended and credit for payments made, forfeited.
3. **Academic Transcripts**

Submit ALL Official Secondary and Postsecondary Transcripts: Request high school and other College transcripts for all colleges and universities attended, showing no coursework in progress. Submit electronic transcripts prior to the start of classes, or official paper copies to:

Broward College  
Registrar’s Office  
225 E. Las Olas Boulevard  
Ft. Lauderdale, FL 33301

All official transcripts are required PRIOR to the start of classes. Unofficial transcripts can be used for advisement prior to the start, but cannot be accepted for admission or in any decision relating to exceptions to College policy (Academic Standards Petitions).

NOTE: Students, who have earned 24 credit hours of Broward credit through dual enrollment or transfer credits from other colleges and universities, may present their official college transcripts in lieu of high school records. Students who receive Federal student aid at other institutions should understand and very carefully consider that the College has access to information relative to prior institutions attended where aid was awarded. Students should not abstain from submitting prior records when seeking admission to Broward College.

**Official Non-U.S. Transcripts**

Students who attended a university outside the United States and want consideration of prior coursework for credit and course equivalency must submit their documents to a commercial evaluation service, with upper and lower level course identification and translation to English. Students who hold F1 or M1 Visas should refer to the International Students section of this catalog for additional information.

Students residing in the U.S. with prior coursework from postsecondary institutions outside of the country must follow the same guidelines as indicated relative to submitting all prior coursework for evaluation. Transcripts in languages other than English must be translated.

**Transcript Submission Timeline**

College students entering BC from high school or other postsecondary institution must submit all official and complete high school and college records prior to advisement and registration for their first term of enrollment. The College uses information from these records to appropriately advise students in college level courses. Registration will be blocked until the official transcripts are received.

Transfer students have the same requirement and must submit their official academic records, with no coursework in progress, from all institutions attended. All transcripts must be received and evaluated by the College prior to the student’s first day of classes. Financial aid can be awarded to students who submit their high school record. However, at the point the College
determines a student did not disclose that they attended another postsecondary institution, and/or did not submit their transcript(s) for evaluation, aid will not be packaged and awarded or will be removed. In cases where the aid has been awarded and received, the student may be required to repay aid received if the student was ineligible to receive it.

NOTE: The College will make every attempt, but cannot guarantee that college transcripts will be evaluated if received less than 30 days prior to the start of classes.

Policy Statement

Pursuant to the College’s Admissions policy 5.01, students who attended U.S. colleges and universities and fail to submit complete transcripts from those institutions will be sanctioned and disciplined per the Student Code of Conduct when the falsification is discovered. Students could face permanent expulsion. Registration will be blocked for students who fail to submit transcripts prior to the start of classes.

4. Application Fee

All new students must pay the one-time, non-refundable application fee of $35.00 (for U.S. citizens and permanent resident aliens) or $75.00 (for International Students). Transient students are not charged an application fee, but are charged a transient fee not to exceed $5 per course enrolled. This is a processing fee and will not be refunded if the student does not enroll. Students who have submitted their FAFSA and are eligible for Federal Student aid can request their application fee payment is deferred and paid once aid is awarded.

The application fee is payable through any of the following methods:

- Online with a credit card at www.broward.edu
- By mail with a check or money order mailed to:
  North Campus Cashier’s Office
  1000 Coconut Creek Blvd.
  Coconut Creek, FL 33066

  Checks or money orders for payment of the application fee must be made payable to Broward College in U.S. ($) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.
- In-person with cash, check, money order, debit card, or credit card at a campus Cashier’s Office. The authorized user must be present for credit card and debit card payments. Checks may be converted to ACH transactions.
- Deferred payment with Aid is done on a case-by-case basis at each campus registration office.

5. Federal and State Financial Aid

Students who need assistance paying their tuition and fees must complete a Free Application for Federal Student Aid (FAFSA). To be considered for grants, institutional athletic and non-athletic
scholarships, Federal direct subsidized and unsubsidized student loans, or work/study, a student must file a FAFSA annually for each academic year where aid is requested. Students do not need to be admitted to the College to apply for financial aid; however, before financial aid can be awarded, the student must be registered for classes and complete the verification process determined by Federal government and selected by the College.

NOTE: Students and parents are encouraged to file their taxes prior to completing the FAFSA and when completing the FAFSA should use the IRS Data Retrieval tool in order to avoid verification of income purposes.

Florida Bright Futures students are not required to complete the FASFA to be eligible to receive their Florida Bright Futures awards. However, if students want to determine their eligibility for Federal, State and other forms of student aid, they must complete the FAFSA and all other requirements aligned to the aid source.

NOTE: The Federal student aid application is available online at www.fafsa.ed.gov. Broward College’s school code is 001500. When completing the FAFSA, Federal guidelines require that all eligible students use the IRS data retrieval tool. In most cases when students and parents who use the IRS data retrieval tool to populate their income information their records may not be selected for income verification as long as prior year income taxes have been filed for all applicants included on the FAFSA. Students who elect not to use the tool when completing their FAFSA, and if selected for verification of income, per Federal regulation, the only form of documentation that can be accepted by the College is an IRS tax transcript. Paper copies of tax returns can no longer be accepted. For more information refer to the Student Financial aid section in the catalog or College Policy 5.11.

6. Skills Assessment Tests

Students applying for admission to the College as a degree seeking student may be required to take the college placement test to determine the level of readiness in reading, English, writing and math courses.

Exempt students

Effective January 2014, students who entered a Florida public or charter high school beginning in the 2003 school year and thereafter and graduated with a standard high school diploma beginning 2007 and thereafter, as well as active duty military personnel, will be exempt from placement tests and can opt out of development education courses. These students can enroll directly into gateway and college-level courses. Students who fall into this exempted category are required to meet with an advisor to determine their career and educational plans.

NOTE: Students should consider how long they have been out of high school, the when was the last time they were enrolled in a English or math course, and/or the grades earned in these courses. Exempted students can take MOOCs, boot camps and other skills remediation options prior to enrollment in the gateway, college-level or other courses, as well as, opt into development education in preparation for college-level work.
Students who do not fall into this recent graduate definition (non-public Florida and non-Florida high school graduate, GED holders, homeschooled students and graduates of a public school prior to 2007) must complete a skills assessment common placement test. The placement tests is not a pass or fail test, but rather a test given to determine students’ placement level in Math, English and Reading. Students may also satisfy this requirement by providing test scores for other approved tests for placement purposes taken prior to attending the College. These test scores must not be more than two years old. All students will have an option to choose how they remediate their skills prior to placement in developmental or college-level courses. All students will be advised regarding their developmental education options and can choose the best option that best fits their learning style. Transfer students who have earned college-level credit in Math and English may also be exempt from taking the assessment test if C or better grades were earned in these courses.

NOTE: The College’s placement test is the Post-Secondary Readiness Test (P.E.R.T.). P.E.R.T. is the approved test for all State colleges in Florida.

Students may submit scores on other approved placement tests (E-ACT, RSAT, CPT, ACT Compass) taken within two years of admission. The College encourages students to review for the test or take a skills remediation option prior to taking it. Non-degree seeking students are not required to take the placement test until after completion of 12 credits of coursework. (See the Admission Categories section of this catalog.)

7. Advisement

Complete the mandatory New Student Orientation that is required of All first-time in-college-students. Students may choose from a variety of schedules to select and attend one of the sessions at any Broward College campuses or centers. Students will be prohibited from registering until they attend an orientation session.

All new and continuing students are required to meet with an Academic Advisor to develop an educational plan prior to the end of their second term of enrollment. Education plans help guide students through their program of study and ensures on time completion of required coursework if courses are taken and passed in the recommended sequence. Students who have an educational plan tend to attain success at higher levels; therefore, all students should have a career objective aligned to their program of study with an education plan that indicates which courses should be taken for completing the student’s selected program of study.

NOTE: Associate of Arts and Associate of Science graduates who take hours that do not apply toward their program of study and/or change their majors multiple times can accumulate excess hours. The State universities in Florida charge and require students to pay a surcharge that is often higher than the tuition rate for credits in excess. Students are encouraged to have an advisement plan and take only hours required for their degree program. Federal student aid (Pell grants and student loans) is also impacted by excess hours in the pace (attempted versus earned) and maximum time frame to complete (150% of the program requirements).
8. **Register for Classes**

Students should register for classes each term based on a defined career objective and education plan. Early registration is highly recommended. Registration dates are listed on the Academic Calendar published on the web and included in this catalog. More detailed information on how to register is included in the corresponding section of this catalog.

9. **Tuition and Fees**

Student fees must be paid in full prior to the fee payment due date. Students can pay fees through any of the following methods:

- **Financial Aid** - Students who use Financial aid sources (grants, scholarships, and/or loans) to provide full or partial coverage for all or part of their enrollment prior to the start of classes. Once coverage is applied it remains on the schedule until the student cancels their enrollment at the College. Information Note: Before the financial aid can be officially disbursed, students must validate their enrollment during the first three weeks of classes. Students who attend classes after the 100% refund date and drop any or all classes can expect their aid to adjust by their enrollment status. When students use financial aid to cover their classes, they should expect to incur charges when changes to their schedule are made that cause aid to adjust.

- **Tuition Payment Plan** - Students may pay in incremental installments when they sign up to use the tuition payment plan. See the Tuition and Fee section of the catalog for more details or the college’s website.

- **By mail with a check or money order** - Checks and money orders must be made payable to Broward College and include the student’s identification number. Checks and money orders must be in U.S. ($) dollars and drawn on a U.S. bank. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted. Checks and money orders may be mailed to:

  North Campus Cashier’s Office  
  1000 Coconut Creek Blvd.  
  Coconut Creek, FL 33066

- **Third-Party Payment** - Florida pre-paid, Workforce One, Vocational Rehabilitation, Veterans (GI BILL), Active Duty (Tuition Assistance (TA) etc.

- **Fee Waivers and Exemption** - Eligible students may be eligible to receive a fee waiver or exemption. See the Student Fees and Tuition section of the catalog.

NOTE: Classes will be dropped for non-payment if tuition is not paid by the fee payment due date. All students must drop courses prior to the 100% refund date to avoid charges.
10. **Obtain a BC identification card**

All students who are pursuing a degree, certificate or diploma must obtain and carry a BC photo identification card. It is used for identification, for verification of BC status, for using College services such as libraries and Learning Resource Centers, accessing information for financial aid or other student services that require identification of student status, and for gaining access to other BC facilities. The BC I.D. card may be obtained in the Student Life Office on each campus/center. Veteran students will receive an ID with their veterans status noted and will receive priority services on campus and centers.

11. **BC Student Email**

All students are required to access and set up a BC student email account. This free Microsoft’s Office 365 student e-mail service is more than just e-mail, Microsoft’s Office 365 is browser based and offers students the latest technology in e-mail with a long list of benefits and features such as Single e-mail sign-on, Sync to your other e-mails, 25 GB e-mail file storage, Social Networking, Access, view, edit documents from anywhere using Microsoft Office on the Web, Edit Word, Excel, PowerPoint, and OneNote online without additional software, Mobile access to e-mail, IM, text, calendar, blogging, and campus directory from virtually any computer or mobile device (phone) with an Internet connection, Instant messaging, Ability to continue to use e-mail after leaving Broward College and more.

Communication with faculty, staff and administrators is done with electronic communications. Email is the college’s standard means of communication with students and students are expected to activate their free BC email account and read their email frequently so important information is not missed. Access the Broward College website at www.broward.edu where email accounts can be set up through the student’s myBC login and by clicking on the student email/account information icon.

**Admission Status**

To meet the needs of a diverse community of learners, students can enroll as the following:

- Degree seeking - degree, diplomas and certificates (financial aid eligible)
- Non-degree - seeking up to 12 college credits (not financial aid eligible)
- Transfer – students who have taken one or more credits at another College or university. (Financial aid eligible depending on standards of academic progress for credits that apply to the degree program at Broward College.)
- Transient – students who are enrolled at another college or university and want to take courses at Broward College. (Financial aid can only be processed by the home institution.) Students who take courses at Broward will need to pay for those courses at the transient institution, without financial aid, and will be reimbursed when aid is disbursed at their home institution.
Degree Seeking Students

Students who intend to complete an associate degree (Associate of Arts - AA, Associate of Science – AS, or Associate of Applied Science - AAS), must have a standard high school diploma with an eligible high school withdrawal code as noted in the high school withdrawal code table; a GED; or must be home education graduates who completed requirements in accordance with Florida Statutes. To be admitted as degree seeking, all students must submit official complete transcripts from high school and all colleges attended beyond high school prior to enrollment.

The Florida Department of Education defines public high school withdrawal and diploma codes that are eligible for admission to degree programs and are noted in the table below. Florida statute 1003 F.S. guides the general requirements for high school graduation.

<table>
<thead>
<tr>
<th>Withdrawal Code</th>
<th>High School Graduation</th>
<th>Degree Seeking</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Standard High School Diploma</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W06</td>
<td>Standard Diploma</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W07</td>
<td>Special Diploma (Option One)</td>
<td>No</td>
<td>No**</td>
</tr>
<tr>
<td>W10</td>
<td>Standard Diploma (GED Exit Option)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W27</td>
<td>Special Diploma (Option Two)</td>
<td>No</td>
<td>No**</td>
</tr>
<tr>
<td>W43</td>
<td>Adult Standard High School Diploma</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W52</td>
<td>Adult Standard High School Diploma (Alternate Assessment)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W6A</td>
<td>Standard Diploma (18-Credit College Prep)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>W6B</td>
<td>Standard Diploma (18-Credit Career Prep)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WFB</td>
<td>Standard Diploma (18-Credit Career Prep, Alternate Assessment)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WFT</td>
<td>Standard Diploma (Accelerated, Alternate Assessment)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WFW</td>
<td>Standard Diploma (FCAT Waiver)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WRW</td>
<td>Standard Diploma (Statewide Standardized Assessments Results Waiver)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WGA</td>
<td>Standard Diploma (GED Exit Option, Alternate Assessment)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WXL</td>
<td>Standard Diploma (Academically Challenging Curriculum to enhance Learning, ACCEL options)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WXT</td>
<td>Standard Diploma (Academically Challenging Curriculum to enhance Learning, ACCEL options and satisfied the state graduation test requirement through an approved state concordant and/or comparative score)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>WXW</td>
<td>Standard Diploma (Academically Challenging Curriculum to enhance Learning, ACCEL options and satisfied the state graduation test requirement with an approved statewide assessment waiver)</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
## Sources:

High School Withdrawal Code

- Automated Student Information System (K-12) Appendix A
- Automate Student Information System (Adult Students) Appendix B

High School Graduation (Florida Statutes)

- **1003.4282** Requirements for a standard high school diploma
- **1003.4295** Accelerated high school graduation options
- **1003.433** Learning opportunities for out-of-state and out-of-country transfer students
- **1003.435** High school equivalency diploma program
- **1003.438** Special high school graduation requirements for certain exceptional students
- **1008.22** Student assessment program for public schools

College Admissions (Florida Statutes)

- **1007.263** Florida College System institutions; admissions of students

**With the elimination of the Ability to Benefit provision, students first enrolled after July 1, 2012 without a standard high school diploma or its equivalent will be ineligible for Title IV student aid.**

NOTE: A complete list of withdrawal codes can be accessed using the links provided above.

### Degree Seeking Students High School Graduates with Non-Standard Diplomas

Eligible Florida High School Graduation Codes are noted on the high school withdrawal code table. Some of these graduation codes allow students to admit and seek degree-seeking programs of study. Students who hold these diplomas can admit as a degree-seeking student.

Note: No Federal student aid can be awarded to a student who does not hold a valid high school diploma recognized by the State of Florida as eligible for Federal student financial aid. Students who earn certificates of completion may enter Broward College, and State need-based aid and institutional aid can be awarded upon initial enrollment. Students may apply for Federal student aid once they have earned 24 college level credits.
Applicants Seeking Bachelor degrees

Broward College offers Bachelor degree programs various workforce demand areas. Students interested in applying to one of the College’s bachelor degree programs should refer the Bachelor degree section of the catalog. Students can also transfer to a four-year university upon completion of their AA or AS degree at Broward College.

NOTE: Students who transfer without completing a degree are subject to course-for-course transfer guidelines. Students who complete an AA degree and transfer to a Florida College will be under the Florida 2+2 transfer guidelines.

Degree or non-degree seeking students with Earned Degrees

Students with earned Bachelor degrees can apply and enroll in degree or non-degree seeking programs. Federal Pell is not available to students with earned bachelor degrees. However, students should complete the FAFSA for student loans eligibility.

Students holding earned AA degrees cannot earn another AA degree

Students with earned AA, AS or AAS degrees can earn other associate in science degrees. There are limits on the number of Pell semesters for a bachelor degree. As such, students are encouraged to progress to the next level rather than earning multiple degrees at the same level. Students should meet with academic and financial aid advisors to understand the impact on their Federal student financial aid when pursuing degrees at the same level.

Policy Statement

Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor’s degree or who are enrolled in certain post baccalaureate programs that lead to teacher certification or licensure.

Per Federal student aid regulations students who received a Pell Grant for the first time can only receive the Pell Grant for up to 12 semesters or the equivalent.

NOTE: Students are encouraged to persist toward a bachelor’s degree rather than using all of their Pell eligibility at the associate degree, two year level.

Non-Degree Seeking Students

Students who wish to take college credit or vocational credit courses for personal enrichment or career exploration, and who do not intend to seek a degree or a certificate, will be admitted as non-degree seeking students.

Non-degree seeking students still:

- must submit a valid high school diploma, GED or home school certification, but are
not required to submit placement test scores; prove Florida residency for tuition purposes or pay out-of-state fees may be allowed to enroll in up to 12 semester hours of coursework, that does not require placement, without declaring intent toward a major. Enrollment beyond 12 semester hours will require the student to complete the full admission process, including placement testing;

- are required to adhere to pre-requisites, which may create a need for placement testing;
- are not eligible for any financial aid.

Certificate/Applied Technology Diploma Applicants

Requirements for applicants who intend to complete a Vocational Certificate, Technical Certificate or Applied Technology Diploma vary from program to program. Specific requirements for certificate and applied technology programs are in the academic section of this catalog.

Documents that may be required include:

- high school diploma or GED
- transcripts from all colleges/vocational centers previously attended.
- placement test scores (TABE or PERT)

Non High School Graduates may enroll as a non-degree seeking student in a limited selection of postsecondary adult vocational courses or continuing education courses. Such applicants may not be admitted to college credit programs. These applicants are encouraged to meet with an academic advisor prior to starting the application process at the College.

Broward College Re-Entry Students

Students who have prior enrollment history at the College and have not attended BC for one academic year, and are in good academic standing, must submit a Re-Entry Application to update personal information, (which includes a valid SSN or TIN number, see additional information under the section labeled “How to Apply” item number 1 in this chapter), re-certify Florida residency, and verify educational goals. If the returning student requests a change from non-resident status, a petition for reclassification must be filed with the Admission’s Office.

Policy Statement

Per College policy, any falsification of residency status may lead to permanent dismissal, loss of credit earned and repayment of any fee related to the incorrect prior classification.

If the returning BC student has attended another Florida state institution within the last 12 months while not enrolled at BC, and that institution declared the student a Florida Resident for Tuition Purposes, their residency status will be honored upon entry or re-entry. An official and complete electronic transcript showing no work in progress must be submitted to BC from all colleges and universities attended while not enrolled at BC.
Transfer Students

Transfer students are students who have previously attended another college or university and wish to continue their education at BC. Transfer students must follow all the admission procedures indicated in this section of the catalog. Transfer students should also observe the following requirements: Students who have fewer than 24 credits at the college level must submit official electronic transcripts from their high school and all colleges and universities attended.

Students who are not in good academic standing (on suspension or dismissal) must see an Academic Advisor to petition the admission status upon application for admission to BC. Students who have attended a college/university outside the United States are required to provide a course by course commercial translation and evaluation with upper and lower level course identification for all course work completed. Requested documents must be presented prior to registration for the student’s first term of enrollment. Students whose transcripts are not on file at the college will be blocked from registering for their first term of entry/re-entry.

International Students (F-1 and M1 Student Visa status) Admissions Procedures

Students must contact the International Student Admissions Office three to six months in advance to obtain an Admissions Packet specifically for F-1 and M1 applicants. The packet contains the required admission procedures to Broward College. F1 and M1 applicant must submit all required documents for admissions by the deadline shown in the packet. NOTE: All international students must be enrolled in a degree seeking program as a full-time student (12 credit hours or more). See the International Students section of this catalog for additional international admission information.

Non-Eligible High School Diplomas Holders with Earned College Credit Students who were eligible to dual enroll while attending high school and hold a non-eligible high school diploma that does not qualify for admission to Broward College, may be eligible for admission IF they earned 12 credits as a dual enrolled student at a regionally accredited postsecondary institution with a C or better in each course. Students who earned a non-eligible diploma and earned less than 12 college credits may enroll as a non-degree seeking student until 12 college credits are earned and then apply for admission to Broward College. No student aid is available.

Eligible High School Diploma Holders with College Credits

Students who earned dual enrolled credit and wish to continue their enrollment after high school graduation must complete a re-entry form and follow the same procedures outlined for college admission.

Students can enroll as a Broward College degree-seeking students in the summer sessions 1, 2 or 3 and use their college transcript for admission if they complete 24 college credits. Students who
completed fewer than 24 college credits must submit their official high school diploma prior to grades be awarded for the summer session.

**Dual Enrolled Student Admissions**

Students who wish to enroll in the dual enrollment program must first meet with their high school guidance counselor to determine eligibility for the program. Eligible students must do the following to enroll:

1. Work with the high school guidance counselor to complete a Dual Enrollment Recommendation form. The form must be signed by the high school guidance counselor and the principal/designee.
2. Complete a BC online application.

The high school guidance counselor will submit the required documentation related to GPA verification and college level test scores to the college for review by the established deadline. Please visit the Dual Enrollment website for complete program guidelines and expectations – [www.broward.edu/dual](http://www.broward.edu/dual).

NOTE: Please reference the Credit for Prior Learning section for details on student eligibility requirements.

**Health Science Admissions**

Health Science programs are limited access. Students who are admitted to Broward College may declare a health science career pathway (meta major), but they are not considered to be admitted into that program until all the admissions requirements are satisfied and the applicant submits the required supplemental application and applicable application fee.

All health science program admission is very competitive. Limited access programs admits a limited number of students each year in each program. Specific admissions requirements and selection criteria apply. A student may apply to a health science program after satisfying the requirements to be considered for a seat in the desired program, and within the program’s application period.

Program acceptance is based on students satisfying the prescribed requirements for program application and meeting selection criteria. Each cohort selection is based on the strength of the applicant pool received in a specified application period.

Prior to applying and submitting documentation for Admission to a Health Science program, students must:

- Complete all developmental education coursework, if required, and pre-requisite requirements for the specific health science program of interest. Specific program admission requirements and application timelines for submitting a Health Science Limited Access application are available in Appendix C of the Catalog as well as online.
at [www.broward.edu/admissions/Pages/ Health-Sciences-Admissions.aspx](http://www.broward.edu/admissions/Pages/ Health-Sciences-Admissions.aspx).

- Complete a Health Science Limited Access Application for the desired Health Science program(s).
- Submit the Health Science Limited Access Application to a Health Science Admissions Office located on the Central Campus in Building 19, Room 101; or on the North Campus in Building 46, Room 252.
- Each application for admission will incur a $20.00, non-refundable Health Science application fee payable online or any campus Cashier’s Office.
- Activate the free BC student e-mail account. Information about setting up the e-mail account can be found online. All communication will be sent to this email address, including admission decisions.

### Selection Criteria

Admission selection is determined from a review of the applicant pool. Meeting the minimum admission requirements provides prospective applicants’ eligibility to submit applications for admission consideration yet does not guarantee acceptance into the program. Candidates, who earned the most points by weight, taking into consideration all requirements, are selected for admission. No exceptions are possible.

### Number of Students Admitted

Most Health Science programs admit students once each year. Few programs admit each semester. The number of students selected to these limited access health science programs varies with the availability of clinical facilities, state licensing regulations, and other related criteria.

### Notification of Admission

Admission decisions are accessible through the student’s myBC account and clicking on the Limited Access Application Status icon. Admitted students to respective programs are notified of a mandatory preadmission meeting through their BC email. Upon notification of acceptance, students are required to acknowledge their attendance. Any student who does not attend the mandatory preadmission meeting will forfeit their seat offer. A selected candidate may request a one-time deferral to the next available

### Criminal Background Check and Drug Screening

Students applying to a Health Science program are subject to a criminal background check and drug screening which is required as a prerequisite to attending any clinical practicum while enrolled in the program. A student needs to be aware that participation and placement may be denied at a clinical agency based on the background or drug screening results and the clinical agency’s pre-employment screening policy.

Should such denial occur, the health science program cannot guarantee an alternative facility placement. Withdrawal from the program will be necessary if a student cannot meet requirements as they relate to the clinical site.
If a student is admitted to the College based on their background check and screening and is allowed to complete a clinical experience, it does not guarantee the student will be eligible to sit for the certification or licensing exam. Pursuant to Section 456.0635, Florida Statutes, effective July 1, 2009, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate to sit for the examination if the applicant has been:

- Convicted or plead guilty or nolo contendere to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
- Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

Nursing graduates taking the NCLEX-RN must be able to provide one or more of the acceptable forms of identification as described on the Testing Center’s website - www.pearsonvue.com/ncler. Strict candidate identification requirements have been established by the National Council of State Boards of Nursing (NSBN). Find out more at: www.ncsbn.org/1213.htm. Temporary identification must meet the requirements listed on the Pearson VUE website.

NOTE: The College reserves the right to change any of the policies at any time, including those related to admission and admissions criteria.

**Bachelor Students**

Broward College offers bachelor degree programs in various workforce demand areas. You may be eligible to apply for admission to one of the following bachelor degree programs upon completion of an Associate of Arts (AA), an Associate of Science (AS), or 60 applicable college-level credits. Applicants to Bachelor programs must first apply and be accepted by Broward College as a degree-seeking student ($35.00 application fee required or $75.00 for International applicants).

In addition, the bachelor student must meet admission requirements for the Bachelor program for which they are applying. A supplemental application is also required. The supplemental application for each bachelor program is available on the Broward College website at www.broward.edu/admissions/Pages/BachelorProgram.aspx

**Bachelor of Applied Science - Admission Requirements**

The Bachelor of Applied Science (BAS) is an open access program designed for the adult learner who has earned a two year technical degree and wishes to advance professionally. Broward
College offers four BAS programs: Supervision and Management, Technology Management, Information Technology, and Supply Chain Management.

General admission to Broward College is required, and students will submit a supplemental application to the program. Applicants for the BAS program should have completed a minimum of 15 semester hours of general education requirements as part of their AS or AAS degree. The remaining general education semester hours (totaling 36) will be completed during the Bachelor of Applied Science degree program. Students will meet all of the State of Florida Bachelor of Applied Science general education requirements to be awarded the Bachelor of Applied Science (BAS) degree in Supervision and Management. Students with an Associate in Arts degree (AA) or 60 college credits may be admitted to the program upon recommendation of the Dean Bachelor of Applied Science, and Dean for Student Affairs.

Applicants are required to have a cumulative grade point average (GPA) of 2.0 on a 4.0 scale in all post-secondary coursework. Applicants must be in good academic standing at the last institution they attended. Broward College will automatically access the transcripts of previous or current students applying to the BAS program. As part of the admission process students are required to complete an educational plan; please access the website for more specific procedural information regarding the assistance that will be provided through a personal advisor or counselor in developing the student’s educational success plan.

Students currently attending Broward College who wish to apply for the BAS program are required to complete the supplemental program application.

Graduates or returning Broward College students who wish to apply for the BAS program are required to complete the re-entry application and the supplemental program application.

New students to Broward College must complete the Broward College admissions application, and complete the supplemental application for the BAS program.

International students must first be admitted into Broward College. They are also required to complete the BAS program supplemental application. Please refer to the international admission requirements listed in the online Broward College catalog at [www.broward.edu](http://www.broward.edu).

Transfer students must submit a general admission application and complete the supplemental application for the BAS program.

**Bachelor of Science in Education - Admission Requirements**

The Bachelor of Science in Education uses a 2+2 model requiring the completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university for entry into the program. Broward College offers five Bachelor of Science in Education Programs: Exceptional Student Education with a Reading and ESOL Endorsement, Middle Grades General Science, Secondary Biology, Middle Grades Mathematics, and Secondary Mathematics.
Applicants must meet the following requirements:

1. The completion of an Associate of Arts Degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university and these credits must include 36 hours of General Education requirements.
2. Grade point average: A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework.
3. Letter of recommendation: Student must submit a letter from someone who knows them professionally, educationally or personally.
4. Transcripts: Student must submit official transcripts from every post-secondary institution added.
5. Academic requirements: Student should be in good academic standing at their last attended institution and have completed the following prerequisite courses:
   - EDF1005 Introduction to the Teaching Profession
   - EDF2085 Introduction to Diversity and Exceptionalities for Educators
   - EME2040 Introduction to Education Technology
   NOTE: Students must have earned a grade of “C” or better. The math and science programs require additional prerequisites. Please refer to program sheets for specific prerequisite course requirements.
6. Foreign language requirements: Two years of sequential foreign language studies from high school or eight semester credit hours at the college level are required.
7. Student must pass the General Knowledge Exam (GKE) or College Level Academic Skills Test (CLAST): Student MUST pass the essay portion of the GKE to enroll. All parts of the GKE must be successfully completed by the 15th credit in order to be fully admitted to the program. If the student passed the CLAST prior to July 1, 2002, they may be exempt from the GKE.

Students must meet all admission requirements before acceptance into the program.

In addition to the required upper-division coursework, students must pass the Florida Teacher Certification Exams in order to successfully complete the bachelor’s program.

Bachelor of Science in Environmental Science - Admission Requirements

The Bachelor of Science (BS) in environmental science is designed for students that wish to pursue a career as a laboratory/field technician and/or progress to a graduate degree program (MS or PhD). The curriculum provides the students with a foundational understanding of science, critical thinking skills, experiential learning, ethics and specific technical knowledge and skills required to work in the laboratory or the field. The program has two tracks – Biosecurity and Physical Science.

The Biosecurity track focuses on ecology, entomology, plant science, genetics and other aspects of environmental science. An optional Advanced Technical Certificate in Geographic Information Systems (GIS) provides additional discipline skills and knowledge that will make them competitive for employment within the environmental and biological science workforce.
The Physical Science track focuses on geology, hydrogeology, oceanography, and other aspects of environmental science. An optional Advanced Technical Certificate in Geographic Information Systems (GIS) provides additional discipline skills and knowledge that will make them competitive for employment within the environmental and physical science workforce.

Applicants must meet the following requirements:

1. The completion of an Associate of Arts degree, an Associate of Science degree, or at least 60 semester credit hours of postsecondary education from a regionally accredited college or university and these credits must include 36 hours of General Education requirements.
2. Grade point average: A cumulative grade point average of 2.5 on a 4.0 scale in all general education coursework.
3. Letter of recommendation: Student must submit a letter from someone who knows them professionally, educationally or personally.
4. Transcripts: Student must submit official transcripts from every post-secondary institution added.
5. Academic requirements: Student should be in good academic standing at their last attended institution and have completed the following prerequisite courses with a “C” or better:
   Biosecurity Prerequisites
   - BSC2010 Introduction to Biology I
   - BSC2010L Introduction to Biology I Lab
   - CHM1045 General Chemistry (or CHM1032 or CHM1025)
   - CHM1045L General Chemistry Lab (or CHM1032L or CHM1025L)
   - BSC2011 Introduction to Biology II (or ZOO2010, BOT2010, MCB2010 or ORH2527)
   - STA2023 Statistics

   Physical Science Prerequisites
   - BSC2010 Introduction to Biology I
   - BSC2010L Introduction to Biology I Lab
   - CHM1045 General Chemistry (or CHM1032 or CHM1025)
   - CHM1045L General Chemistry Lab (or CHM1032L or CHM1025L)
   - GLY1010 Geology
   - GLY1010L Geology Lab
   - STA2023 Statistics

6. Foreign language requirements: Two years of sequential foreign language studies from high school or eight semester credit hours at the college level are required.

**Bachelor of Science in Nursing - Admission Requirements**

The RN-BSN Program is designed for Florida licensed registered nurses who have earned a two-year associate of science degree and wish to advance professionally. Applicants must complete the following requirements prior to formal admission into the RN-BSN Program:

1. Submit a supplemental application to the RN-BSN Program by the deadline: for winter
admission, the deadline is August 30, and for fall admission the deadline is April 30th of every year.

2. Possess an Associate of Science in Nursing degree or higher from an accredited institution recognized by Broward College.

3. Possess an unrestricted and unencumbered active license as a registered nurse in Florida if enrolling in face-to-face classes. Applicants who do not hold an active Florida Registered Nurse license should contact - The Florida Board of Nursing at: (850) 245 - 4125.

4. Apply for Financial Aid before the published deadlines on the Student Financial Aid webpage.

5. Achieve a minimum 2.5 overall cumulative and a 2.5 nursing GPA.

6. Successfully complete required health forms.

7. Successfully complete a (level 2) background investigation and drug screening (fee required).

8. Successfully completed statistics (STA 2023) or equivalent course recognized by Broward College.

9. Successfully completed a minimum of 24 General Education requirement credits.

**Transient Students**

Transient students are students who are currently enrolled at another institution and have permission from that institution to take one or more classes at Broward College. These students do not intend to transfer to, or seek a degree or certificate at BC. These students are required to do the following:

- Out of state and private school students should complete a BC application online at http://www.broward.edu/Pages/Home.aspx. The student must provide a valid SSN or TIN number; see additional information under the section labeled “How to Apply” item number 2 in this chapter.
- Transient students from Florida public post-secondary institutions are required to request permission from their home institution by applying through the Florida Virtual campus website at www.flvc.org. The application will initiate an automatic request.
- A letter from the home institution should indicate that the student is in good academic standing and state the specific course(s) the student is being granted permission to take.

Transient students should note that some BC courses may have prerequisites or co-requisites, including labs. Transient students accept full responsibility for possessing or acquiring, at the time of enrollment, the knowledge and/or skills that these pre-and co-requisites provide.

Transient students are responsible for requesting that an official transcript be sent to their home institutions after completion of coursework at BC. There will be a fee assessed for that transcript.

**Non-credit Students**

Students who are interested in taking non-credit courses may enroll by completing a non-credit application for admission. No other admission procedures apply to non-credit courses.
Applicants can register for continuing education and economic development non-credit courses online at [www.broward.edu/academics/ce/Pages/default.aspx](http://www.broward.edu/academics/ce/Pages/default.aspx).

| Family Educational Rights and Privacy Act (FERPA)  
| Broward College Policy 6Hx2-5.03 |

Broward College (the “College”) will provide access to student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Florida Statutes, Chapter 1002.22. All requests for student records must be made to the Custodian of Records/Vice President for Student Affairs and Enrollment Management.

No record will be created or retained without a legitimate educational purpose for the information contained therein.

The College will protect the confidentiality of a student's record and share information only with members of the College community who have a legitimate educational interest, to another educational institution when the student is seeking or intending to enroll at that institution, is part of an authorized Federal, State, or local audit of such records in compliance with applicable law, in connection with the determination of financial aid eligibility or enforcement, pursuant to a lawfully issued court order, a properly prepared subpoena, to a contracted vendor of the College performing an authorized service where there is a legitimate educational interest for the vendor to have access to such records, or the information is designated directory information.

In response to a lawfully issued court order or a properly prepared subpoena, the College will seek to notify the student or the student’s representative counsel when educational records are requested and before these records are released.

Student records of a counseling or non-academic nature will not be made available to any outside person without written authorization from the eligible student or parent unless those records are specifically requested in conjunction with federal or state laws or court orders. In the case of properly prepared subpoenas, the release of the record will only be given when the student has been notified and payment of the fee established by the Board of Trustees has been paid.

**FERPA and the Student**

Students have the right to inspect their own official records and to authorize the College in writing to release information to outside sources. In accordance with the provisions of Florida Statutes, Chapter 1002.22, eligible students and parents have a right to challenge the content of their record. An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the Office of the Associate Vice President for Student Affairs/College Registrar, or the Vice President for Student Affairs and Enrollment Management.

Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to dispose of the document should they produce the document. A student-generated document is information generated by
the student for his/her own use. When such a document is presented to the College, it shall be
reviewed and then returned to the student or eligible parent.

FERPA and the Parent of the Student

According to Federal FERPA Regulations 34 CFR 99, and Florida Statute 1002.22, the parents
of a student who has reached the age of 18 years or is enrolled in a post-secondary program no
longer have any rights under the provisions of this policy, unless the student gives written
consent to release the information to the student’s parents, or the parent provides evidence that
the student is a dependent of the parent as defined in the Internal Revenue Code. The Parent of a
student must establish his/her eligibility by providing dependency documents, including, but not
limited to providing the most recent copy of a Federal tax return naming the student as a
dependent. Such documentation must be provided in-person with the campus chief student
affairs officer (dean of students). The record provided will be for viewing and validation
purposes only; these records will not be retained.

FERPA and Directory Information

Schools may disclose, without consent, "directory" information; however, the College must
annually notify students and parents of their rights under FERPA to “opt out” of the release of
directory information. The College notifies its students at the beginning of the fall and winter
term in the student newspaper and in the annual printing of the Student Handbook. The College
reserves the right to deny access to directory information when such action is deemed necessary
to protect the rights of the student.

In accordance with United States Code Title 10 Section 983 and Florida Statutes Section
1004.09, the College shall grant military recruiters access to recruiting information including the
names, addresses, telephone listing, dates and places of birth, academic major, degrees received,
and most recent educational institution for students attending the College. The information
provided to military recruiters is not subject to the definition that the College has established for
“directory information” as defined in this Policy. Students who opt out of the release of College
directory information will also be considered to have opted out of the release of military
recruitment information.

FERPA and Outsourcing

The College may enter into agreements with outside vendors to provide services to the College
that the College cannot or chooses not to provide through internal resources. In such situations,
the College will ensure that the contractor will make available student records only to those
individuals where there is a contractual relationship to provide such services. The College will
ensure that the contracted vendor will not re-disclose personally identifiable information without
the Colleges consent as allowed by an authorized FERPA exception.
FERPA and other Educational Institutions

Student records will be released at the request of the student if the student is seeking or intending to attend another educational institution.

FERPA and Health and Safety

In cases where there is a health and safety emergency, all College personnel are authorized to utilize any information as necessary to protect the health and safety of persons and property. Such release of information will not be considered a violation of College Policy. To the extent possible, the College will attempt to share information regarding the presence of students who may have a communicable disease (i.e. H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to a communicable health risk from a student, the College will, on a case-by-case basis, make a determination whether a disclosure of the infected student’s name is necessary to protect the health or safety of other persons or whether a general notice is sufficient.

Law enforcement unit officials or safety officials employed or contracted by the College are designated as “school officials” with a “legitimate educational interest.” As school officials, the College may disclose without consent personally identifiable information from students’ education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline and other matters related to official duties at the College. Law enforcement may not re-disclose any personally identifiable information from the students’ education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

Violation of Policy

Students and eligible parents who believe there has been a violation of their rights regarding student records are encouraged to contact the Custodian of Records/Vice President for Student Affairs and Enrollment Management. If a resolution is not achieved, students and eligible parents may grieve the alleged misconduct in accordance with Florida Statutes, Chapter 1002.22 or they may contact the United States Department of Education’s Family Policy Compliance Office.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Definitions

Custodian of Records – Vice President for Student Affairs and Enrollment Management

Directory Information – name, enrollment status, degrees and awards received, and statistics pertaining to a student’s participation in officially recognized sports and activities.
Eligible student - a student who has reached 18 years of age or is attending an institution of postsecondary education

Eligible Parent - a natural parent, an adoptive parent, or a legal guardian of the student as defined in the Internal Revenue Code of 1954. An individual invoking the Code must present evidence showing his/her compliance with this provision.

Student Record - files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes are not considered student records. The term “Records” does not include:

- records of instructional, supervisory, and administrative personnel, which are in the sole possession of such personnel and which are not accessible or revealed to any other person except as a replacement for that person;
- records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the College or law enforcement officials of the same jurisdiction;
- records made and maintained by the College in the normal course of business which relate exclusively to a student in his/her capacity as an employee/student worker and which are not available for any other purpose;
- records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment/or services being provided to the student and which are not available to anyone other than persons providing such treatment and/or services in accordance with Title II of the Health Insurance Portability and Accountability Act (HIPAA).
- directory information as defined in the Florida Statutes, Chapter 1002.22 and the FERPA;
- other information, files, or data which do not permit the personal identification of a student;
- letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the student’s educational records prior to July 1, 1977;
- copies of the student’s fingerprints; and
- working records, which consists of material used in the course of daily College business, which is not a “permanent record.”

The Institute for Economic Development is a vital part of the total program offerings at Broward College. The Institute emphasized the community by extending the College into the community through non-credit offering and programs reaching beyond the traditional limits of the College. The Institute for Economic Development houses the following departments:
Continuing Education

The Continuing Education Department offers non-credit courses designed for individuals wishing to upgrade their present workforce skills, explore a new career path/occupational field, and/or seeking personal enrichment.

Continuing Education courses vary in structure and length and are designed to meet the needs of students with varied educational and academic goals. Courses are offered on weekends, evenings, online and in workshop format at all the BC campuses (North, Central, South), centers (Tigertail Lake Center, Miramar Town Center, Willis Holcombe Downtown Center, Weston Center, Pines Center, Coral Springs Academic Center, and other community locations.

The programs at Continuing Education include:

- Professional Development
- Personal Development
- Test Preparation and Skills Refresher Course
- PERT Preparation
  - This course is designed for students who need to refresh their skills in algebra, geometry, grammar and spelling before they take the PERT assessment or need to refresh their skills to retest the PERT. This course provides the student with the content information and review of the skills needed to succeed on the PERT test. In this class, students review reading, writing and arithmetic using a variety of mediums, including YouTube, poster one-on-one coaching, and much more.
- Smart Start Workshops
  - This online and face-to-face course will help students improve math skills needed to take the placement exam and enhance their success in development or college level courses. The course meets in the campus LRC, lab, or other computer facility. Students take a diagnostic assessment on the first day and develop a customized learning plan and schedule. Students take the PERT examination on the last day.
- Massive Open Online Courses (MOOC)
- Test Preparation
- Online Courses
- Insurance Program:
  - This program provides courses for people interested in sitting for the General Insurance Agents, Adjustors, and Life, Health and Annuity State Licensing Examinations. Continuing Education courses for licensed insurance agents and National Professional Insurance Courses are also offered.
- Real Estate Program
• This program includes courses for people interested in sitting for the State of Florida Salesperson’s License Exam. Continuing Education courses are also offered for real estate salespersons, brokers, and community association managers to enable them to maintain their active license status.

• Kids and Teens Summer College
  o Children ages eight to fifteen years old are introduced to Broward College’s innovative and enriching programs. Kids and Teens develop a special bond with fellow students while becoming familiar with the BC campus environment. Course are offered in Automotive, Cosmetology, Decorating, Fashion Design, Finance, Leadership, Event Planning, Photography, Technology, Water Sports, SAT and FCAT Test Prep. The program is offered throughout the summer at various BC locations.

• Information Technology
  o The Institute meets the computer training needs of the Broward County business community including labor, industry, and government. Our non-credit courses are presented in state-of-the-art laboratories on BC campus or online. Programs are offered in a number of certifications. Programs are continually added with the advancement of technology and for the growing need of the workforce.

• Industry Certification
  o The department offers of variety of courses specifically for students to achieve specific industry certifications. All classes are taught by industry credentialed professionals and are offered in both online and face-to-face formats. Courses include preparation for certifications in Six Sigma, Payroll/Accounting, Insurance Licensing and Human Resources among others.

• Language Programs
  o Non-Intensive English Program – This program includes all levels of English instruction.
  o Foreign Language Program – This program includes various levels of Spanish, French, Creole, Swahili, Chinese/Mandarin and Portuguese.

Registration Information

To enroll in non-credit classes at the Continuing Education Department, go to www.broward.edu/ce or call 954-201-7800. Students must register and pay for each class before the first class meeting, payment may be made online or at any of the college’s bursar offices. There is no application fee for Continuing Education students and tuition is the same for Florida residents and non-Florida residents.

Center for Business and Industry (CBI)

The Center for Business and Industry (CBI) at Broward College’s Institute for Economic Development works to support the economic well-being of Broward County’s work force. Since 1990, CBI provides businesses with an opportunity to customize training in order to maximize employee productivity. The CBI is comprised of two divisions: Corporate Training and Entrepreneurship through the Innovation Hub – Business Incubator – at Broward College.
Corporate Training

Broward College’s Corporate Training division (Corporate) provides your business with an opportunity to customize training in order to maximize employee productivity. The mission is to support economic growth in South Florida by providing high-quality, cost effective training that meets the needs of the business community. The vision is to be the leading training solutions provider and first in-class by utilizing resources that deliver effective workforce education. Empowering your employees and your business through customized business solutions.

Corporate will provide you the business solutions and the training you need, when you need them, where you need them. Customized on-site training means an end to generic, expensive and time-consuming seminars and extensive travel. Customized programs are designed to meet specific needs of a company without requiring travel from the comfort and convenience of the firm’s location. Practitioners and consultants with successful business and industry backgrounds help define training needs. Technical skills, management skills and team-building programs are tailored to the culture of the business and the learning styles of employees.

Trainings are based on industry needs and current trends in the workplace. Trainings include, but are not limited to, the following:

- Team Building;
- Customer Service Training;
- Workplace Diversity
- Management and Supervision;
- Leadership;
- Skills-gap training; and
- Soft-skills development.

Discover how your organization will benefit from partnering with Broward College through:

- Growing your human capital
- Increasing employee effectiveness and efficiency
- Improving quality and productivity
- Optimizing profitability

Corporate offers programs designed to meet the unique needs of your business by providing:

- Cutting edge solutions to your business concerns
- In-depth assessment of your business processes and
- Training sessions at your location or ours
- Experiential learning sessions for your employees

Invest in the future of your business through:

- Optimizing employees’ performance and increase productivity
Building teams, trust, support, and confidence
Creating succession plans
Identifying, training, and shaping talent
Developing employee leadership skills

Training Grants for Florida Employees

The State of Florida offers a variety of funding opportunities to employers for employee training. Such training is designed to provide financial assistance to employers in Broward County who want to provide training for skill upgrades for existing employees or training for new or expanding businesses. Broward College, through its partnership with the Greater Fort Lauderdale Alliance and Career Source Broward, can be a resource to help businesses obtain funding for training programs offered by the State of Florida.

As a fiscal agent, Broward College will assist with the process of qualifying for various training grant opportunities. Below is a list of state and local grant funded programs.

- **Quick Response Training (QRT)**
  - Supports job creation for new, existing and expanding businesses in Florida.
  - Designed to attract new businesses to the State of Florida and retain existing businesses.
  - Offers customized training solutions for businesses.

- **Incumbent Worker Training (IWT)**
  - Available to for-profit businesses in existence for one year in Florida.
  - Provides skill upgrades to existing employees.
  - Offers customized training solutions for businesses.

- **On-the-Job Training (OJT)**
  - Designed for prospective employees.
  - Provides training to close “skill gaps” before employment starts.
  - Available to new, existing and expanding businesses in Broward County.
  - Offers customized training solutions for businesses.

- **Employed Worker Training (EWT):**
  - Improves existing workforce through updating of skills.
  - Available to for-profit, non-profit and public entities in existence for one year in Broward County.
  - Offers Customized training solutions for businesses.

For more information on all the services Corporate Training can offer you and your company, contact our Corporate Training office at 954-201-7814 or visit us online at [www.broward.edu/academics/ce/corporate/Pages/default.aspx](http://www.broward.edu/academics/ce/corporate/Pages/default.aspx)
The Innovation Hub – Business Incubator

Broward College has built and continues to build a dynamic community of entrepreneurs, mentors, advisors and investors to serve as a one-stop resource for business owners, innovators and committed individuals pursuing their entrepreneurial ambitions.

The Broward College Innovation Hub hosts and supports start-up companies as rent paying tenants through various stages of their growth via networking opportunities, coaching, mentoring and increased availability and ease of hiring of co-working professionals. These co-working professionals are another level of tenants in the incubator, who along with the portfolio of companies combine resources as part of an ecosystem that fosters efficiency and innovation.

The Broward College Innovation Hub contributes to the local economy via the free flow of business ideas and innovation, attracting and retaining talent for our start-up companies and fostering leadership and individual empowerment through competitions, educational workshops and events open to the Broward College student body as well as alumni, donors, industry partners, community leaders and business owners.

For more information on all the services the Innovation Hub can offer your company, please contact the Center for Entrepreneurship Opportunities at 954-201-7981 or visit us online at www.broward.edu/ceo.

Linking Education and Employment Outcomes

In addition to corporate training and entrepreneurship, another focus of the CBI is to align local stakeholders in the community. Linking Education and Employment Outcomes (LEEO) is a direct partnership between the Broward County School District, Broward College and J. Strategies to bridge the gap between academia and employment. Through this initiative, there are four objectives:

1. Mentorship between Broward College and Industry to the designated high schools and middle schools.
2. Mentorship to the teachers and students on project based learning through meeting goals and objectives.
3. Industry certifications – high school and middle school students take industry certification exams.
4. Development of soft skills (e.g., time management, presentation skills, etc.)

Selected Broward College faculty mentors, Broward College Public School teachers, and students work together on the various projects. This involves some classroom visitation to the schools and other work with the teachers outside the classroom to meet the objectives of the program and project.

For more information on LEEO, please contact our Corporate Training can offer you and your company, contact our Corporate Training office at 954-201-7814 or visit us online at www.broward.edu/academics/ce/corporate/Pages/default.aspx
Continuing Education – Health Sciences

The Health Science Continuing Education/Workforce Development department offers a variety of courses and programs that meet the rapidly changing needs of our local healthcare community. Nurses and other healthcare professionals must maintain and improve their knowledge, clinical practice skills and keep apprised of best and changing practices throughout their careers in order to provide, safe, effective, and high quality healthcare to their patients.

Under the banner of “Keep Growing as a Health Care Professional” the mission of the Continuing Education Health Science Department is to provide exceptional educational programs that contribute to lifelong learning for our students, community and healthcare professionals. Continuing Education for Health Sciences is an approved continuing education provider of the following Florida Professional Boards (CE Broker Provider 50-266):

- Nursing
- Nursing-Certified Nursing Assistants
- Clinical Social Worker/ Marriage and Family Therapy/Mental Health Counseling
- Respiratory Care
- Dentistry
- Clinical Laboratory Personnel
- Florida Council of Dietetics and Nutrition
- Massage Therapy
- Physical Therapy Practice
- Florida Emergency Medical Services

NOTE: Courses may be approved through Department of Bureau of Radiation Control (FL-DOH 3200006)

Course options thorough the Health Sciences Continuing Education Department include:

- Nurse specialty courses such as the Perioperative Program, Emergency Department and Critical Care Nursing. The utilization of advanced simulation in these courses enhances the student experience and provides an opportunity to apply their knowledge in a realistic practice environment.
- Mandatory CE Courses for licensure include Florida Laws and Rules for Nursing and Respiratory, Medical Errors, AIDS, and Domestic Violence.
- Radiology study offerings such as Magnetic Resonance Imaging, Computerized Tomography Imaging, Bone Density, and Positron Emission Tomography.
- American Heart Association Programs (Advanced Cardiac, Pediatric Advanced, and Basic Life Support).

To accommodate the working professionals classes are offered daytime, evening, weekend and online. For more information, contact the Continuing Education – Health Science Department at (954) 201-6768 or visit our website at www.broward.edu/academics/ce/health/Pages/default.aspx
Refugees Entering New Enterprises and Workforce (RENEW)

Refugees Entering New Enterprises and Workforce (RENEW) is a comprehensive ESOL (English for Speakers of Other Languages) and job training program for refugees and political asylees and victims of human trafficking. RENEW operates as a component of the Continuing Education department at BC and is funded by the US Department of Health and Human Services, Office of Refugee Services, and administered by the Florida Department of Children and Families. All services are free for eligible clients.

Eligibility Requirements

Clients with the following statuses are eligible for RENEW:

- Refugee Status
- Asylum Status
- Cuban/Haitian Entrant Status
- Cuban/Haitian Asylum Applicants
- Amerasian Status
- Certified Victims of Trafficking
- Lawful Permanent Residents Adjusted from Prior Asylum or Refugee Status

NOTE: Clients are eligible for services if they are within five years (60 months) of their date of entry or the date they received their status. Clients must also be employed and be a resident of Broward county to be eligible for services.

English for Speakers of Other Languages (ESOL)

Language should never be a barrier to success. Project RENEW ESOL classes focus on communication by using the communicative approach so that our clients may successfully use English in their daily lives and thrive in the U.S. An additional emphasis on life and work skills ensures that RENEW clients are prepared to succeed academically and in their chosen careers.

Coordinated Academic Training (CAT)

Project RENEW recognizes that academic and professional success requires more than good communication skills. Our CAT classes go beyond language communication skills and are designed to specifically meet the needs of the refugee/asylee community so that they may advance in the workplace and succeed academically.

RENEW offers a variety of CAT classes including, but not limited to: basic to advanced grammar, reading and writing, computer skills, and work readiness.

For more information, contact the RENEW Department at (954) 201-2677 or send an e-mail to renew@broward.edu. Our office is located at North Campus, Bldg. 60/Room 300. RENEW staff members speak English, Spanish, French and Haitian
International Education Programs

Study Abroad Program

Since 1974, Broward College has conducted study abroad programs around the world that allow students the opportunity to travel abroad while earning academic credit toward their degree. Study abroad is open to students of all programs of study who are at least 18 years of age and have a 2.5 cumulative GPA or higher. (Select short-term programs may be available to BC Academy Students with a 2.5 cumulative GPA or higher.) Both long and short-term programs are offered in nearly 30 countries around the world. Information regarding BC study abroad programs and available scholarships can be obtained by contacting the Greene International Education Institute at 954-201-7709 or online at www.broward.edu/studyabroad.

College Consortium for International Studies (CCIS)

Broward College is an active member of the College Consortium for International Studies (CCIS) www.ccisabroad.org, an international organization founded for the purpose of providing high quality international programs abroad, at reasonable costs. As a result of membership in CCIS, Broward College offers summer and semester-length academic programs countries around the world including Australia, China, Ecuador, England, France, and Italy. Students earn Broward College credits through their participation in these programs. BC sponsors programs in Seville, Spain, Heidelberg, Germany, Lima and Cusco, Peru, and Chennai India, with discounted rates and scholarships available for Broward degree-seeking students.

The Broward College Center in Spain was established in 1979 to provide students the opportunity to study abroad for a semester or summer in beautiful Seville, Spain. Students will enroll at the International College of Seville or the University of Seville and earn 12-18 U.S. credits during the semester program and 6 U.S. credits during the summer program. Unlike other study programs in Spain, this program does not require proficiency in the Spanish language; students may participate in coursework in English or Spanish depending on their level of language proficiency.

The College also offers two study abroad program options during the semester and summer terms in lovely Heidelberg, Germany. The Intensive Language Program at the International House Heidelberg – Collegium Palatinum allows students from beginner to advanced the opportunity to immerse themselves in the German language. There are both 8-week and 16-week sessions during which students earn 12 – 24 U.S. credits. The European Studies Program at the University of the Incarnate Word European Study Center offers coursework in English in a variety of subject areas including history, political science, business, and philosophy. Courses combine lectures and discussions with on-site visits to European political and economic institutions, German and multinational corporations, and historical and cultural points of interest. Students earn 15 U.S. credits during the semester and 6 U.S. credits during the summer.

Semester and summer opportunities also are available in Lima and Cusco, Peru through the College’s affiliation with the Universidad San Ignacio de Loyola. Students have option to study on its main campus in metropolitan Lima, or on its extension campus in historic Cusco. The
semester program in Lima offers coursework conducted in English or Spanish in subject areas such as the Hospitality/Tourism Management, Marketing, Economics, International Business, International Relations, Culinary Arts and all levels of Spanish language. In Cusco, students can choose between a semester and summer program offering all levels of Spanish Language as well as additional coursework conducted in English such as Art and Design in Cusco, History of the Inca Civilization, Biodiversity of Peru, and Photography. Students earn 12-15 U.S. credits for their participation in a semester program and 6 U.S. credits for their participation in a summer program.

Broward College also offers a study abroad program in fascinating Chennai, India at the National Management School during the semester and summer. The semester program begins with 6 weeks of coursework in business and culture and concludes with a 300-hour, 8-week internship with stipend at Capgemini—the world's fourth largest software company—in its Mumbai office. The summer program offers a business and culture course, in conjunction with a student-designed fieldwork project, which allows students to engage in Indian culture and society while learning how to succeed in the Indian business environment. The program includes interactions with some of India's top chief executive officers at leading corporations, as well as academic excursions and corporate visits.

**Faculty-Led Study Abroad Programs**

Broward College also conducts several short-term study abroad programs during the spring break and summer term. Destinations and coursework offered vary by the year and term of study. The travel component of the program generally lasts between 1-3 weeks. Courses are taught by Broward professors who accompany the students abroad during the international component of the course, and participants earn 3-6 credits for their participation. Program are open to BC students at least 18 years of age with 2.5 cumulative GPA or higher, community members at least 18 years of age, and BC College Academy students with a 2.5 cumulative GPA or higher. For information on available programs, please contact the Greene International Education Institute at 954-201-7709 or online at [www.broward.edu/studyabroad](http://www.broward.edu/studyabroad).

**Scholarships and Financial Aid**

Many types of state and federal aid may be applied to study abroad programs. There are also various scholarship opportunities available to students looking to subsidize the cost of study abroad. Institutional scholarships such as the William E. Greene Scholarship for Semester Study Abroad—a full scholarship awarded each fall and winter term to a student studying abroad in Spain, Peru or Ecuador—or the Scholarship for Short-Term Study Abroad are available to BC degree-seeking students. External scholarships such as the Benjamin A. Gilman Scholarship for International Study and the Fund for Education Abroad Scholarship also provide additional funding for study abroad programs. For information on available scholarships, please contact the Greene International Education Institute at 954-201-7709 or online at [www.broward.edu/studyabroad](http://www.broward.edu/studyabroad).
International Affiliate Programs

Broward College has established formal linkages with several institutions of higher education around the world. Since 1981, BC has maintained, at various times, academic affiliations with a number of educational institutions located in Europe, Asia and South America. Broward College’s regional accreditation does not transfer to these international affiliates or their students.

International affiliates utilize the BC curriculum and offer courses and programs similar to those offered at BC. Broward College provides technical assistance to facilitate the parallelism and quality of the academic programs offered at all international affiliates. This includes appointing a faculty coordinator for these centers and two site visits a year to visit classes, observe and evaluate faculty, evaluate the adequacy of learning resources and student support services for each site where Broward College courses are offered.

Current BC International Affiliates include:

- International University of Santa Cruz (IUSC), Santa Cruz, Bolivia
- SOEBRAS (Associaçao Educativa do Brasil), Brasilia, Brazil
- Shanghai Second Polytechnic University (SSPU), Shanghai, China
- Wuxi South Ocean College (WSOC), Wuxi Jiangsu, China
- Universidad Autonoma del Caribe (UAC) Barranquilla, Colombia
- American College of Dubai (ACD), Dubau, UAE
- Kuwait Community College (KCC), Hawally, Kuwait
- Kazan National Research Technological University (KNRTU), Kazan, Russia

SACS Approved International Centers

Broward College also conducts programs approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) where students enroll and register in college credit courses as Broward College students at five locations:

- Broward Center for American Education (BCAE), Guayaquil, Ecuador
- National Management School (NMS), Chennai, India
- Center for American Education at the Universidad San Ignacio de Loyola (USIL), Lima, Peru
- American College of Higher Education (ACHE), Colombo, Sri Lanka
- Institute for American Education at Vietnamese-American Technical College (VATC), Ho Chi Minh City, Vietnam

International Student Admissions
(F-1 and M1 Student Visa Status)

Broward College embraces a multicultural, diverse student environment and encourages applications from students all over the world. Students should apply to the college three to six months in advance of the anticipated semester of enrollment. An international student application
and admission brochure can be obtained from any admission office on any campus or can be downloaded from the College website at [www.broward.edu/international](http://www.broward.edu/international). The admission packet contains general information as well as specific requirements for admission to and continued enrollment at Broward College. Deadline dates are included in the packet.

**Admission Requirements**

The following documents are required for admission to the College. Bachelor degree seeking students who have earned a two-year degree or 60 credits of transferrable credit should also refer to the bachelor degree admissions requirements.

1. **International Student Application**
   - Completed application with signature.
   - $75 application fee in check or money order drawn on a United States bank.

2. **Official Education Records through highest level completed along with an official certified English translation (Copies must be certified by the school attended, the Ministry of Education in native country, or the US Consulate.)**
   - All applicants must submit an official certified copy of their high school diploma or General Equivalency Diploma (GED). (High school diplomas do not have to be translated to English with the exception of Hebrew, Arabic or Asian. High school transcripts are not required unless a student has graduated from a regionally accredited US high school.)
   - For the British education system, four academic passes or three academic passes and two nonacademic passes on the GCE, CXC, BGCSE, WAEC, WASC, or HKCE exams in General Proficiency are required. High school diploma or transcripts are not required.
   - Official College or University postsecondary transcripts with a minimum Grade Point Average of 2.0 or its equivalent are required.
   - F1 and M1 students who attended postsecondary institutions outside the US, who desire transfer credit, must submit a commercial evaluation completed within 30 days of the first day of classes. Students who elect not to submit a commercial evaluation upon entry and take any coursework that may be later deemed equivalent to BC coursework will not be reimbursed for courses taken at Broward College.
   - For F1 and M1 students seeking a bachelor degree the commercial evaluation is not optional. Student must have the commercial evaluation completed prior to admission. The evaluation must consist of a course by course evaluation, upper division course identification, and Grade Point Average (GPA).

3. **Evidence of English proficiency (Native English speakers or applicants for the language program are not required to show evidence of English proficiency.) Degree seeking students must submit one of the following:**
   - TOEFL - minimum score of 79 on the internet-based test or a minimum score of 550 on the paper-based test.
• IELTS - minimum score of 6.5.
• Broward College LOEP test. – Applicants in the US only.
• Successful completion of English IV at a US high school or university level English at an accredited US university with a grade of C or higher.

NOTE: Students with sufficient English proficiency will be subject to placement testing processes and requirements as outlined in the catalog for new degree-seeking students. In addition, students who are degree seeking, who do not place into college-level English on the LOEP test, will be required to take English as a Second Language (ESL) courses, which will not apply towards a degree. All ESL classes must be completed before starting any course work in a degree program.

4. Evidence of financial support

• Confidential financial statement on the application must be completed and signed by the financial sponsor.
• Bank statement, scholarship, or loan approval indicating that there are sufficient funds to cover the “total cost of attendance for the full length of the program of study” (tuition, fees, books, living expenses, transportation, and incidental expenses).
• Total Minimum Balance Required
  o Associate Degree or Language Program - $22,500 US dollars.
  o Professional Pilot Program - $50,000 US dollars.
  o Bachelor Degree - $27,500 US dollars.
  o Dependents - Additional $7,000 per dependent

NOTE: Please refer to the College Website for the current cost per credit/tuition and fees. (Fees are subject to change without notice)

5. Copies of a valid passport biographical page. If applicable, copies of current I-20, I-94 and student visa.

After Receipt of Application and Admission Documentation

Within two to six weeks after receiving an application the International Admissions Office will notify you regarding one or more of the following:

• Proof of acceptance along with the I-20 eligibility form;
• Proof of acceptance with a letter indicating the student must contact the International Admissions Office regarding his/her visa status;
• A request for additional information, indicating which items are missing in your application packet;
• A denial letter with an explanation for that decision.

Please be advised acceptance to the College does not guarantee a student visa by the US Embassy in your country; neither does it guarantee a change of status by the United States Citizenship and Immigration Services (USCIS).
International students obtaining the student visa in their country cannot enter the US more than 30 days before the first day of classes. Once in the US, students must show proof of the student visa before the on-campus advisement and registration process can begin. International Students are required to report directly to the International Student Advisor/Counselor on the campus the student plans to attend for placement testing, advisement, and registration. Placement test scores will determine if the student should enroll in developmental courses in Math, Reading or English. These are credit courses that do not apply toward a degree.

After Admission, prior to class registration, applicants must show proof of health insurance. Health insurance is required during student’s entire program of study at Broward College.

Other Requirements

International students must make satisfactory progress towards their degree objective each term to comply with immigration regulations.

This includes the following:

- Successfully complete at least 12 semester hours during the fall and winter respectively.
- The summer semester is considered the student’s annual vacation unless it is their first semester or if special arrangements have been made with the international admission office.
- Successfully complete a minimum of 24 semester hours in one academic year.
- Maintain an overall 2.0 grade point average.
- Maintain lawful F-1 or M1 visa status with the USCIS. Students may not enroll beyond the expiration date of their I-20 form.
- Compliance with all the College rules and regulations.

NOTE: Students receiving a W, WF, or WN as a final course grade or enrollment status are considered to be less than the required 12 credits. If the final grade or enrollment status received is correct, it is a violation of the Student Code of Conduct for students to ask faculty or any college official to alter a grade in order to remain in compliance with Federal Immigration Regulations. Reported incidences of this behavior can result in expulsion.

Students who do not meet the above regulations will not be permitted to register for subsequent terms and may be reported to the USCIS for non-compliance of the immigration regulations.

Florida Residency

Students in F-1 or M1 status are considered temporary residents of the United States and may NOT be deemed Florida residents for tuition purposes.
Federal Income Tax

International students must file an income tax return each year. Form 8843 is required if the student has not worked, and form 8843 and 1040NREZ is required if the student has worked. International students should contact the local Internal Revenue Office (IRS) for further information. Forms can be obtained on line at www.irs.gov

All non-residents are subject to US federal income tax, unless exempted. Federal income tax may be withheld from US source funds students receive from the college such as scholarships or employment. Certain countries have tax treaties with the US where some taxes may be reduced or exempted and recouped at year end from the IRS. For participating countries, please visit the IRS website at http://www.irs.gov/pub/irs-pdf/p901.pdf.

Employment

International students are not permitted to work off campus without approval. On-campus employment is permitted. Please contact the International Student Advisor for additional information on employment.

Housing

The College does not provide or recommend student housing. However, the College works with certain companies to provide housing resources: CORT and Homestay America. For more information see: http://www.broward.edu/international/students/Pages/Housing-Resources.aspx

Financial Assistance

Non-US Citizens or non-eligible residents do not qualify for Federal or State Student Financial aid. International students may qualify for private loans as explained in the next paragraphs. The college does not recommend any one lender or another and does not provide assistance or give advice regarding private loans for any students enrolled or not enrolled at the College.

The College does provide an International Student Merit Scholarship. Students are eligible for this award after completion of 24 Broward College college-level credits with an overall cumulative GPA of 3.0. Please contact the International Admissions Office for more information.

International students may apply for private education or alternative loans to help pay for their educational expenses as long as there is a co-signer who is a US citizen or permanent resident. The guidelines to apply will vary depending on the lender, but citizenship and credit will be a requirement for many, if not all, lenders. Students are free to research ways to pay for College using all available resources afforded to them to determine whether they qualify for such. Please contact the lender of your choice for additional information.

Please note: Students using student loans as proof of financial support must provide loan approval prior to admission and all transactions regarding the loan are between the student and the lender. Admission cannot be approved prior to loan approval.
Social Security Number

If a student has a Social Security Number (SSN) or a Taxpayer Identification Number (TIN), federal law requires that it be furnished to the College so that it may be included on all documents filed by the institution with the Internal Revenue Service. Students who fail to furnish the College with the correct SSN or TIN may be subject to an IRS penalty of $50 unless the failure is due to reasonable cause and not to willful neglect.

Contact Information

Contact information for international student admission can be obtained from the College website at [www.broward.edu/international](http://www.broward.edu/international).

Libraries

The library on each of the College’s campuses is a joint-use facility. Consequently, policies, procedures, and hours of operation differ slightly from one location to another. On the A. Hugh Adams Central Campus, the University/College Library is located in Building 17. The library is a joint-use facility operated by Broward College and Florida Atlantic University. The mission of the library is to provide academic support to students and to create a stimulating environment that will encourage academic achievement. Students have access to a large book collection and electronic resources available for use in the building or remotely. Information and resources provided by the University/College Library are available through the Web.

Students on the College’s North and Judson A. Samuels South Campuses are also served by joint-use facilities. The College and Broward County jointly operate these libraries. On North Campus, the joint BC/Broward County Library is located in building 62, and on the Judson A. Samuels South Campus, the joint BC/Broward County Library is located in building 81. Both of these facilities have access to both the college and county’s electronic catalog which permits the user to search all the holdings in the entire Broward County Library System as well as a large assortment of BC electronic databases. Research using the catalog and electronic databases is available at each library location, as well as through the College’s web page. Students who attend the Willis Holcombe Downtown Center or the Pines Center will find a Broward County Library located nearby.

Library Cards

BC students are eligible to use all campus libraries. However, due to their particular partnerships, different cards are required on the campuses to check out materials. Students must have a BC identification card in order to check out materials from the University/College Library on the A. Hugh Adams Central Campus. Students at the North and Judson A. Samuels South Campuses and the Willis Holcombe Downtown Center and the Pine Centers must have a Broward County library card. Since each location is unique, materials that have been checked out must be returned to the campus from which the material was borrowed.

The library staff encourages students and faculty to make suggestions for the improvement of service and appreciates recommendations for titles to be added to the collection. Qualified staff
is available at each location to help patrons identify, locate and use library materials. For further
information and for the different campus library hours of operation, please contact the individual
campuses.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Hugh Adams Central Campus</td>
<td>954 - 201-6648</td>
</tr>
<tr>
<td>Building 17</td>
<td></td>
</tr>
<tr>
<td>North Campus</td>
<td>954 - 201-2261</td>
</tr>
<tr>
<td>Building 62</td>
<td></td>
</tr>
<tr>
<td>Judson A. Samuels South Campus</td>
<td>954 - 201-8909</td>
</tr>
<tr>
<td>Building 72</td>
<td></td>
</tr>
<tr>
<td>Pines Center</td>
<td>954 - 201-3619</td>
</tr>
<tr>
<td>Building 101</td>
<td></td>
</tr>
<tr>
<td>Broward County Main Library</td>
<td>954 - 357-7444</td>
</tr>
</tbody>
</table>

### Placement Testing

As part of the admission process, all degree-seeking students (Associate of Arts - AA, Associate of Science - AS, and Associate of Applied Science - AAS) shall be assessed in writing, reading, and mathematics to establish their communication and computation achievement levels. This assessment includes transfer students whose achievement level has not been certified.

### Exemption from Developmental Education Program

Fulfillment of one or more of the following five criteria will exempt a student from the placement test and developmental education course requirements at BC:

- Entered 9th grade in a Florida public or charter high school during the 2003-2004 school year or thereafter AND earned a Florida standard high school diploma
- Currently serving as an active duty member of any branch of the United States Armed Services
- Possess test scores (SAT, ACT, CPT, PERT, or FCAT 2.0) not more than two years old that meet or exceed the Florida statewide minimum score requirement [Note: To request scores from the College Board be sent to Broward College, use the school code 01500]
- Have successfully completed developmental education course requirements in writing, reading, and mathematics
- Completed college-level English Composition and Mathematics courses with a grade of ‘C’ or better at a regionally accredited college or university

Students who believe they may be exempt are strongly encouraged to schedule an immediate appointment with a Broward College Academic Advisor. The College’s professional Academic Advisors are best equipped to: assess exemption status; fully inform each student about Broward College’s wide range of developmental education and college readiness options; evaluate each student’s college readiness level, and then provide personalized recommendations regarding
which resources may be in the individual student’s best academic interest, based upon past educational history and current career/educational goals.

Even students who are exempt from the placement testing requirement have the legal right to request to take — at absolutely no cost/obligation — the Florida Postsecondary Education Readiness Test (PERT), offered at all of our campus Testing Centers. This is strongly encouraged. Doing so provides the student with a more accurate measurement of his/her current level of college academic readiness, which helps one better determine whether a developmental education option should be chosen and, if so, which one(s). Also, regardless of exemption status, a PERT score is a useful tool in choosing the right level (and combination) of college courses to take during one’s first several semesters.

**Non-Exemption from Developmental Education Program**

All students who meet one or more of the following nine criteria are required to complete placement testing:

- Earned a Florida public high school Certificate of Completion (state code W8A or W53)
- Began 9th grade in a private school or non-Florida high school then moved to Florida and entered a Florida public high school
- Earned a high school equivalency diploma or GED
- Received high school level instruction from a “Home Education Program”, as defined in Florida Statute 1002.01(1)
- Graduated from a private high school
- Graduated from a high school located outside of Florida
- Graduated from a Florida public high school prior to 2007
- Is a prospective dual enrollment student
- Is a military veteran who is not an active duty member of a branch of the United States Armed Services

It is important for the non-exempt student, to know that the placement test is not a pass or fail test, but rather a test given to determine a students’ placement level in Mathematics, Writing, and Reading. Students may also satisfy this requirement by providing test scores for other approved tests for placement purposes taken prior to attending the College. These test scores must not be more than two years old. All students will be advised regarding their developmental education options and can choose the option that best fits their particular learning style and skill-remediation needs.

**Placement Test Options**

Nonexempt students who have not earned college credit and have not demonstrated readiness by another measure determined by the College must present test scores, not more than two years old, on one or more of the following State-approved placement tests:

- Postsecondary Education Readiness Test (PERT) as of March 2011
Enhanced ACT (American College Testing Program)
SAT (College Board’s Scholastic Aptitude Test)
CPT (College Board’s ACCUPLACER Computerized Placement Test)

Students’ scores on ACT or SAT may exempt them from placement testing. Non-exempt students who have not taken any of the above tests, or whose test scores on any of the above tests are older than two years, must take the Postsecondary Education Readiness Test (PERT).

Placement in Courses

A student whose placement test scores in writing, reading, and mathematics meet or exceed the statewide minimum score requirement may enroll in college-level English and Mathematics courses.

A non-exempt student whose placement test scores fall below the minimum in one or more of those areas shall not be permitted to enroll in college-level English or Mathematics courses until successfully completing the appropriate developmental education courses or achieving placement test scores that meet or exceed the statewide required minimum.

Students enrolled in developmental education courses may be eligible to enroll concurrently in certain other college-level courses. Prior to doing so, it is strongly recommended that students consult with an academic advisor and complete an Educational Plan.

Transfer students’ placement will be based on the official evaluation of credit earned at previous colleges. Placement testing may be required.

Degree-holding students will not be required to undergo placement testing upon submission of an official transcript from a regionally-accredited college. However, some degree-holding students who primary language is not English may be tested for placement.

Non-degree seeking students shall be required to take the placement test prior to enrollment in English or Mathematics courses or other courses that require English, Reading or Mathematics as pre-requisites.

English Proficiency Placement Test

For English placement, non-native English-speaking students who are in one or more of the following categories must take the Levels of English Proficiency (LOEP) exam, including a proctored writing sample:

- Degree-seeking students who do not meet the criteria for exemption from placement testing
- Students who earned a GED in Spanish
- Students who have LOEP placement test scores that are more than one year old and who have never registered for classes.
- Students who have expired SAT, ACT, TOEFL, or IELTS scores (two years after the test date)
- Students who did not complete four years of high school in the State of Florida

Before completing the LOEP exam, non-native English speaking students should contact the Counseling and Advisement Office to discuss Broward College’s assortment of English language program offerings.

**Test of Adult Basic Education (TABE)**

Students enrolling in selected Vocational Certificate and Applied Technology Diploma programs are required to submit recent scores, no more than two years old, from the Test of Adult Basic Education (TABE). Students who do not meet the required TABE scores, as defined by Florida State Board Rule, can begin coursework in a certificate/diploma program, but must complete remediation of skills prior to graduation from the program. Remediation services are available in all campus Academic Success Centers. Once study is completed, students must retake the TABE and present passing scores in all areas to graduate with their certificate/diploma. TABE Testing is available on each campus. Contact a campus Testing Center for TABE testing information or visit the College website.

Students who have previously completed developmental education instruction, passed college-level English and Mathematics courses, or hold a degree, should see an Academic Advisor/Counselor for possible TABE exemption.

### Records Retention

The College will retain records for written complaints received at the following levels:

- President of the College or designated senior executive administrator
- College Provosts, Campus Presidents and Vice Presidents
- Human Resource Officials
- Outside agencies: Federal, State, County, etc.

As established in Florida Statutes Chapter 119 and 257, and in the Florida Administrative Code Rule 1B-24 and 1B-26, the College follows the General Records Schedules GS1-SL for state and local government agencies relative to the retention of the records related to student/consumer written complaints escalated to the above level. Records related to the complaint along with the action taken with the name of the person who resolved the complaint will be retained with the College officials above who are ultimately responsible for response to the complaint and retention of the documentation of the complaint for designated period of time.

Complaints related to harassment, discrimination or any other complaints governed by Federal regulations that govern complaints against employees shall be maintained in accordance with the GS1-SL.
Registration

Student ID Number

A student ID is a system derived identifier that is used throughout the BC student information and web-based systems.

PIN Number

The personal identification number (PIN) is the student’s access into their “myBC” student portal at Broward College. The initial PIN is set as the birth month and year (MMYYYY). It is important that the PIN number is not revealed to anyone. If it is suspected that the PIN is not secure, change the PIN online to ensure academic records security. If a PIN number is lost or forgotten, or if the default PIN does not appear to work, present a picture ID to acquire the correct code at any of the campus Enrollment Services Offices.

Online Registration

Register on the web by following eight easy steps. From the Broward College home page:

1. Enter the student ID and PIN number at “myBC” (Your student ID number is the assigned number with no dashes. Your PIN number is initially set to the birth month and birth year: MMYYYY).
2. Click on registration.
3. Click on Add/Drop
4. Select a term.
5. Search for classes by course number, reference number(s) or open classes by clicking on the appropriate circle.
6. Select a class then click “reference number” To remove a class, click on the “Drop Course” box.
7. When finished selecting classes, click “Save” to complete registration.
8. Print the schedule and payment information, click on the “Logoff” box.

Term Schedule of Classes

Term schedules are available online via myBC.

Registration Dates

Registration dates are published online for all students and are also available via myBC for current students.

Schedule Changes

During registration periods, students may add courses until the actual class begins if the course is not full. After the term begin, students may “drop” courses until the last day of the “drop” with a
100% refund date published on the College calendar online and in the catalog. Anytime thereafter, students may “withdraw” from courses until the last day of the published “withdrawal” period at the 60% point in the term. After the 100% date, students are considered to be enrolled and responsible for the course. Student financial aid is based on course enrollment; therefore, any changes in enrollment through the 60% published date on the College calendar will impact a student’s financial aid award.

Registration Holds

A registration hold may be placed on a student’s record that will prevent the student from registering until action has been taken to resolve the issue. If students are unable to register online, it is their responsibility to contact the campus registration office, or other relevant office, promptly to determine the cause of the problem and resolve it in a timely manner. Students may see what registration holds, if any, they may have by logging into their “myBC” account. Typical holds include missing transcripts, unpaid student fines, discipline or other violations, incomplete records, academic warning, probation, and suspension or a requirement to meet with a college official prior to registration.

Auditing a Class

Auditing a class allows students to enroll in a class for no credit. No grade is awarded for audited courses. The transcript will indicate a grade of “X.” Students must contact the instructor to learn of any requirements regarding attendance, class participation and assignments. A student may only change to or from an audit status during the designated drop/add period for each term. Changing from credit to audit may be done with the instructor’s approval through the scheduled last day to change from credit to audit as listed in the academic term calendar. Audits count as an attempt if enrolled after the drop/add period.

Course Withdrawals

All courses removed from a student’s schedule before the 100% refund date are considered “dropped” courses and will not be indicated on the students’ official transcript. Schedule changes after the 100% refund date are considered withdrawals and a (W) will appear for withdrawn courses. Students can initiate course drops or withdrawals online. If a student wants to withdraw from a course or from the College they can also see an Enrollment Services Officer on any campus. All withdrawals that students initiate are considered “official” withdrawals. The last day to withdraw without grade penalty is on or before the 60% point in any given term or session. Withdrawals after that date are not allowed.

Students who stop attending class prior to the 60% point in the term and do not withdraw themselves, faculty may “unofficially” withdraw students from the course for non-attendance or failure of adhering to their attendance policy. Students should read their instructor’s course syllabus for the grading and attendance policy. Faculty may record a grade of F for non-attendance or a W. Both official and unofficial withdrawals and F grades for non-attendance are acknowledged as valid by the College and have an impact on the students’ record. Students’ financial aid will be impacted by any change in enrollment status resulting in W, F and other
unsatisfactory progress grades. See the Financial Aid Section of this catalog and College Policy for additional guidelines.

**Skill Improvement Programs**

Broward College offers multiple opportunities for prospective and current students to improve their skills to enhance their success in college level courses. Broward College Online has a free, self-paced course in reading, writing and mathematics that students can take almost any time. This College Foundations course can be done as a self-help tutorial or students can receive expert help from Broward College faculty. Information available at 954-201-7900 or bconline@broward.edu

BC offers Start Smart Camps during the summer and at select times during the academic year. These low cost skill refresher camps are 2-week face-to-face and online intensive tutorials to diagnose and improve students’ skills in reading, writing, and/or mathematics. Information available at 954-201-6982 (Central Campus), 954-201-2345 (North Campus), and 954-201-8884 (South Campus).

Broward College Continuing Education department offers non-credit courses and workshops to refresh Algebra and math skills and improve reading, writing and math skills for placement testing or course enrollment. Information available at 954-201-7800.

**Student Activities**

**Student Life**

Student Life activities are available to all currently enrolled students. Student Life offices provide information and support for student clubs and organizations, student government, student development and leadership, and new student orientation. In addition, students can get information on community volunteerism and campus events.

**Competitive Academic Teams**

The Robert “Bob” Elmore Honors Institute is pleased to help facilitate three dynamic, competitive academic teams which maintain an active presence across the campus, state, and country. Membership is open to Honors and non-Honors students from all campuses. Each group attends team-based competitions where they compete for certificates and trophies.

**Brain Bowl**

The Broward College Brain Bowl team competes with other participating Florida colleges. Winners of the regional tournaments compete in the state tournaments, usually held in February or March.
Math Team

The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: A team portion and an individual portion. The team members are chosen based on a math test, and a math level of Calculus II is recommended.

Model United Nations

The Broward College Model United Nations team researches and debates various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities.

For more information on any of the above Competitive Academic Teams, visit the honors website.

Forensics (Speech/Debate)

The Broward College Forensics Team competes in the Florida College Student Activities Association. In intercollegiate forensics (speech/debate) there are two classes of competition: Debate and Individual Events. Debate events include: Lincoln Douglas, Policy, and Parliamentary. Individual events include: prose, poetry, screen plays, movie/radio scripts, and several types of platform speeches.

Tigertail Lake Recreational Center

Tigertail Lake Recreational Center provides water sports such as sailing, windsurfing, scuba, stand-up paddleboards, and kayaking; a ropes challenge course; recreational trips; and American Red Cross lifeguard classes. Students are welcomed to come out for FREE watersports rentals 6 days a week. Tigertail Lake Recreational Center is located at 580 Gulf Stream Way, Dania Beach. For more information, call Tigertail at 954 201-4500.

Intercollegiate Athletics

BC intercollegiate athletics is a member of The National Junior College Athletic Association and Florida College System Activities Association (FCSAA), currently competing in eight sports:

- Men’s & Women’s Basketball – Central Campus (Played November 1 - March 15)
- Women’s Softball – South Campus (Played February - May 1)
- Women’s Volleyball – Central Campus (Played September 1 - October 15)
- Women’s Tennis – Central Campus (Played February - May 1)
- Men’s Baseball – Central Campus (Played February - May 1)
- Men’s and Women’s Soccer – South Campus (Played September 1 - November 1)
Student Publications

Broward College produces The Observer, the college-wide bi-monthly student newspaper and P’an Ku, the biannual student-produced literary and arts magazine. Any enrolled student can work for either student publication. Limited scholarships are available to student editors.

Brother to Brother Mentor Program

Brother to Brother (B2B) is a mentoring program in which highly successful Black and Hispanic Male students are trained to mentor incoming freshman males. The goal of the program is to provide student mentors who assist with the transition to college, and engage participants in a weekly study group. The B2B mentors serve on North, South, and Central campuses.

The Council on the Social Status of Black Males

Broward College’s Council on the Social Status of Black Males was established in the Fall of 2008 to develop programmatic efforts and mentor programs to improve the retention and graduation rates of Black males. Council members volunteer as mentors for Black Male students.

Peers Inspiring Peers - Peer Mentoring

The Peers Inspiring Peers – Peer Mentoring Program provides an opportunity for new students to connect with mentors who are knowledgeable of Broward College and the college experience. Peer Mentors assist new students with the academic transition to college by facilitating connections with faculty and staff, helping familiarize students with college resources, providing a positive support system, and engaging students in campus events and activities.

All Peer Mentors must demonstrate outstanding academic performance and general knowledge of Broward College and the college experience. Peer Mentors also receive specific training in mentor roles and responsibilities. Peer Mentors meet with their mentees on a regular basis throughout the academic term and make additional contacts by telephone, e-mail, text message, and social media. For further information, please contact the Student Success Office at each campus:

- North Campus, 954-201-2310
- Central Campus, 954-201-6869
- South Campus, 954-201-8994

Student Affairs Policies and Procedures

Acceptable use of Technology and Email
Broward College Policy 6Hx2-8.01

Broward College (BC) provides all of its students with College Network and Internet access so that they can obtain up-to-date information useful for their advancement in academics. Inappropriate College Network and Internet usage will result in the loss of network access and
possible disciplinary actions. With the exception of academic reasons, BC prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. BC reserves the right to monitor any and all network activities including Internet access.

Only authorized BC employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

The following activities are prohibited: Storing, posting, or displaying obscene or offensive data, even temporarily, in areas where someone might view them passively or inadvertently, except in cases where academically necessary; attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled; unauthorized access, alternation, or destruction of another user’s data, programs, or electronic mail; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; theft or destruction of computer hardware or software, and any criminal activity or any conduct that violates applicable state laws.

Copyright Compliance
Broward College Policy 6Hx2-8.05

All Broward College students are expected to have a basic understanding of copyright law and to adhere to all laws regarding Copyright, Fair Use, and the Digital Millennium Copyright Act, and to act in good faith when using copyrighted materials to support their educational and research activities. Copyrighted material includes text, music, videos, games, movies, and software.

Complaint Process for Students for Non-Instructional Issues Policy
Broward College Policy 6Hx2-5.23

A prospective or enrolled student may file a complaint, which is a written claim raised by a student, a group of students, or the student government, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of a college rule/regulation or a board policy or procedure.

A prospective or enrolled student has the right to seek a remedy for a dispute or a disagreement through a designated complaint procedure. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

This policy ensures students that their complaints will be received, heard and addressed with consideration of fairness by the appropriate administrator/manager/supervisor of the College with oversight of a department or division. Students are encouraged to communicate their complaints informally first through the incremental levels within the organization as indicated in the procedure for this policy. If no resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate Vice Presidents or Campus President. Complaints may be made verbally or in writing and the student
is entitled to an appropriate response at each level within the College structure. After exhausting all internal complaint processes, students may file a complaint with the Florida Department of Education Division of Florida Colleges, and with the Southern Association of Colleges and Schools Commission on Colleges, the College’s regional accrediting agency.

Staff will address student complaints at their level of authority in the complaint process as outlined in the procedure. Staff will document their response to the complaint in writing to the student and maintain copies of such resolution and/or action in a central location within the department. This ensures proper application of the College’s policies and procedures throughout the College. Any complaints that allege violations of Federal and State laws, including but not limited to, harassment of any kind, discrimination, ADA compliance, Title IX etc., should be referred to the College Equity Officer/AVP Human Resources and Equity. Any violations of privacy law, FERPA, should be directed to the Vice President for Student Affairs and Enrollment Management. Students should exhaust all internal complaint processes before filing a complaint with the Florida Department of Education and the college’s regional accrediting agency.

Students are expected to present and communicate their complaints using a professional standard of behavior in accordance with the Student Code of Conduct Policy and Procedure (College Policy 6Hx2-5.02). Students are not exempt from sanctions themselves when they violate any standard of the Code of Conduct while communicating their complaint to any level of the complaint process. The act of complaining comes without protection in this regard. Students found in violation are subject to discipline in accordance with the Student Code of Conduct, up to and including expulsion from the College, which can postpone the complaint moving forward.

Staff and non-represented faculty who violated this policy will be subject to discipline up to and including termination.

Full-time Faculty who violate this policy will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Definition

Complaint - is a dispute or disagreement raised by a student, group of students, or the student government, concerning the application of the specific provision of a policy, rule or regulation, the application of a policy, rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the policy, rule or regulation.

Complaint Process for Students for Non-Instructional Issues Procedure
Broward College Procedure A6Hx2-5.23

Broward College expects and requires that front-line staff and/or administrators attempt to meaningfully resolve complaints prior to reaching the Executive Leadership level (President,
Provost, Senior Vice Presidents, Vice Presidents, and Campus Presidents). In the same regard, students are expected to follow the chain of command within the complaint process prior to elevating a concern to the senior executive level of the College.

This procedure should be used when a student or prospective student has a concern about her/his education at the College. (Students who have a concern about a final course grade may appeal in accordance with Broward College Policy and Procedure 6Hx2-4.19 – Grades and Grade Appeal). The objective of the procedure is to provide a process for students to use to resolve concerns as quickly and efficiently as possible. This complaint process is for students and prospective students, and only students or prospective students can participate in the College’s complaint process; however, nothing within this process precludes a student from seeking counsel from an advisor of their choice, which may be an attorney.

The student or prospective student brings the concern to an appropriate staff or faculty member using the steps in the resolution process below. If the student is uncomfortable with approaching the college employee directly, she/he may select an advocate inclusive of the campus ombudsman, a counselor or advisor, or other staff member. The staff member and administrators will attempt to work with the student and any other persons who are involved to respond to the problem within ten (10) business days. If the complaint is not answered satisfactorily, at any step in the process, the student should progressively elevate their concerns through the process and if not resolved can make a written complaint with the appropriate Vice President or Campus President as indicated below.

After exhausting all institutional complaint processes, students and/or prospective students who feel their issue(s) are unresolved, may file a complaint with the Florida Colleges Division of the Florida Department of Education and/or the Southern Association for Colleges and Schools Commission on Colleges. For more information on how to contact the Florida Department of Education regarding a Complaint, students may access information at the following website: www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml.

**Resolution Process**

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>First Response</th>
<th>Next Level</th>
<th>Next Level</th>
<th>Final Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success Center (ASC)</td>
<td>Associate Dean</td>
<td>Dean of Academic Resources</td>
<td>Campus President</td>
<td></td>
</tr>
<tr>
<td>Academic Resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising/ Counseling</td>
<td>Associate Student Dean</td>
<td>Campus Dean of Students</td>
<td>Academic Standards Committee/ VP for Student Affairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions Application</td>
<td>Coordinator of Enrollment Services</td>
<td>Campus Dean of Students</td>
<td>AVP for Student Affairs/College Registrar</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Service</th>
<th>Supervisor/Manager</th>
<th>Associate</th>
<th>VP for Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Bookstore Manager</td>
<td>General Manager</td>
<td>AVP for Auxiliary Services</td>
</tr>
<tr>
<td>College Placement Test</td>
<td>Testing Center Coordinator</td>
<td>Associate Student</td>
<td>Campus Dean of Students</td>
</tr>
<tr>
<td>Disruptive Behavior of Students</td>
<td></td>
<td>Campus Dean of Students (Refer to Student Code of Conduct, Policy 6Hx2-5.02)</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
</tr>
<tr>
<td>Faculty Concerns</td>
<td>Associate Dean Program Manager</td>
<td>Academic Dean</td>
<td>Campus President with College Provost and Senior VP for Academics and Student Success and/or AVP for Human Resources and Equity depending on the complaints as indicated in the Policy</td>
</tr>
<tr>
<td>Enrollment/Registration</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/College Registrar with Dean of Students</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Advisor, Supervisor</td>
<td>Associate Director of Financial Aid</td>
<td>AVP for Student Affairs/Financial Services</td>
</tr>
<tr>
<td>Florida Residency</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/College Registrar</td>
</tr>
<tr>
<td>Grade Appeal</td>
<td>See Policy &amp; Procedure 4.19</td>
<td></td>
<td>Grade Appeal Policy, 6Hx2-4.19 Grade Appeal Procedure, A6Hx2-4.19</td>
</tr>
<tr>
<td>Graduation</td>
<td>Advisor/ Counselor</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/College Registrar</td>
</tr>
<tr>
<td>Immigration Status</td>
<td>Coordinator International Admissions</td>
<td></td>
<td>AVP for Student Affairs/College Registrar</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Athletic Director</td>
<td></td>
<td>AVP for Student Affairs/</td>
</tr>
<tr>
<td></td>
<td>Student Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Campus Safety Lieutenant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus Safety Captain of Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AVP for Campus Safety, Security and Emergency Preparedness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VP for Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund Petition</td>
<td>Campus Dean of Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial Requests</td>
<td>Campus President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>Campus Safety Lieutenant</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus Safety Captain of Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AVP for Campus Safety, Security and Emergency Preparedness</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VP for Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Assault,</td>
<td>Campus Dean of Students (Refer to Student Code of Conduct, Policy 6Hx2-5.02)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment,</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stalking, Dating Violence,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Domestic Violence,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discrimination,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hate Crimes,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullying and/or Retaliation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(if student is the alleged perpetrator)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students with Disabilities

Executive Director of Human Resources and Equity handles all such cases. Students can proceed directly to this office or contact the Campus President of their respective campus.

<table>
<thead>
<tr>
<th>Student Activities</th>
<th>Director/Coordinator of Student Life</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Campus Dean of Students w/AVP for Student Affairs/Student Life</td>
</tr>
<tr>
<td></td>
<td>Campus President with VP for Student Affairs</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>Disability Services Advisor</td>
</tr>
<tr>
<td></td>
<td>Manager of Disability Services</td>
</tr>
<tr>
<td></td>
<td>AVP for Student Affairs/Financial Services</td>
</tr>
<tr>
<td></td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
</tr>
<tr>
<td></td>
<td>Associate Registrar</td>
</tr>
<tr>
<td></td>
<td>AVP for Student Affairs/College Registrar</td>
</tr>
<tr>
<td></td>
<td>VP for Student Affairs</td>
</tr>
</tbody>
</table>

Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA), students may also.
contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

**Procedures Specific to Online Students**

Students enrolled in a fully online program who desire to file a complaint not related to their final grade in a course should follow this Complaint Process for Non-instructional Issues (Broward College Procedure A6Hx2-5.23). After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Division of Colleges, and/or with Broward College’s regional accrediting agency, The Commission on Colleges of the Southern Association of Colleges and Schools. Students residing in states other than Florida may file a complaint with the regulatory agency in the state where they are receiving the online instruction, and/or the Commission on Colleges.

Most complaint processes external to Broward College require that the student: 1) document the steps taken to exhaust the institution’s grievance process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution’s response to the student as a result of following the college’s procedures.

Contact information for filing complaints regarding online learning:

**Broward College Online**
www.broward.edu/online
954-201-7900
225 E. Las Olas Blvd, 6th Floor, Fort Lauderdale, Florida 33301

**Florida Department of Education, Division of Florida Colleges**
www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaint.stml
850-245-0407
325 West Gaines Street, Room 1544, Tallahassee, Florida 32399-0400

**Southern Association of Colleges and Schools, Commission on Colleges**
www.sacscoc.org/pdf/081705/complaintpolicy.pdf
404-679-4500
1866 Southern Lane, Decatur, GA 30033-4097

For students residing outside of Florida, contact information for other state regulatory agencies may be found at www.broward.edu/online/

**Student Code of Conduct Policy**
Broward College Policy 6Hx2-5.02

Upon admission to Broward College (the “College”), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the
academic and behavioral regulations found in the *Broward College Student Handbook*, the *College Catalog*, other official publications of the College, and the College web site at [www.broward.edu](http://www.broward.edu). If there is a conflict with any of the aforementioned sources, this policy shall prevail.

When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, the College may direct the student to participate in a psychiatric and/or psychological evaluation. The psychiatric and/or psychological evaluation process will assess the student's ability to safely participate in the educational programs at Broward College as part of the due process for students who are alleged to have violated this policy and procedure. Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs, including but not limited to health sciences programs, Institute for Public Safety, Aviation, etc. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines provided by their programs to learn more about the standards of professional conduct that are applicable to them.

Bias-Motivated Conduct (Commonly referred to as “Hate Crimes”): The College believes that members of the College community have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, the College will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this Policy, if the College determines that the perpetrators’ actions were motivated by the actual or perceived affiliation of the victim with a particular social group. Additionally, the College will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with Florida Statutes 775.085, Federal Statutes 18 U.S.C. § 245 & 249, and other applicable laws.

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any College-sponsored activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. **Abusive Conduct**
2. **Bribery**
3. **Bullying**, including but not limited to the following behaviors directed at an individual or a group:
   a. Unwanted teasing
   b. Threatening or intimidating behaviors
   c. Stalking
   d. Public humiliation
   e. Spreading malicious and derogatory rumors or falsehoods
   f. Using discriminatory slurs against an individual or group
g. Cyberbullying – including, but not limited to the use of communication-based technologies, including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies, or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.

4. Discriminatory comments or action and/or retaliatory actions, including, but not limited to remarks or actions against a student, faculty, or staff member of the College
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 6Hx2-3.34 – Discrimination, Harassment and Retaliation if they believe they have been the victim of discrimination or retaliation by a College faculty or staff person.

5. Dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty
   b. Using electronic devices to store, retrieve, search for answers and/or share answers in testing environments when the use of the device is not permitted
   c. The acquisition or use of teaching or testing materials, including test banks and answer keys, or access to online resources provided by textbook publishers or others, without the express permission of the instructor
   d. Furnishing false information, making false accusations, or misrepresentation of oneself or others to any College official, including but not limited to faculty, staff or administrators, representing oneself as an agent of the College, and/or entering into a contract on behalf of the Board of Trustees
   e. Forgery, alteration, or the misuse of any College document, record, or instrument of identification
   f. Tampering with the election of any recognized College student organization
   g. Violation of copyright as defined in College Policy 6Hx2.8.05

6. Disorderly Conduct

7. Disruption of the Educational Environment – including but not limited to:
   a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor’s syllabus. Therefore, all such devices must be inaudible and placed out of sight during class.

8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism and the College will use all means available to assist in the identification of students who make such threats.

9. Hazing as defined in Florida State Statute, Chapter 1006.63

10. Immigration Status of F1 or M1 Students – If a final course grade or enrollment status is correct it is unlawful and a violation of the Student Code of Conduct for students to ask faculty or any College official to alter a grade or enrollment status in order to remain in compliance with Federal immigration regulations.

11. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution

12. Misuse of College Identification as defined in College Policy 6Hx2.5.24

13. Non-Compliance with Directions:
a. Non-compliance with the directions of College personnel or law enforcement officers acting in the performance of their duties
b. Failure to identify oneself to these persons when properly requested to do so

14. Non-Compliance With the Student Discipline System, including but not limited to:
   a. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
   c. Disruption or interference with the orderly conduct of a Student Conduct Hearing
   d. Knowingly making false accusations of student misconduct without cause
   e. Attempting to discourage an individual's proper participation in, or use of, the student discipline system
   f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
   g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
   h. Failure to comply with the sanction(s) imposed under the Student Code
   i. Influencing or attempting to influence another person to commit an abuse of the student discipline system

15. Obstruction of Pedestrian or Vehicular Movement
16. Public Intoxication/Disorderly Behavior
17. Smoking in Non-Designated Areas

18. Sexual Misconduct as defined in College Policy 6Hx2-5.39
   a. The Family Educational Rights and Privacy Act (FERPA) permits a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
   b. FERPA also permits institutions to disclose to anyone – not just the victim – the final results of a disciplinary proceeding, if the College determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.

19. Sexual Harassment as defined by College Policy 6Hx2-5.39 by students against any member of the College community
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 6Hx2-3.31 – Sexual and Other Workplace Harassment if they believe they have been the victim of sexual or other harassment by a College faculty or staff person.

20. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following conditions apply:
   a. The offense occurred at an event that was sanctioned by an officer of the organization
   b. Organizational funds are used to finance the activity
c. The event where the offense occurred is substantially supported by the organization’s membership
d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense

21. Theft or Damage, or Attempted Theft or Damage, to a Person’s or the College’s Property
22. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01, 6Hx2-8.03
23. Unauthorized Demonstration - participation in a campus demonstration where the student’s behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular

24. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
25. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol as defined in College Policy 6Hx2-5.18
26. Unauthorized Recording - Students may not make an audio or video recording of an instructor or speaker’s seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker. However, if such recording is an accommodation in accordance with the Americans with Disabilities Act, prior notification is required, rather than consent. Students may not make an audio or video recording of persons in conversation without prior consent of all parties
27. Unauthorized Use of College Property or Facilities
28. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any College-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
   a. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community and/or which could disrupt the educational mission of the College. Such an off-campus violation must be of a nature wherein the presence of the student at a College campus is reasonably considered to be a danger to persons or property.
   b. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
   c. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
d. The College will cooperate fully with law enforcement and other agencies in enforcing
the law on campus and in the conditions imposed by a judge in a court-of-law. Individual
students and faculty members, acting in their personal capacities, remain free to interact
with governmental representatives, as they deem appropriate.

29. Violation of Published College Policies/Procedures, Rules or Regulation.
30. Violence Against Women Act prohibitions against dating violence, domestic violence, sexual
assault, and stalking, as defined by College Policy 6Hx2-5.39.
31. Weapons and Dangerous Materials – Refer to Weapons on College Property, College Policy
6Hx2-5.38.

The College retains the right to discipline students and student organizations up to dismissal
from the College for violation of this policy.

Students who are also employees of the College, who are found to have violated the Student
Code of Conduct, may also be subject to disciplinary action as employees up to and including
termination of their employment from the College. Any such instances will be investigated by
the Executive Director of Human Resources or his/her designee. Additionally, employees of the
College who are also students, and who are subject to disciplinary action in their role as
employees, may also be subject to disciplinary action through the Student Code of Conduct.
Breaches of the College’s policies pertaining to academic dishonesty may result in academic
penalties imposed by the instructor in accordance with BC Policy 6Hx2-4.19. Academic
penalties may include, but are not limited to, a failing grade for a particular assignment or a
failing grade for the course. Additionally, the student may be referred to the Dean of Students of
the campus/center for violations of the Student Code of Conduct for disciplinary action.

The College maintains partnerships with external institutions including but not limited to
educational institutions, libraries, and health services providers. A student who violates the rules
of a College partner is also subject to BC Policy, including the College Student Code of Conduct.
Additionally, a student who violates the College Student Code of Conduct may also be found to
have violated the rules of a College partner.

College-sponsored programs or sanctioned events may have their own rules and disciplinary
procedures that would be applicable in addition to the Student Code of Conduct, such as the
Institute of Public Safety, Aviation Institute, etc.

Definitions

Abusive Conduct - physical abuse, verbal abuse, threats, intimidation, harassment, coercion
and/or other conduct which threatens or endangers the physical or emotional health or safety of
any person

Bias-Motivated Conduct (commonly referred to as “Hate Crimes”) – occurs when a perpetrator
targets a victim because of his or her actual or perceived membership in a certain social group,
usually defined by race, color, ancestry, ethnicity, religion, sexual orientation, national origin,
homeless status, mental or physical disability, gender, gender identity, political affiliation, etc.
Hate crimes differ from conventional crimes because they are not directed simply at an individual, but cause fear and intimidation in an entire class of people.

Bribery - offering, soliciting, receiving, or giving money or any item or service to a College employee for the purpose of attempting to obtain assistance, priority consideration, or any benefit that would not have otherwise been provided.

Bullying – behavior that inflicts physical or psychological abuse on one or more members of the College community. Such behavior may occur in-person or via electronic communication.

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; and looking at text, notes or another student’s paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student 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.

Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College.

Controlled Substance – all illegal drugs and prescription drugs taken without a physician’s order.

Discrimination - treating any student, officer, employee or agent of the College differently than others are treated based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other legally protected classification.

Disorderly Conduct - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities.

Harassment - any verbal or physical conduct based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or retaliation, and that has the purpose or effect of unreasonably interfering with the individual’s education by creating an intimidating, hostile or offensive environment.

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; 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; and 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 this policy.

Retaliatory Action - any material adverse action taken against the person who makes or supports a complaint of discrimination, or creating a hostile or threatening environment against such persons.

Student Organization - a student group that has registered with a campus/center student life office in accordance with the provisions of this policy and procedure.

**Student Code of Conduct Procedure**

Broward College Procedure A6Hx2-5.02

**ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES**

1. Any member of the Broward College (“College”) community may file a complaint against any student or student organization for misconduct. Students are encouraged to submit complaints in writing, directed to the dean of students where the violation was allegedly committed. Complaints should be submitted within 5 business days after the incident. Complaints that are not in writing and/or submitted after the preferred timeline will also be considered and investigated as needed. Both the complainant and the referred student will receive a written copy of the student code of conduct and other College policies and procedures applicable to the alleged violation.

2. When the dean of students becomes aware of the complaint, she/he may do one or more of the following:
   a. **Immediate Sanction:** If a student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other serious condition exists, the dean of students may immediately suspend the student or organization from class(es) or other activities at the College. If there is an immediate threat to campus or classroom environment, this suspension may occur prior to due process being extended to the student or student organization.
   b. **Support for Complainant:** The College will take immediate and appropriate steps to support the complainant in an effort to mitigate the possibility of future violations of the Code of Conduct and to support the complainant’s educational pursuits. Such support includes, but is not limited to, assisting the student with notifying law enforcement, recommending appropriate community support, recommending options for counseling, assisting with modifications to class schedules and locations and other academic support as may be needed, and assisting with initiating a College complaint and investigation against the referred student in accordance with appropriate College policy and procedure.
   c. **Trespass:** In accordance with Broward College Policy 6Hx2-2.02 – At the direction of the dean of students, students may be escorted off College property if their continued presence is considered a threat to the safety of persons or property. Trespass may occur prior to due process being extended to the student or student organization.
d. Review by dean of students: Other than in instances where a possible outcome of a
disciplinary hearing is suspension or expulsion, the dean of students will review
evidence, meet with the student or student organization, meet with witnesses, and impose
sanctions as outlined in Article III of this procedure within 15 business days after
receiving the complaint. A review by the dean of students may occur prior to sanctions
being imposed or after sanctions are imposed and/or a notice of trespass is issued in
accordance with items I.2.a & b above. The review will determine whether or not the
conduct occurred and what actions to take to end the violations of the Code of Conduct,
eliminate any hostile environment, and prevent future occurrence. The review will be
adequate, reliable, and impartial, and include the opportunity for all parties to present
witnesses and evidence. Either the complainant or the referred student may question the
impartiality of the review to the Campus President, and up through the chain of command
as needed depending on the nature of the concern about impartiality. The College will
preserve all evidence that may be of value in conducting an investigation and determining
the culpability and sanctions imposed on the referred students, and will share such
evidence with appropriate law enforcement entities as required by law.

e. Review by Student Conduct Committee: In cases involving possible suspension or
expulsion, the matter will be heard by the Student Conduct Committee in accordance
with the guidelines set forth in Article II of this procedure. In cases where the matter is
referred to the Student Conduct Committee, the dean of students may still conduct the
initial review as described above.

f. Disruptive Students: In instances where student behavior manifests symptoms of
possible psychological/psychiatric issues, the Campus Behavioral Intervention Team
(BIT) chair or the dean of students may recommend to the Campus President that a
student complete a psychiatric and/or psychological evaluation based on the student’s
behavior. The Campus President, in consultation with the Vice President for Student
Affairs and Enrollment Management shall determine if an evaluation is warranted. The
results of the psychiatric and/or psychological evaluation will assist the College in
determining the student’s ability to continue participation in educational programming at
the College in accordance with the provisions of this procedure. Students deemed to pose
an immediate threat to themselves or others will be subject to immediate sanction and/or
may be trespassed from all college locations in accordance with item A and B above
pending the outcome of full due process rights afforded by this procedure.

3. Students are responsible for their conduct. Students may not invoke their official or informal
complaint or grievances against other persons or departments as part of their defense against
allegations of having violated the Student Code of Conduct. Even if legitimate, a grievance
against a member of the college community is not sufficient grounds, nor a defense for a
violation of the Student Code of Conduct.

ARTICLE II: STUDENT CONDUCT COMMITTEE HEARING PROCEDURES

1. The Student Conduct Committee is a sub-committee of the Academic Standards Committee
as codified in Broward College Policy 6Hx2-5.28 – Academic Standards Committee. The
Student Conduct Committee consists of members chosen from the Academic Standards
Committee. Members of the Student Conduct Committee must not be directly associated
with the case. The Chair of the Academic Standards Committee will serve as the Hearing
Officer of the Student Conduct Committee. If the Chair of the Academic Standards Committee is unable to preside, the dean of students shall designate a Chair. In cases involving sexual misconduct, or other matters where the privacy of student complainants is an issue, the Hearing Officer, in consultation with the dean of students, may exclude students from hearing the case. The Hearing Officer will only vote if there is a tie. The complainant or the referred student may question the impartiality of members of the Student Conduct Committee to the dean of students, or if the question is about the dean of students, to the appropriate campus president, and up through the chain of command as needed depending on the nature of the concern regarding impartiality.

2. The dean of students will forward pertinent paperwork to the Hearing Officer who will present the complaint and the hearing procedures to the referred student or student organization, and the complainant, in writing. A time will be set for a hearing within 15 business days of the initial complaint.

3. In cases involving more than one referred student, the Hearing Officer of the Student Conduct Committee, at her/his discretion may permit separate hearings.

4. The complainant and the referred student or student organization have the privilege of being assisted, at their own expense, by one adviser of their own choice. The adviser may be an attorney. The complainant and/or the referred student are responsible for presenting their own case. Advisers are not permitted to speak or to participate directly or indirectly in any hearing before a Student Conduct Committee.

5. The complainant, the referred student or student organization, and the Student Conduct Committee will have the privilege of presenting witnesses, subject to inquiry or questioning by the Student Conduct Committee. In cases of alleged sexual misconduct, the referred student or student organization is not permitted to introduce evidence or ask questions regarding the complainant’s prior sexual conduct with anyone other than the referred student. It should be noted that evidence of a prior consensual relationship between the parties does not imply consent. Additionally, the hearing officer may prohibit the referred student from directly interacting with or cross examining the complainant in cases of alleged sexual misconduct or in other instances where it is deemed to not be appropriate.

6. The complainant and referred student or student organization must notify the Hearing Officer of any witnesses and/or items for review they wish to present, at least 3 business days prior to the hearing. All parties shall have equal and timely access to information and evidence.

7. At the discretion of the Hearing Officer, pertinent records, exhibits, and written statements may be accepted for consideration by a Student Conduct Committee.

8. All procedural questions are subject to the final decision of the Hearing Officer.

9. All communication at a student conduct hearing shall be directed through the Hearing Officer.

10. There will be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record will be the property of the College.

11. After the hearing, the Student Conduct Committee will determine by majority vote if the student or student organization has violated specific sections of the Student Code of Conduct.

12. The Student Conduct Committee's determination will be made on the basis of whether it is more likely than not that the referred student or student organization violated the Student Code of Conduct, commonly referred to as a preponderance of the evidence standard.

13. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, will recommend sanction(s) within 5 business days to the dean of students. The
dean of students may accept, reject, or modify the recommendation offered by the Student Conduct Committee and will simultaneously communicate the disposition of the matter to the complainant and the referred student or student organization in writing within 10 business days after receiving the recommendation of the Student Conduct Committee.

14. The Hearing Officer and committee members shall keep confidential the recommendations of the committee and only the sanction imposed by the dean of students will be communicated to the student or student organization.

ARTICLE III: SANCTIONS

1. The dean of students or the Vice President for Student Affairs and Enrollment Management (per Section IV of this Procedure) may impose one or more of the following sanctions based on the severity of the incident. The sanctions listed below do not reflect a progressive process and a student may immediately receive a more severe sanction depending on the nature of the violation.

The following Level 1 Sanctions (may be imposed by the dean of students):

a. Warning – A notice in writing to the student that they have violated institutional regulations indicating the potential consequences of future violations.

b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during or after the probationary period.

c. Loss of Privileges – Denial of specified privileges for a designated period of time.

d. Fines – A student may be required to pay fines incurred (i.e. parking, library, etc.) as a condition for complying with the sanction imposed.

e. Restitution – Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.

f. Discretionary Sanctions – Work assignments, community service to the College, counseling referrals or other related discretionary sanctions.

g. Administrative Withdrawals – Withdrawal for all courses without refund.

Students receiving financial aid are subject to Broward College Policy 6Hx2-5.11 – Financial Aid.

h. Trespass – in accordance with Broward College Policy 6Hx2-2.02, students may be prohibited from entering Broward College locations.

2. The Following Level 2 Sanctions (may be imposed by the dean of students after case is heard by the Student Conduct Committee):

a. Any Level 1 sanction listed above.

b. College Suspension – Separation of the student from the College for a definite period of time, after which the student or student organization is eligible to return; conditions for readmission may be specified.

c. College Expulsion – Permanent separation of the student from the College.

3. The following sanctions may be imposed by the College on student organizations:

a. Those sanctions listed above.

b. Deactivation or loss of specific organizational privileges for a specified period of time.

ARTICLE IV: APPEALS
1. A referred student, student organization, or complainant may appeal to the Vice President for Student Affairs and Enrollment Management the sanctions imposed by the dean of students. Such appeals must be in writing and must be delivered to the Vice President for Student Affairs and Enrollment Management within 5 business days of the receipt of sanctions from the dean of students.

2. Sanctions imposed by the dean of students go into effect immediately unless a student or student organization appeals the decision. In such cases, the dean of students in consultation with the Vice President for Student Affairs and Enrollment Management will decide if sanctions will be enforced immediately or pending the outcome of an appeal process.

3. In considering the appeal, the Vice President for Student Affairs and Enrollment Management will limit her/his review to a determination of whether the student or student organization received a fair hearing in accordance with established policies and procedures. A student who has been sanctioned may only appeal on the following grounds:
   a. A substantial procedural error occurred that rendered the process or the outcome fundamentally unfair.
   b. New substantive evidence, impossible for the dean of students or the Student Conduct Committee to have heard at the time of the hearing, has been discovered and a failure to review such evidence would be fundamentally unfair.
   c. The finding and/or the sanction was fundamentally unfair or inappropriate.

4. The Vice President for Student Affairs and Enrollment Management will generally limit her/his review to the written appeal and the record of the hearing. In exceptional circumstances, the Vice President for Student Affairs and Enrollment Management may, at her/his discretion, meet with student(s) directly to review evidence, meet with witnesses and the accused student(s) or student organization.

5. After considering the appeal, the Vice President for Student Affairs and Enrollment Management may:
   a. Find that there are no grounds to consider the appeal.
   b. Refer the matter back to the dean of students for further review based on specific issues, with a designated time-frame for reconsideration indicated.
   c. Alter the findings or the sanctions imposed by the dean of students. Sanctions imposed during the appeal process may be less severe, or in unusual circumstances, more severe than those originally imposed.

6. The Vice President for Student Affairs and Enrollment Management shall simultaneously communicate the final disposition of the matter to the complainant and referred student or student organization in writing within 10 business days after receiving the appeal. The decision of the Vice President for Student Affairs and Enrollment Management shall be final.

ARTICLE V: COMMUNICATION

1. In cases where there is no appeal to the Vice President for Student Affairs and Enrollment Management within the specified time period in accordance with this procedure, the dean of students shall notify appropriate members of the college community regarding the sanction. In instances where an appeal is submitted and the matter is adjudicated by the Vice President for Student Affairs and Enrollment Management, he/she will notify appropriate College
personnel of the decision. Both the complainant and referred student or student organization will receive simultaneous written notice of the outcome of the complaint.

**Student Sexual Misconduct Policy**
Broward College Policy 6Hx2-5.39

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Broward College ("College") is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, sexual violence, domestic violence, dating violence, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student’s age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

Broward College fully supports and complies with all state and federal laws related to sexual misconduct and will report allegations of sexual misconduct to appropriate law enforcement agencies in accordance with applicable law and subject to confidentiality provisions outlined in the procedure accompanying this policy and in applicable state and federal law.

Students are prohibited from engaging in sexual misconduct.

The College will provide prompt and ongoing support to student complainants in accordance with the procedure accompanying this policy.

The College offers primary and ongoing programs to prevent and promote awareness of dating violence, domestic violence, sexual assault, and stalking, to include, but not limited to information about safe and positive options for bystander intervention, and how to avoid potential assaults.

The College will take prompt and appropriate action to end any conduct that interferes or limits a student’s ability to participate in or benefit from the College’s programs. All complaints and investigations of sexual misconduct will be kept confidential as possible and to the extent allowed by law.

If the allegation involves misconduct on the part of a faculty or staff member, the incident will be investigated in accordance with Broward College policy 6Hx2-3.31 – Sexual Harassment, and Sexual Violence. Employees who violate this policy are subject to discipline up to and including termination.
If the allegation involves misconduct on the part of a student, the incident will be investigated in accordance with Broward College Policy 6Hx2-5.02 – Student Code of Conduct. Students who violate this policy are subject to discipline up to and including expulsion from the College.

In all instances, regardless of the status of the alleged perpetrator (student, staff, or a person not affiliated with the College), the dean of students or designee will provide prompt and ongoing support to the student complainant in accordance with College procedures A6Hx2-5.39 – Sexual Misconduct and A6Hx2-5.02 – Student Code of Conduct, and College Policy 6Hx2-5.32 – Student Assistance Program.

**Definitions**

Consent – an affirmative indication of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent cannot be obtained through coercion, force, threat, or intimidation. Consent cannot be given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in, or is otherwise incapacitated as a result of having consumed drugs or alcohol, or for any other reason. Silence or absence of resistance on the part of an individual does not imply consent. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time, even during sexual interactions. Consent to one form of sexual activity does not imply consent to other forms of sexual activity, or as further defined in Florida Statutes.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence would include, but would not be limited to, sexual or physical abuse or the threat of such abuse, or as further defined in Florida Statutes.

Domestic Violence – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under applicable domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws, or as further defined in Florida Statutes.

Responsible Employee – The College defines Title IX Responsible Employees as those staff designated as Campus Security Authorities (CSA) in accordance with the “Clery Act.”

Retaliatory Action - any material adverse action taken against the person who makes or supports a complaint of sexual misconduct.

Sexual Harassment - any unwelcome sexual advances, requests for sexual favors, or other verbal
or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual’s education or academic performance by creating an intimidating, hostile, or offensive environment. Conduct that falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person’s body, clothing, or sexual activities.
- Displaying or posting offensive sexually suggestive pictures or materials on campus.

Sexual misconduct – for the purposes of this policy, sexual misconduct serves as an umbrella term, which includes, but is not limited to, the various offenses defined in this policy.

Sexual violence – Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking – conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Student Sexual Misconduct Procedure
Broward College Procedure A6Hx2-5.39

Reporting an Allegation of Sexual Misconduct

Students who believe they have been subject to sexual misconduct on College property, at a College sponsored event, or by any member of the College community regardless of location are encouraged to report the incident to the Dean of Students or designee on the campus, and if applicable, law enforcement entities.

The Dean of Students will, in collaboration with the College’s Title IX Coordinator, provide prompt and ongoing support to the student including, but not limited to, assisting the student with notifying law enforcement, recommending appropriate community support, recommending options for counseling, assisting with modifications to class schedules, locations, and other academic support as may be needed, and assisting with initiating a College complaint and investigation against the referred student in accordance with appropriate College policy and procedure.
The Dean of Students may additionally levy sanctions against the referred student in accordance with Broward College Policy and Procedure 6Hx2-5.02 – Student Code of Conduct and may take other actions as needed to safeguard the complainant and the College community.

In addition to the Dean of Students, a student may report an allegation of sexual misconduct to any College “Responsible Employee” as defined in Broward College Policy 6Hx2-5.39 – Sexual Misconduct. The Responsible Employee is obligated to promptly notify the College’s Title IX Coordinator and appropriate Dean of Students of the specifics of the allegation.

Students are encouraged to report incidents of sexual misconduct to appropriate law enforcement entities and the College will assist the complainant in making such notifications and will, to the extent allowed by law, respect a complainant’s right to not notify law enforcement authorities. While the College is not responsible for the response or outcome of law enforcement actions, the College maintains an obligation to timely investigate and respond to sexual misconduct allegations regardless of the timing, scope, and outcome of law enforcement actions. The College may honor law enforcement requests relating to the interviewing of complainants, referred students, and witnesses based on possible impact to a criminal investigation.

**Safety and Support for Student Complainants**

The College will take immediate steps to protect the complainant pending the final outcome of the investigation. Interim measures are available to the complainant to address their safety as well as any hostile education environment resulting from the misconduct. These measures include, but are not limited to, changing an employee’s or student’s work schedule; altering the complainant’s or referred student’s course schedule or campus; allowing the withdrawal or retake of classes without penalty; academic support such as tutoring; and the issuance of no-contact orders.

In instances where the referred person is not affiliated with the College, the College will take reasonable and appropriate steps to cooperate with other entities, including, but not limited to other colleges, community entities, and law enforcement, to ensure that the complainant is afforded the right to an education at the College free from sexual misconduct.

**Investigations of Allegations of Sexual Misconduct**

If the allegation involves misconduct on the part of a faculty or staff member, the incident will be investigated in accordance with Broward College Policy 6Hx2-3.31 – Sexual Harassment, and Sexual Misconduct.

If the allegation involves misconduct on the part of a student, the incident will be investigated in accordance with Broward College Policy 6Hx2-5.02 – Student Code of Conduct.

In all instances, regardless of the status of the referred person (student, faculty, staff, or a person not affiliated with the College), the Dean of Students or designee will provide prompt and ongoing support to the student complainant in accordance with this procedure, as well as Broward College Procedure A6Hx2-5.02 – Student Code of Conduct, and Broward College Policy 6Hx2-5.32 – Student Assistance Program.
Confidentiality of Student Complainants

If the complainant wants to reveal an allegation of sexual misconduct to the Dean of Students or any responsible employee, but also wants to maintain confidentiality, the student should be aware that the College will consider the request, but cannot guarantee that the College will be able to honor it, and the complaint will be reported to the Title IX Coordinator and Dean of Students and an investigation will be initiated. If the College does honor a student’s request for confidentiality, the student must understand the College’s ability to investigate and issue sanctions will be severely limited. Additionally, if the College believes that the reported incident poses a continuing threat to other persons, or if mandatory reporting is required, the College may not be able to honor the request for confidentiality.

The College does not directly employ staff who can provide students complete confidentiality in regards to complaints of sexual misconduct (sometimes known as “privileged communications,” provided by pastoral counselors and mental health professionals). However, the College may have a relationship with an off campus organization to provide mental health counseling, in accordance with Broward College Policy 6Hx2-5.32 – Student Assistance Program, and the student would be eligible to engage in privileged communication in that venue. Complainants should note that even privileged communication is limited by laws governing mandatory reporting of certain crimes.

Substance Abuse Policy
Broward College Policy 6Hx2-5.18

Broward College (the College) recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment, which supports the mission of the College.

In accordance with applicable Federal and State laws, students may not be impaired by alcohol or drugs or in possession of illegal drugs or alcohol while on College property or while participating in a College sanctioned activity. Students whose behavior is impaired by legal drugs are also subject to this policy.

As specified in the Program Guidelines for certain programs at the College, students and applicants to the College may be subject to a drug screening prior to, or if circumstances warrant, during the time of their enrollment at the College. Students will incur the costs of such screenings.

Students found in violation of this policy are subject to discipline in accordance with Broward College Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

If a student is required to submit to a drug screening by the dean of students based on behaviors that indicate the use of drugs or alcohol which impairs their ability to perform in their academic program, refusal to submit to such a drug screening will be treated as a positive test result. The
College retains the right to dismiss a student from the College or from a specific program, in accordance with the Program Guidelines for that program.

**Students with Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) Policy**
Broward College Policy 6Hx2-5.16

Broward College recognizes the serious adverse societal and educational impact associated with the Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency syndrome (AIDS).

In accordance with Florida Statute 1006.68, the student life offices on the campuses and centers shall implement a program that addresses the provision of instruction, information, and activities regarding human immunodeficiency virus infection and acquired immune deficiency syndrome. Such instruction, information, or activities shall emphasize the known modes of transmission of human immunodeficiency virus infection and acquired immune deficiency syndrome, signs and symptoms, associated risk factors, appropriate behavior and attitude change, and means used to control the spread of human immunodeficiency virus infection and acquired immune deficiency syndrome.

**Meningitis and Hepatitis B Statement**
Florida Statute, Section 1006.69

Florida Statute 1006.69 requires that Broward College provide information to all enrolled students on the risks associated with Meningitis and Hepatitis B. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control:

Hepatitis B: [http://www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis)

**Student Financial Aid**

Student financial aid is available to all students who complete the Free Application for Federal Student Aid (FAFSA) and are eligible to receive it. Most aid programs (Federal, State, Private scholarships and third party payers) require a clearly described step by step process most often determined by the agency or department providing the aid. The Office of Student Financial Aid provides information and assistance to students who seek to apply and use financial aid to support their enrollment at Broward College. From application to awarding, the Student Financial Aid Office ensures compliance with applicable laws, regulations and policies that govern federal, state, institutional, and foundation programs. The College provides financial assistance for all campuses and centers during regular College operating hours.
What is Financial Aid?

Financial Aid is assistance from federal, state, private, third-party payers (VA, DOD, Vocational Rehabilitation, Workforce One, tuition reimbursement, etc.) and institutional sources that can be used to assist students with direct educational costs (tuition, fees, textbooks and supplies) and indirect educational costs (general living expenses) while attending college.

How Much Aid?

The amount of Federal financial aid a student receives is often determined by the amount of ‘need’ they have (as determined by a Federal formula), or merit (based on academic achievement). State merit-based aid such as Bright Futures is initially based on academic eligibility while in high school, and then subsequent high academic achievement while attending college. Federal and state, need, and merit-based aid programs are often awarded based on student enrollment status.

Federal aid is determined by the following credit hour thresholds:

- Full-time – 12 or more credits
- ¾ time – 9 to 11 credits
- ½ time or Part-time – 6 to 8 credits
- Less than ½ time – 1 to 5 credits

NOTE: When students make changes to their schedule by adding and dropping classes prior to disbursement of aid, the awarded amount fluctuates and can change students’ payment status.

Types of Aid

Aid can be in the form of grants, scholarships need or merit and student loans. Examples of aid are as follows:

Grants

- Pell – Federal need-based aid*
- Federal Supplemental Educational Opportunity Grant – Federal need-based aid*
- Florida Student Assistance Grant – State Need-based aid

Work Programs

- Work study – Federal and State need-based

Veterans (VA) Benefits**

- Various GI Bills – Eligible veterans based on service.
- Veterans Work study (VA) – VA determined
- TA (Tuition Assistance)—Branch of Service determined**
• Active Duty Personnel – Eligible in-service military personnel

Scholarships

• Foundation – Need and merit-based
• Institutional - Need and merit-based
• Florida Bright Futures – State merit-based aid

Loans

• Federal Direct Subsidized* – need based,
• Federal Direct Unsubsidized* – not need based; but based on school specific eligibility requirements.
• Plus Loan for Parents
• Private Loans
  o The College only approves unsubsidized loans or private loans for a select group of students as outlined in the College policy and procedure 5.11. Eligible students may expect to receive a financial aid award that will include a combination of sources.

*requires FASFA completion
**Awarded in addition to all other forms of aid if eligible for both

Federal Student Aid Initial Eligibility Requirements

Federal student aid programs are the largest source of aid for college students. Although parents and students are expected to contribute to a student’s educational expenses, the federal government does consider income, number of dependents, and other information when determining a student’s financial need. Financial assistance is provided after a determination is made that the resources of the family are insufficient to meet the student’s educational expenses on top of family living expenses.

Financial aid is based on an individual’s financial need, college costs, and the availability of funds. To be eligible, a student should be planning to enroll and attend a postsecondary institution as a degree-seeking student in a program eligible to receive Federal student aid must be meet the following additional requirements as required by Federal guidelines administered by the U.S. Department of Education (USDOE):

1. A U.S. citizen with a valid Social Security Number;
2. An eligible permanent resident, or in the U.S. for other than temporary purposes and be able to provide proof of such;
3. Enrolled or accepted for enrollment in an eligible program leading to an, A.A., A.S., A.A.S., BS or a federally-approved certificate at Broward College;
4. Making Satisfactory Academic Progress according to Broward College policy, inclusive of academic coursework at all post-secondary institutions attended prior to and including Broward College may be considered.
5. Registered with Selective Service (applies to males between the ages of 18 and 25);
6. Able to provide a valid high school diploma GED or documentation of being home-schooled. The student must also sign the statement of educational purpose located on the (FASFA).
7. The student must not:
   - Be in default on a prior student loan; or
   - Owe any prior financial obligations to the College or the federal government;
   - Have been convicted of a drug offense.

Other Eligibility Criteria

When completing the FAFSA, students must answer dependency status questions accurately. The federal government provides specific questions to determine dependency status. Students are considered dependent unless they can demonstrate that they are independent based on the criteria listed below.

Criteria for being determined independent on the FAFSA includes:

- Age 24 or older,
- Married,
- Seeking a graduate degree,
- Veteran,
- Dependents – children or other,
- If, since age 13, a student is:
  - A ward of the court/orphan/legal guardian
  - An emancipated minor
  - A homeless or at-risk homeless youth.

When a student does not meet any of the above criteria, the student is considered dependent and must provide parental financial information as well as their own when completing the FAFSA.

Financial Aid Application Procedure

Broward College strongly recommends that all students apply for financial aid regardless of their perceived eligibility to receive it.

Apply for Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov.

Students should provide the Broward College School Code 001500 when prompted for the school selection. Students and parents are encouraged to file tax returns before filing the FAFSA, and to select the IRS Data Retrieval Tool when completing the FAFSA. TIP: Students should also carefully complete the planned housing code on the FAFSA when they list the schools to receive their data. Students and parents need a Department of Education Personal Identification Number (PIN) to electronically sign the FAFSA. A PIN, may be obtained at www.pin.ed.gov.
The PIN also allows a student to make changes and view the application status.

After FAFSA Completion and Submission to the Federal government, students receive an email message from the federal processor confirming receipt of the application and provides providing a Student Aid Report (SAR), usually within 48 hours. The financial aid office will receive the same information in the form of an Institutional Student Information Report (ISIR). The College uses the information to determine financial need and eligibility for grants, scholarships, loans, and work-study. Students should review the SAR for accuracy and make necessary corrections.

NOTE: Students must apply for aid each academic year and are encouraged to apply early. The Federal application period for the Free Application for Federal Student Aid (FASFA) opens after January 1 of each calendar year and closes 18 months later on June 30 of the following year. Students file the FAFSA online at www.fafsa.gov. All information provided on the FAFSA is subject to verification - accuracy is important. Continuing students who complete their FAFSA and submit all requested documents by May 30 will have financial aid awarded by the tuition due date. The College focuses on financial aid processing for new students beginning on June 1 of each year.

**Verification**

The Federal government has authorized Broward College as a Quality Assurance (QA) school. With this distinction the College is authorized to select students for verification based on specified criteria. The College follows the verification guidelines recommended by the Federal government. This process mandates that the College compare the financial information submitted on the FAFSA to your (and your parent(s), if dependent) tax transcripts. As such, students selected for verification will be required to submit an IRS Tax Return Transcript to clear the verification flag. Copies of tax returns i.e. 1040’s will no longer be acceptable for verification purposes. To determine if additional documentation is required, students should log on to myBC and click on ‘Financial Aid’ and ‘Application Status’. Red flags indicate that the office needs more information to complete your file. To avoid delays in financial aid awarding, students should respond to any requests as soon as possible.

When completing the FAFSA students and parents are encouraged to utilize the IRS Data Retrieval Tool to transfer their tax information from the IRS directly to their application. If the IRS Data Retrieval Tool is used (with unchanged values) any subsequent request for IRS Tax Return Transcripts will have already been satisfied.

**Professional Judgment**

Financial aid administrators are allowed per Federal regulations to make professional judgment decisions for students under certain, extenuating circumstances including:

- Dependency Overrides - Dependency overrides are done on a case by case basis when circumstances between the parents and the student are compromised. The override requires extensive documentation.
• Income Adjustments - Income adjustments are processed on a case by case basis when the financial information requested on the FAFSA does not truly reflect the current financial situation in the household, which includes changes in employment. The income adjustment requires extensive supporting documentation.

Further information and forms can be found at www.broward.edu/sfs.

Packaging and Awarding Aid

Students cannot be awarded aid until verification documents are submitted, the documents are reviewed, and corrections are sent to the Federal government. Once the College receives complete data, then aid can be awarded and posted on students’ accounts. When aid is awarded, students can view their awards on myBC. Financial aids adjust by enrollment status. When students increase or decrease their credit hours, their aid can change. However, regardless of enrollment status, aid is awarded up to students’ eligibility.

How Long Can Students Receive Federal Student Aid

Students can receive 12 full-time semesters of aid for a bachelor’s degree. Federal aid (Pell grants) received in monitored by the Federal government and at any time a student exceed their Lifetime Eligibility Limits (LEU) federal aid can no longer be received. Effective July 2013, new federal student loan borrowers will be limited to borrowing student loans for only 150% of their program length determined by the College.

Maintaining Financial Aid Eligibility

Federal guidelines require that students remain eligible for financial aid throughout their enrollment in a post-secondary degree program.

There are several factors that determine whether a student can continue to receive Federal student aid. State aid programs such as Bright Futures and the Florida Student Assistance Grant are noted on the Office of State Financial Aid (OSFA) website. Eligibility requirements for aid are based on academic merit (qualitative measure) or timely completion (quantitative measure). Broward College reviews standards of academic progress on a term by term basis.

Details in addition to the following are written in Broward College policies 6Hx4.23, Academic Standards of Progress for all students and 6Hx2-5.11, Student Financial Aid Programs specific to those students who receive Federal and State student aid.

Qualitative Standard

Continued eligibility for Federal student aid require students to achieve a C or better qualitative (grade point average). State aid programs may be higher than the minimum standard noted below.

• Students must earn a 2.0 semester grade point average (GPA) and/or cumulative program GPA.
Students who fail to earn the required GPA will be given the initial term of enrollment plus one more, equivalent to one academic year or 12 months, to raise their GPA. Students may qualify for continued enrollment at the College; however, students must also meet qualitative SAP requirements to remain eligible for Title IV Federal aid funds. 50 College Catalog Broward College www.broward.edu College Catalog 51

Quantitative Standards

Students must make progress toward completing their academic degree program requirements at a pace that will allow them to complete within 150% of the published time required for the program. Quantitative measures (attempted v. earned credits and maximum time frame to complete their prescribed program of study) must be achieved at the time of review. The College uses an incremental progression that affords students more flexibility early in their academic career to deal with struggles of College transition at the freshman level or entry into college-level coursework after completion of remedial courses, such as math and English. Remedial courses do not count in pace or maximum timeframe calculations.

Maximum Time to Complete Degree Programs

All Associate in Arts degree programs can be completed within two years regular time and a (150%) three years at maximum timeframe a student should have completed all degree requirements. However, most Associates in Science Health Science programs cannot be completed in two years because of the number of pre-requisite courses required prior to completing their program core. As such, these programs can be completed in a minimum of three years regular time and a (150%) of program length or maximum timeframe as 4.5 years when a student should be completed with all degree program requirements including practical experience.

Reinstatement of Financial Aid Eligibility

Students regain their financial aid eligibility when their progress demonstrates passing of ALL standards of progress. Specific guidance is outlined in College procedure 5.11A.

NOTE: It is the student’s responsibility to be aware of initial eligibility requirements for aid and minimum academic requirements, to ensure continued eligibility for aid. Adherence to these policy standards and Federal regulations is required by all students at Broward College. The College reserves the right to review and modify this policy annually.

Students who have concerns about their academic performance should make an appointment with their academic advisor to develop an Academic Success Plan.

Developmental Education Coursework

Federal regulations allow financial aid to cover up to 30 remedial/ preparatory/developmental credits (equivalent to one academic year) for any student. If a student is enrolled in classes and
has already taken 30 credits of remediation, financial aid will not pay for additional remedial
classes. This does not include credits taken for ESL courses. Financial aid only covers credit
courses that are required for degree completion. Non-credit courses that do not apply toward the
students degree program courses taken for audit cannot be paid by federal student aid. However,
financial aid can be used for certain non-credit courses that apply toward a degree program.

**Types of Financial Aid**

The FAFSA is the application needed for almost all grants, scholarships, work-study and loans.
These funds are available through the federal government, the State of Florida, Broward College
and the Broward College Foundation. If eligible, students can expect a combination of grants,
scholarships, loans and/or work-study in their financial aid package. Students should apply as
early as possible as some pools of aid are limited.

**Grants**

Grants are funded by federal or state programs and do not require repayment. Grants are awarded
to students who demonstrate exceptional financial need.

- **Pell Grant** - the largest source of grant assistance from the Federal government.
  Students can apply throughout the academic year for a Pell grant by completing the
  FAFSA and other required Broward College forms. Eligibility is determined by the
  federal government and is based on several factors including household size, income
  and number of family members in college.
- **Federal Supplemental Educational Opportunity Grant** - Additional grant assistance
  for exceptionally needy students who are Pell eligible and apply early.
- **Florida Student Assistance Grant** - State grant awarded to students with demonstrated
  financial need. If eligible, this grant may be renewed. Because funding is limited,
  students must complete the application process early.

**Scholarships**

Scholarships are generally funded by Broward College, the Broward College Foundation or
generous private donors or organizations. Scholarships are awarded to students who demonstrate
academic excellence, but many scholarships are also available for students who demonstrate
financial need. Each scholarship has its own criteria and does not require repayment. An online
scholarship application allows students to submit their information electronically. The system
matches scholarship criteria with eligible students. Scholarships are based on the availability of
funds and cannot be guaranteed. Most scholarships require students to complete a FAFSA.
Students should have a completed financial aid file (FAFSA and all requested documents), and
complete the online scholarship application. Available scholarships are advertised on the
Broward College website in July of each academic year.
Florida Bright Futures

Florida Bright Futures scholarships reward Florida high school students who have displayed high academic performance and achievement. Students must meet initial eligibility requirements while in high school, and apply for the scholarship during their final (senior) year. Students who receive Florida Bright Futures awards must maintain eligibility for renewal and comply with the State of Florida renewal guidelines www.floridastudentfinancialaid.org/SSFAD/bf/renewpg.htm, as well as comply with the College’s Academic Standards of Progress policy.

Bright Futures recipients do not need to file a FAFSA in order to qualify for the scholarship, but are none the less encouraged to complete the application in an effort to possibly secure federal financial assistance as well. If they do apply they will have to meet all the Federal student aid requirements, including verification, if applicable, before any need-based aid is packaged and awarded.

Federal Student Loans

Federal student loans are also part of a student’s financial aid package. All subsidized and unsubsidized student loans are funded directly from the federal government through Federal Direct Student Loan program. Loans must be repaid with interest in a specific time period after a period of non-enrollment. Repayment may be deferred while students are attending classes at least half-time. Students whose enrollment changes to less than half-time status, cannot receive additional student loans, and must begin repayment within 6 months. Students who want to utilize loans to attend school must have a completed financial aid file.

Application Process

Students must log onto www.studentloans.gov to complete Entrance Counseling and a Master Promissory Note (MPN) to complete the student loan application process. Students who are on financial aid ‘Warning’ due to academic progress difficulties, have defaulted on a prior loan, have aggregate student loan debt greater than $15,000 (while enrolled in an Associates or certificate program) or have aggregate student loan debt greater than $30,000 (while enrolled in a Bachelors program) are encouraged to attend a Broward College Debt Management Workshop. Information regarding debt management and financial literacy can be found at http://www.broward.edu/financialaid/Pages/Debt-Management-Workshop.aspx

Loan Disbursement Timeline

Loan funds cannot be disbursed unless the Master Promissory Note (MPN) and Entrance Counseling are completed.

Types of Loans

- Federal student loans are need and non-need based.
- Direct Subsidized Loans
- Based on financial need. The federal government pays the interest on the loans while students are in school at least half-time, during grace periods, and during authorized periods of deferment.

- **Direct Unsubsidized Loans**
  - Not based on financial need. Students are responsible for the interest that accrues from the date of the first disbursement forward. Interest can be paid while students are in school or it can be postponed until repayment. Postponing interest means the interest will be capitalized or added to the principal amount, increasing the balance on which interest accrues daily. Broward College has been approved to limit eligibility for unsubsidized loans. Students may refer to the College website [www.broward.edu](http://www.broward.edu) for more information related to the guidelines relative to awarding of unsubsidized loans.

- **Direct PLUS**
  - Loans that are available to parents of dependent students. Parents must meet all federal government requirements, and may be eligible to borrow up to the total cost of attendance less all financial aid received. Parents begin repayment 30 days after the final disbursement for the academic year. The PLUS loan is based on a ten-year repayment plan with no prepayment penalties.

Visit [www.studentloans.gov](http://www.studentloans.gov) for additional information.

**Work-Study Programs**

Work-Study programs allow students to work either on or off campus to help defray their educational expenses. Students can work up to 20 hours per week depending on eligibility. Students can contact the campus financial aid office to determine if they are eligible, and if so, can research job openings on the web at: [www.broward.edu/financialaid/Pages/Work-Study.aspx](http://www.broward.edu/financialaid/Pages/Work-Study.aspx)

Funds are limited and awards are made to eligible students who complete their financial aid file early. Students must also complete an employment packet prior to beginning employment. Students who elect to work in a Federal Work-Study position on campus can exclude the income earned through work-study from the adjusted gross income (AGI) when completing the FAFSA. This can benefit students who are trying to manage their aid eligibility. Students should weigh the difference between part-time off campus jobs with on-campus FWS positions.

**America Reads/Counts**

This program is funded through the Federal Work-Study Program described above. It offers students an opportunity to tutor reading and math in local elementary and middle schools. Students may work up to 20 hours per week. Security clearance is necessary. Florida Work Experience Program provides eligible students who are Florida residents an opportunity to work in the public school system as teacher aides or tutors. Funds are limited.
**VA Work Study**

VA Work Study is available to veterans who are enrolled on at least a ¾ time. Students can work up to 25 hours per week and are paid directly by the Veterans Administration.

To Apply - Complete the Department of Veterans Affairs Application for Work Study Allowance which can be downloaded at http://www.vba.va.gov/ pubs/forms/vba-22-8691-are.pdf. Students should scan and email the application along with a copy of their resume to Veterans@broward.edu. Applications take approximately 2 weeks to process. Broward College will inform the student if, and where, they are assigned a position.

**Enrollment Verification**

Before aid can be disbursed to the College to cover tuition and any excess refunded to students, attendance in all enrolled classes must be verified by the faculty. Students should attend all classes, especially the first day of class, as faculty disseminate valuable class information every day the class meets and faculty can define participation that includes more than physical presence. Students must show a definite pattern of attendance and participation during the enrollment verification period of the term and thereafter. When students do not adhere to these guidelines, a WN for nonattendance prior to disbursement and a W for same after disbursement. Further information can be found on the web at www.broward.edu/sfs under Withdrawal Policies.

Simply logging on to an online course is not enough to document attendance for Title IV financial aid purposes. Students must be engaged with the faculty member and complete assignments prior to any aid being disbursed.

After the term begins, faculty continues to monitor attendance and class participation. At any point, a student ceases to meet the guidelines for the course relative to participation and physical presence; the faculty may unofficially withdraw students from classes. Any changes in the enrollment status will cause a change in the aid awarded to students. Any type of withdrawal either student or faculty initiated up to the 60% point of the term WILL impact students’ financial aid awards for the term.

NOTE: Students should plan to attend and participate in ALL classes, including the first day. And, equally important, students should register only for the courses which can be successfully completed. It is the student’s responsibility to notify the financial aid office about withdrawing from any class at any point during the term. Withdrawing from courses can negatively affect a student’s satisfactory academic progress status. Students who withdraw from classes may be required to repay some of the funds they receive from the federal government.

**Returning Unearned Student Federal Aid Funds - Return of Title IV Funds Policy**

The federal government requires colleges and universities to establish a Return of Title IV Funds policy, because students must repay federal funds when their aid eligibility changes. When students officially withdraw or have been unofficially withdrawn by a faculty member due to
nonattendance, during a term or session for which they are receiving Title IV student financial aid, a portion, if not all, aid may be returned. Aid funds impacted are as follows: the Pell Grant, Supplemental Educational Opportunity Grant, Subsidized and Unsubsidized Loans and PLUS Loans.

The federal government provides a formula to determine if the student will need to repay dollars received after courses are withdrawn. If a student has received more aid than they are entitled to receive, federal law requires that the College must return the aid overpayment and the student must repay the College or make satisfactory repayment arrangements within 45 days of notification or lose eligibility for future federal aid. The complete policy on Return of Title IV aid is accessible online on the Broward College financial aid website.

### Student Pay-For-Print

Broward College Pay-For-Print stations are owned and operated by the college and function as a service to the students, faculty, administration and staff by providing print services necessary for education. The Pay-For-Print stations can be utilized once a Guest Card has been purchased. The recharge and printing stations are listed below.

<table>
<thead>
<tr>
<th>A. Hugh Adams Central Campus</th>
<th>Recharge Stations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Stations:</td>
<td></td>
</tr>
<tr>
<td>Bldg. 17 Rm. 105, Rm. 107, Rm. 162, Open Lab and Rm. 265</td>
<td>Bldg. 17 Rm. 107 and Open Lab</td>
</tr>
<tr>
<td>Bldg. 19 Rm. 104 and Rm. 116</td>
<td>Bldg. 19 Rm. 116</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>North Campus</th>
<th>Recharge Stations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Stations:</td>
<td></td>
</tr>
<tr>
<td>Bldg. 46, Rm. 238 and Rm. 241</td>
<td>Bldg. 46, Rm. 238 and Rm. 241</td>
</tr>
<tr>
<td>Bldg. 62, Rm. 129</td>
<td>Bldg. 62, Rm. 129</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Judson A Samuels South Campus</th>
<th>Recharge Stations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Stations:</td>
<td></td>
</tr>
<tr>
<td>Bldg. 68, Rm. 100, Rm. 117, Rm. 213 and Rm. 263 Bldg. 72, Rm. 136, Rm. 138A, Rm. 182C, Rm. 190 and Rm. 240</td>
<td>Bldg. 68, Rm. 117</td>
</tr>
<tr>
<td>Bldg. 72, Rm. 136 and Rm. 182C</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Willis Holcombe Center Print Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg. 31, Lobby</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Higher Education Complex</th>
<th>Recharge Stations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Stations:</td>
<td></td>
</tr>
<tr>
<td>Bldg. 33, Rm. 107A and Rm. 430</td>
<td>Bldg. 33, Rm. 107A and Rm. 430</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pines Center</th>
<th>Recharge Station:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Station:</td>
<td></td>
</tr>
<tr>
<td>Bldg. 100, Rm. 100 and Learning Resource Center</td>
<td>Bldg. 100, Rm. 100 and Learning Resource Center</td>
</tr>
</tbody>
</table>
Weston Center
Print Station: Bldg. 110, Rm. 200
Recharge Station: Bldg. 110, Rm. 200

Miramar Center
Print Station: Bldg. 120, Rm. 200
Recharge Station: Bldg. 120, Rm. 200

### Student Tuition and Fees

The Board of Trustees approved an increase to tuition and fees for the 2015-2016 academic year. In order to provide students time to plan appropriately, the increase will be phased in through a two-step process. The charts below provide the approved tuition and fees.

**Fall 2015 (Term 20161)**

**A&P, PSV, College Prep and EPI**

<table>
<thead>
<tr>
<th>In-State Residents*</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$80.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$13.50</td>
<td>$13.50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$113.50</strong></td>
<td><strong>$118.50</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out-of-State Non-Resident</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$80.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>$226.40</td>
<td></td>
</tr>
<tr>
<td>Differential Tuition Fee</td>
<td></td>
<td>$75.60</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.00</td>
<td>$8.00</td>
</tr>
<tr>
<td>Student Financial Aid fee</td>
<td>$15.30</td>
<td>$15.30</td>
</tr>
<tr>
<td>Capital Improvement fee</td>
<td>$19.60</td>
<td>$19.60</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$15.30</td>
<td>$15.30</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$368.60</strong></td>
<td><strong>$222.80</strong></td>
</tr>
</tbody>
</table>
### Baccalaureate Programs

<table>
<thead>
<tr>
<th>In-State Resident*</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$4.59</td>
<td>$4.59</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$14.74</td>
<td>$14.74</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.59</td>
<td>$4.59</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$128.89</strong></td>
<td><strong>$133.89</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out-of-State Non-Resident</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Out-of State Fee</td>
<td>$384.72</td>
<td>$384.72</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>9.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$23.83</td>
<td>$23.83</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$50.10</td>
<td>$50.10</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$23.83</td>
<td>$23.83</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$587.45</strong></td>
<td><strong>$592.45</strong></td>
</tr>
</tbody>
</table>

### Spring and Summer 2015-2016 (Terms 20162 and 20163)

**A&P, PSV, College Prep and EPI**

<table>
<thead>
<tr>
<th>In-State Resident*</th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$82.00</td>
<td>$82.00</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>$9.00</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.20</td>
<td>$8.20</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$4.10</td>
<td>$4.10</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$13.50</td>
<td>$13.50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.10</td>
<td>$4.10</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td>$4.00</td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td><strong>$115.90</strong></td>
<td><strong>$120.90</strong></td>
</tr>
<tr>
<td></td>
<td>On Campus</td>
<td>Online</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Out-of-State Non-Resident</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$82.00</td>
<td>$82.00</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td>$226.40</td>
<td></td>
</tr>
<tr>
<td>Differential Tuition Fee</td>
<td></td>
<td>$75.60</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$8.20</td>
<td>$8.20</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$15.40</td>
<td>$15.40</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$19.60</td>
<td>$19.60</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$15.40</td>
<td>$15.40</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td>$371.00</td>
<td>$225.20</td>
</tr>
</tbody>
</table>

**Baccalaureate Programs**

<table>
<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-State Resident</strong>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>$9.18</td>
<td>$9.00</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$4.59</td>
<td>$4.59</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$14.74</td>
<td>$14.74</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.59</td>
<td>$4.59</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td>$128.89</td>
<td>$133.89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Out-of-State Non-Resident</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>$91.79</td>
<td>$91.79</td>
</tr>
<tr>
<td>Out-of State Fee</td>
<td>$384.72</td>
<td>$384.72</td>
</tr>
<tr>
<td>Distance Learning Fee</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$9.18</td>
<td>$9.18</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$23.83</td>
<td>$23.83</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$50.10</td>
<td>$50.10</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$23.83</td>
<td>$23.83</td>
</tr>
<tr>
<td>Parking &amp; Trans. Access Fee</td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total (per credit hour)</strong></td>
<td>$587.45</td>
<td>$592.45</td>
</tr>
</tbody>
</table>
Fall, Spring, and Summer 2015 -2016 (Term 20161 - 20163)

Vocational Certificate Programs - PSAV

<table>
<thead>
<tr>
<th></th>
<th>In-State Resident*</th>
<th>Out-of-State Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$73.40</td>
<td>$73.40</td>
</tr>
<tr>
<td>Out-of-State Fee</td>
<td></td>
<td>$209.75</td>
</tr>
<tr>
<td>Capital Improvement Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Student Financial Aid Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$3.65</td>
<td>$14.15</td>
</tr>
<tr>
<td>Total (per credit hour)</td>
<td>$84.35</td>
<td>$325.60</td>
</tr>
</tbody>
</table>

Supplemental - Continuing Workforce Education

<table>
<thead>
<tr>
<th>In-State and Out-Of-State</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fee</td>
<td>$96.75</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$4.85</td>
</tr>
<tr>
<td>Total (per credit hour)</td>
<td>$101.60</td>
</tr>
</tbody>
</table>

*Resident status, for tuition purposes, is defined by Florida Statutes 1009.21, and determined by the Registrar’s Office upon admission to the College. Students who qualify for a new resident status can apply for a change prior to the first day of the term.

Tuition and fees rates are subject to change as approved by the Broward College District Board of Trustees.

NOTE: Additional special fees are charged for some courses and laboratories. Special fees are shown with individual course information in the College catalog.

Health Science students: There are additional costs related to the Health Science programs which include but are not limited to the cost of medical/physical examinations, liability insurance, a background check, a drug screening test, uniform purchases, etc. Please check with the specific Health Science program for a more detailed list of additional costs.

The College, through Continuing Education and other academic departments, offers noncredit courses, seminars and workshops designed to meet the needs of citizens of all ages who reside in Broward County. Special brochures and bulletins are developed and distributed covering the specifics of each course. These documents become supplements to the official catalog and contain special fees and special charges associated with each course. These fees are due and payable according to the terms indicated within those documents.
**Academic Transcript Fee**

Students may order official academic transcripts online through their myBC account. Students who request an official transcript are assessed a $5 fee for each transcript.

**Duplicate Diploma Fee**

Upon completion of degree requirements, students are issued a diploma. Students who request a duplicate diploma are assessed a $10 fee for each duplicate diploma.

**Parking and Transportation Access Fee**

All students will be assessed a parking and transportation access fee as part of their schedule which will allow them to receive a parking hang tag for use at any BC campus or center for the term paid. The exceptions include:

- Students who only attend the Miramar, Weston or Pines centers;
- Students taking only non-credit classes at the Willis Holcombe Center;
- Institute of Public Safety Trust Fund Students;
- Students in Continuing Education Vocational Certificate, and Continuing Workforce Education classes;
- Health Science students who receive their training at a hospital;
- PTA students at Edison Community College;
- Students who receive the following 100% fee exemptions are eligible to receive a parking hang tag (Foster Child, High School Dual enrollee, Early Admission, Child of Deceased Fire Fighter, Homeless, India Program, Singapore Program, Child of Deceased Law Enforcement Personnel). These students are eligible to receive a parking hang tag.

If a student can demonstrate that he/she does not use Broward College facilities at any campus or center, and does not fall into any of the categories above, a Parking and Transportation Access Fee Appeals Form must be submitted to any Campus Safety Office. The appeal form will be reviewed and, if approved, the Parking and Transportation Access fee will be exempted from the registration fees. The student will not be eligible for a parking hang tag. The deadline for submitting the appeal form is the last day for a 100% refund date. If there are any questions, please contact a campus Safety Office.

**Fee Payment Information**

Fees must be paid by the assigned fee payment due date. At the time of class payment, the student will be required to pay any obligations (such as library fines and parking fines) or receivables in full. Payment can be made with cash, credit card (VISA, MasterCard, Discover, and American Express), debit card, and check or money order made payable to Broward College.

There are three ways to remit payment:

1. By credit card on the web;
2. By check or money order mailed to:
3. By cash, check, money order, debit card, or credit card in person at a campus Cashier’s Office. The authorized user must be present for credit card and debit card payments.

Detailed instructions are available on www.broward.edu. Checks or money orders for payment of student fees must be made payable to Broward College and include the student’s identification number. Eligible checks maybe converted to electronic debit transactions. Checks and money orders must be drawn on a U.S. bank in U.S. ($) dollars. Payments in non-U.S. funds and drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.

**Tuition Payment Plan**

Broward College has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at BC, however, a new plan is required each term. Plans range from a zero to 50% down payment with 2 to 4 monthly payments automatically processed on the 20th of each month. There are no credit checks or interest charges. A nominal non-refundable enrollment fee is due at the time of enrollment in the tuition payment plan. Students must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

Enrollment periods are limited and typically close approximately one week prior to the start of session I each term so enroll early! Simple Steps to Enroll in the Payment Plan:

- Login to myBC at www.broward.edu
- From “My Financials”, select “Sign Up Options” then “Tuition Payment Plan” or from “Payment”, select “Tuition Payment Plan”

For additional tuition payment plan information or dates and deadlines, please visit the Cashier page.

**Payment of Student Accounts Due to the College**

In accordance with Florida Statutes, Chapter 1010.03, the College is authorized to restrict the release of transcripts, the awarding of diplomas and access to other resources and services of the College.

When a receivable or obligation balance is due, a financial hold is immediately generated on the student’s record. This financial hold may prevent the release of transcripts, diplomas, certificates, and block future registration. The financial hold will remain on the student’s record until all debt is paid to the college in full.
If a balance is placed with a third party collection agency, the student is responsible for all collection fees assessed by Broward College up to 33%.

Any educational debt must be specifically discharged in bankruptcy or the transcript can be held until the debt is paid. Examples of debt that will block registration include, but are not limited to, returned checks and the associated check fees and fines, credit card charge backs, tuition fee deficiencies, financial aid overpayments, bookstore charges, collection fees, and delinquent debt that is written off. Students will not be able to register until the debt is paid in full.

Third-Party Authorization

If all or part of the student’s registration fees are being paid by an external agency (employer, a government agency, military tuition assistance, etc.), the student must present the current form of authorization (letter, voucher, etc.) to a campus Cashier’s Office by the Fee Payment deadline assigned when courses are registered.

This authorization must be for the current term and must indicate a specific dollar amount for tuition and fees. Students are responsible for paying any remaining balance by the Fee Payment deadline. If the current authorization is not presented, the student’s account will not be credited properly and the student’s schedule may be deleted.

If the external agency revokes the authorization or subsequently denies payment for tuition and/or fees included on the voucher or authorization letter, the student will be responsible for repayment by the bill due date.

Florida Pre-Paid Program

Students who are plan participants in good standing may apply their Florida Pre-Paid coverage via the web. The first time a student logs on each term, a web screen will alert the student that Florida Pre-Paid coverage is available. From this screen the student may opt to apply Florida Pre-Paid or continue without applying coverage for the term. The student will receive credit for the maximum amount that can be billed. Florida Pre-Paid credit is limited to the amount of credit hours remaining on the student’s plan. Students are responsible for paying any remaining balance by the fee payment deadline. If for any reason the College is unable to complete the billing process, the credit will be reversed and the student will be billed with an immediate due date. Students who have applied Florida Pre-Paid via the web but later elect not to use it must call or visit a Campus Cashier’s Office to remove the Florida Pre-Paid coverage.

State Employees Waiver

Full-time employees of the executive, legislative or judicial branch of Florida’s government are eligible for a State Employee Waiver. Eligible employees may have tuition and course fees waived for a maximum of 6 credit hours per term and are required to register on a space-available basis as noted in the online Academic Calendar and College catalog. State employees must complete Broward’s Application process and pay the $35.00 application fee prior to presenting the State Tuition Waiver request at any campus Registration Office. Following
registration in classes, State employees must visit the Campus Cashier’s Office to provide the State Tuition Waiver verification to receive the waiver.

**Returned Check Policy**

A returned check is a check that is not honored when presented for payment, and is returned to the College for insufficient funds, closed account or any other reason. The College does not redeposit paper checks. Check payments converted to electronic debit transactions are redeposited and the maker of the check may incur additional fees associated with the redeposit. In accordance with Florida Statutes, Chapter 832.07, the College is authorized to bill the individual for the original amount of the check in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all collection fees assessed by Broward College up to 33%. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

Students with unpaid returned checks and the associated returned check fees and fines will not be able to register for classes until the debt is paid in full.

**Credit Card Chargeback Policy**

Dishonored credit card payments for tuition and fees will result in the student or individual being obligated and billed for all fees due. The student will be blocked from making future payments by credit card when a chargeback occurs.

**Refund of Fees before the 100% refund date**

When students drop their courses before the 100% refund date, the College will refund all fees paid, except application fees, before the 100% refund date if student drop their courses. The registration will be cancelled and no academic term record will be created. Refer to College policy and procedure 6x2-6.13 for additional student fee information.

For students who apply for financial aid and have a completed aid package before the 100% refund date, the College will apply tuition and fee “coverage” for the students’ schedule even though aid will not be disbursed or refunded until after attendance verification has concluded. It is the responsibility of the student to drop classes on the Web or through a Registration Office within the 100% refund period. When students remain enrolled in those covered courses and do not withdraw, they will be obligated for the tuition charges for all courses, no refunds will be approved in this circumstance. When course fees are covered with student aid funds, the College must verify attendance in classes before aid can be disbursed to pay tuition and fees. After the attendance verification period concludes and the College determines the students never attended classes (WN), the student will not be obligated for tuition.
Refund Processing

Students who have dropped their courses within the drop period do not have to contact the Cashier’s Office to receive a refund. Through an automated process, refunds will be processed approximately two weeks after the final drop/add date, which is generally seven (7) days after the start for each session. Students who are administratively withdrawn from course(s) for disciplinary reasons are not entitled to a refund.

Payments made by credit card will be refunded to the credit card. Payments made by cash, check, money order or debit card will be refunded by paper check. Financial aid cannot be disbursed until participation in all courses can be validated by the instructor. After allowed tuition, fees, and bookstore charges have been deducted, students may receive a refund from their remaining financial aid. Financial aid refunds are issued within 14 days of a credit balance on the student account.

Refund for Continuing Education Courses

A 100% refund for continuing education courses shall occur up to the date of the first class for those classes meeting only once.

Refunds after the 100% Refund Date with Extenuating Circumstances

The academic term record is created after the 100% refund date. The College sets policy and a defined procedure to determine whether tuition and fees deemed as refundable can be refunded after the 100% refund date. The academic record or registration history will not be removed even if the refund is approved based on one of the reasons listed below.

Broward College may accept a petition for refund for non-academic reasons after the 100% refund date. The student must be able to provide clear documentation of an extenuating circumstance that did not allow them to withdraw from their courses prior to the 100% refund date. Circumstances include, but are not limited to, serious illness of self or of an immediate family member (father, mother, spouse, sibling, or child), call to or enlistment in active military duty, death in the immediate family, and other emergency circumstances or extraordinary situations. The College does not cancel registration history, meaning all W withdrawal statuses remain on the record. If the petition is approved, the College will refund a portion of the fees paid. Refer to College policy and procedure 5.23 Cancellations, Withdrawals and Refunds.

Veterans and Active Duty Third-Party Authorization

Veterans and active duty eligible to claim Tuition Assistance will provided tuition fee coverage as determined by the Veterans administration and the Department of Defense for active duty military personnel and covered reservists. Students with Post-9/11 GI Bill Chapter 33 education benefits, the same class(es) may not be paid by both Military Tuition Assistance and Chapter 33 benefits. Military Tuition Assistance may only be used to pay tuition and other costs that are not paid by Chapter 33 benefits first. Veterans GI Bill benefits are processed by the College’s Veterans Certifying officer and VA Coordinator located in Student Financial Aid. Eligible
Active Duty military personnel must show acceptable proof of active duty status and eligibility for tuition assistance (TA) as authorized by the Department of Defense for all branches of the Armed Services or Homeland Security for the US Coast Guard. These third-party payments are processed through the cashier’s office.

**Refund of Fees to Veterans, Active Duty and Vocational Rehabilitation Students**

Veteran students must adhere to the withdrawal policies as outlined in the college catalog. Students receiving Veterans benefits must complete all coursework each term to avoid being billed for withdrawing or dropping classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing or dropping courses could result in termination of benefits and/or owing money to VA and Broward College. It is the veteran’s responsibility to notify the Veteran Coordinator about withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed. Dropping courses can affect a student’s enrollment and change the award resulting in an overpayment. This overpayment will cause the student to owe money.

Pursuant to Florida State Statute 1004.07 students who are called to or enlist in active military in the United States armed forces service shall be permitted the option of either completing their courses at a later date (receiving an “I” indicating an Incomplete and be required to complete the coursework within the designated period), or canceling their course schedule with a 100% refund in accordance with this policy and procedure. Veterans who receive financial aid must adhere to the withdrawal policies affecting all financial aid students, including the Federal Return of Title IV Funds. This policy applies to any student who officially or unofficially withdraws from all Broward College classes during a term in which the student is receiving any form of Title IV aid. This aid includes the Pell Grant, Supplemental Educational Opportunity Grant, Federal Direct Student Loans; Subsidized and Unsubsidized, and PLUS Loans for Parents.

Each faculty member sets the guidelines for attendance (physical presence) and participation (academic related activities either online or in person), which is outlined in the faculty’s syllabus. It is the student’s responsibility to attend classes and participate in same through the term. By remaining enrolled in the class, students are agreeing to abide by that attendance policy. Faculty may unofficially withdraw a student or fail a student when absences exceed the attendance policy.

**Student Tuition Exemptions**

**Dual Enrollment/Early Admission**

The fee exemption provides awards to public high school students who have completed their junior year, with an overall high school GPA of at least 3.0, and have obtained written recommendation from both their high school principal and guidance counselor. The Early Admission student may apply to the Admissions Office to have all tuition and application fees exempted as well as book charges. The exemption is for a maximum of twenty-four (24) semester hours in accordance with Florida Statute, Chapter 1007.271.
Foster Care Board Exemption

A foster care student may have all matriculation and tuition fees exempted for a maximum of 32 credit hours per year. The exemption is for two years or four semesters, but can be extended for college preparatory courses. The student must apply for financial aid.

Homeless Fee Exemption

Any student who lacks a fixed, regular and adequate nighttime residence or whose primary nighttime residence is a public or private shelter designed for, or not ordinarily used as a regular sleeping accommodation for human beings shall be exempt from tuition and fees (see F.S. 1009.25(2)(e) and Section 239.117, Florida Statutes.

Linkage Institute

According to Florida Statute, Chapter 288.8175, linkage institutes between postsecondary institutions in the state of Florida and foreign countries allow designated foreign students to study in Florida at any State University or College. Students may receive in-state tuition rates enrolling in the Florida-Israel Institute.

Purple Heart/Superior Combat Decorations

According to Florida Senate Bill 122 passed July 1, 2006, state universities and community colleges will waive tuition for recipients of the Purple Heart or other combat decoration superior in precedence who:

- are enrolled as full-time, part-time or summer-school students in an undergraduate program that terminates in a degree or certificate;
- are currently, and were at the time of the military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of this state; and
- submit to the state university or the community college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

Title IX and Sexual Misconduct

Broward College is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind, including, but not limited to, domestic violence, dating violence, sexual assault, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student’s age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.
Students who believe they are victims of sexual misconduct should contact the dean of student on their campus:

- **Central**  Bldg. 19, Rm. 130  954-201-6522
- **South**  Bldg. 68, Rm. 106  954-201-8903
- **North**  Bldg. 46, Rm. 222  954-201-2301
- **Online**  Bldg. 31, Rm. 601  954-201-7919

Depending on the circumstances, students may also contact Campus Safety at 954-201-4357 (HELP), and/or local law enforcement.

You may also contact the Title IX Coordinator:

**Associate Vice President for Student Affairs**
Broward College
Davie, Florida  33314
954-201-6743  
TitleIXCoordinator@broward.edu

For additional information please see the student sexual misconduct website at www.broward.edu/titleix

### Veteran Affairs

Students who have served in the U.S. armed forces may be eligible to receive veterans’ educational benefits to assist with educational expenses as well as Title IV aid funds. Veteran’s benefits may also extend to a spouse and child dependents of disabled veterans. Veteran’s services staff at Broward College act as liaisons between the students and the Veterans Administration by offering the following:

- Submission of completed forms to the Veterans Administration
- Certification of attendance
- Current news and information

Veterans needing additional assistance with GI BILL education benefits should visit the GI Bill website or call toll free 1-888-GIBILL1 (1-888-442-4551) to speak with a Veteran’s Administration Benefits Counselor.

The College has veterans support services on each campus to further assist veterans with their transition to college. Veterans must submit a Veterans Certification Request Form (VCERT) each and every term veteran is enrolled in order to be certified with the Veterans Administration. Broward College has approved programs for veterans training which includes pursuing all degrees as well as some certificate programs. Veterans are encouraged to apply for experiential learning credit for training received in the Armed Forces in order to accelerate their educational goals. The Broward College Admissions Office will grant credit for evaluated military education that has been recommended as suitable for postsecondary credit by the American Council on
Education Guide. Veterans requesting experiential learning credit for military training must request an official transcript: JST – Joint Services Transcript-
https://jst.doded.mil/smart/dodMandatoryBannerForm/submit.do

Army, Coast Guard, Marine Corps and Navy: Active duty, Reserve and Veterans are eligible for JST transcripts. For more detailed information, see the Credits for Prior Learning section of this catalog. Once official military transcript has been received the veteran must meet with an academic advisor and request a review of military training.

Veterans who have submitted a VCERT will be certified by the Broward College Veterans Coordinator. Certification includes attendance as well as academic progress. More detailed information on attendance requirements and other necessary paperwork may be found on the Broward College website. Further, veterans needing additional assistance with GI BILL should visit the GI Bill website or call toll free 1-888-GIBILL1 (1-888-442-4551) to speak with a Veteran’s Administration Benefits Counselor.

Veterans Billing Policy

Veterans receiving benefits must complete all coursework each term to avoid being billed for withdrawing or being dropped from classes. If a veteran student does not attend class after the drop and add period in each session, the student will be withdrawn from classes or receive a failing grade for non-attendance. Withdrawing from or dropping courses could result in termination of benefits and/or owing money to the VA and Broward College. It is the veteran’s responsibility to notify the Veteran Coordinator before withdrawing from any class at any point during the term. Veterans should register only for the courses which can be successfully completed.

Further, Veterans who receive Title IV financial aid must adhere to the withdrawal policies and the Federal Return of Title IV Funds policy.

Active Duty Military

Active duty refers to all personnel serving in a full-time capacity in one of the branches of military service in the United States. Broward College provides active duty students that are serving in the U.S. military, an in-state tuition rate.

The College accepts military education benefits for active-duty service members, eligible reservists, of the armed forces. Tuition Assistance (TA) is a military benefit that pays a percentage of cost of tuition and some fees. These programs are administered and sponsored by the veteran’s specific branch of military service.

To use military tuition assistance at Broward College, active duty/reservist/national guard students must submit to the cashiers office a copy of the tuition assistance voucher or letter specifying what the military will pay and how the College should invoice the military to receive funds.
The students using TA are responsible for obtaining the correct form and submitting it to the Cashier’s Office. The Cashier’s Office will apply tuition coverage once the voucher is received and classes for the student will not be dropped while BC waits to receive payment from the military.

It is the student’s responsibility to notify the military and Broward College’s Bursar’s office of schedule changes in circumstances where the military pays based on the student’s scheduled enrollment. Military students must pay any charges not covered by tuition assistance by the College’s established due date to avoid late fees and holds for balances due. Military personnel are encouraged to file the FAFSA as well.
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 college credit semester hours who have a grade point average of 4.0.

The Dean’s List includes the names of students carrying 12 or more college credit 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 college credit 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 per the United States Code of Federal Regulations. 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, except through a request for an exception by petitioning the Academic Standards Committee.

The Academic Standards Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management who shall make the final determination. Petitions must be received by the College Registrar, at least 5 business days prior to an Academic Standards Committee meeting. 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 approval from the Academic Standards Committee review process.

Lower Division: A student who has earned 25 or more semester hours credit is classified as a sophomore. Lower Division coursework is denoted as 1000 and 2000 level.

Upper Division: A student who has earned 61 or more semester hours credit is classified as a Junior. A student who has earned 91 or more semester hours credit is classified as a senior. Upper Division coursework is denoted as 3000 and 4000 level.
Transcript Evaluation

Transfer students must provide official transcripts from all previously attended colleges or universities. Prior to the students’ term of enrollment, transcripts should be sent to:

Broward College
College Registrar’s Office
225 East Las Olas Blvd.
Fort Lauderdale, Florida, 33301

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 complete. Transfer credits may be accepted from regionally accredited colleges or universities and/or from institutions belonging to the Florida State Common Course Numbering System or from out-of-country universities when commercial evaluations of those transcripts are provided. In some instances, transferability of credits is done on a course-by-course analysis.

Upper Division coursework is evaluated for students pursuing Baccalaureate degrees. BC honors 2+2 with Florida Public Colleges and Universities for earned Associate in Arts degrees. According to the College’s transfer credit policy 5.34, previously earned credits may transfer in, but may not be accepted for a specific degree program. Grades earned from other colleges are not computed in the cumulative grade point average at BC.

Broward College shall honor suspension and dismissal sanctions imposed by institutions from which students transfer. Consequently, students seeking admission to the college should meet with an academic advisor to submit an Academic Standards Petition. Transfer students who have already completed an Associate of Arts or baccalaureate degree at another college or university, cannot enroll in an Associate of Arts degree program at BC.

Academic Standards of Progress

Broward 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. BC 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.

College regulations regarding academic standards of progress apply to all degree and certificate students and it aligns to eligibility requirements for continued Federal financial aid (see policy on Student Financial Services Programs 5.11). In determining academic progress, college credit, vocational credit and college preparatory credit are combined in the term and cumulative grade
point averages. “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.

**Good Academic Standing**

Maintain a grade point average (GPA) of 2.0 or higher

**Academic Warning**

Any student who does not achieve a degree GPA or cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning when he/she earns both degree and cumulative GPAs of at least a 2.0. A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic probation, which is the next level of academic intervention.

**Academic Probation**

A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic probation. Students on academic probation will be required to see an academic advisor or counselor prior to registering for the next term. The status of students who demonstrate forward progress by earning two successive term GPAs of at least a 2.0 will be changed from probation status to warning status. A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic suspension, which is the next level of academic intervention. To be removed from academic probation, a student must earn a term GPA of 2.0 GPA or higher for two successive terms of enrollment.

A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic suspension. Any student on academic warning and who earns less than a 1.0 term GPA and/or cumulative GPA for two successive terms will be immediately placed on academic suspension for a minimum of one year. After the first academic suspension and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee. The student must follow the instructions pertaining to course selection. Any subsequent suspensions and students who were suspended due to term and cumulative GPAs of less than 1.0 will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the College can be considered.

**Class Attendance Policy**

It is the student’s responsibility to attend classes to ensure that he/she is properly enrolled. Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. By staying in the class, students are agreeing to abide by that attendance policy.
If a student does not attend class within two weeks after the drop/add period in each session he/she will be reported as never attended and a WN enrollment status will be recorded for non-attendance. No refund will be granted.

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 4.18 and F.S. 1001.64, 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 and a F failing grade recorded for the course.

### Campus/Center Closing

Due 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):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grades do not affect the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>0</td>
</tr>
<tr>
<td>PR</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>WN</td>
<td>0</td>
</tr>
</tbody>
</table>

Broward College 132 College Catalog 2015-2016
Incomplete Grade - I

An incomplete “I” grade may be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. 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 state 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. A “W” will be recorded on the student’s permanent record.
- 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.

NOTE: Withdrawals from classes affect the timeframe to complete the program and will impact a student’s continued eligibility for Federal Student Aid.

Withdrawal for Non-Attendance – WN

Students must show a definite pattern of attendance and participation during the enrollment verification period during the first two weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period. No refund will be given.

Audit - X, XC 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
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. No grade will be assigned and no credit will be awarded. An audit will count as an attempt whether or not 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 4.19 provides procedural due process to students.

**Grade Appeal Process for Final Course Grades**

The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in his/her syllabus, in accordance with institutional policies and state rules/statutes. The appeal must demonstrate that the faculty member did not
assign the final course grade in accordance with the grading policy outlined in the course syllabus, which meets the standard defined in the Faculty Handbook.

Each Faculty member shall communicate, in writing, his/her grading policy within the first week of class meetings of each course. The elements to be considered in calculating the student’s final course grade shall be clearly articulated and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the faculty member’s grading policy as stated in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

**Grade Appeal Process for Academic Dishonesty**

The appeal shall only be based upon the student’s claim that academic dishonesty did not occur. Preliminary Action: If a student thinks that he/she has been unfairly graded in a course, the 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 BC 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.

**Graduation Honors**

The calculation of the grade point average for honors includes the Broward College record and any previous credit transferred to Broward College.

Students may graduate with honors in three grade point categories.
Bachelor’s Level:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cum Laude</td>
<td>3.250-3.499</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.500-3.749</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.750-4.000</td>
</tr>
</tbody>
</table>

Associate and Certificate Levels:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors</td>
<td>3.250-3.499</td>
</tr>
<tr>
<td>High Honors</td>
<td>3.500-3.749</td>
</tr>
<tr>
<td>Highest Honors</td>
<td>3.750-4.000</td>
</tr>
</tbody>
</table>

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 37.5 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 3 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 (spring) are approximately 17 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 12 weeks in length. Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is 12 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

Per State Board of Education Rule 6A-14.0301, a student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses. Attempts include the original grade, repeat of courses, withdrawals and audits. A student may repeat only those courses in which a “D” or “F” grade was earned. A fourth attempt may be allowed only when a student can provide documentation of extenuating circumstances aligned to specific term dates. When documentation can be provided, the students must meet with an academic advisor and submit a petition to the Academic Standards Committee.

This rule does not apply to repeatable courses, such as applied 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 upon the third attempt. The law also provides for exceptions to this extra fee if there are extenuating circumstances that can be documented by the student, 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.

NOTE: Students are strongly encouraged to discuss the effect(s) of withdrawing or repeating a course with their advisor/counselor and financial services officer to determine the potential impact on their academic programs and financial aid status.

Course Pre-requisites and Co-requisites

Pre-requisite and co-requisite courses are provided in the Course Information Table included as an Appendix to the Catalog. 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 such as a science course and the associated laboratory. Students cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are provided in the Course Information Table included as an Appendix to the Catalog. Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions and the Course Information Table.
Excess Credit Hours

Florida law F.S. 1009.286 requires colleges to encourage students, who intend to enroll in a state university, to complete their respective degree program with only credit that can be applied to their degree program of study to avoid excess hours. Effective July 1, 2009 and amended 2011, state universities shall require a student to pay an excess hour surcharge equal to out of state tuition rates for each credit hour in excess of 150 percent of the number of credit hours required to complete the baccalaureate degree program. The law also provides for exceptions to this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to earn a baccalaureate degree. Review 1009.286F.S for more detailed information. The statute is available online at www.flsenate.gov.

Student Ombudsman

The Campus Dean of Student Affairs shall serve as the campus and associated center Student Ombudsman, and will serve as an advocate for students’ general issues and concerns. The campus Dean of Students will guide students to appropriate personnel, and provide students with appropriate College policies and procedures. The College Ombudsman is the Vice President for Student Affairs and Enrollment Management.

If a student’s issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Campus Dean of Student Affairs, or program Dean for limited access programs, will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management upon reviewing the student’s petition and/or after requiring the student to appear before the committee and interviewing the student regarding the circumstances. The Vice President for Student Affairs and Enrollment Management may accept the committee’s recommendations or make a different determination based on the facts and information presented by the student and/or the committee.

Academic Standards Committee

Broward College students, who seek exceptions to the rules, regulations, and requirements of the College, or revocation of dismissal from the College or other institution for academic or disciplinary reasons, must submit their requests in writing to the Student Academic Standards Committee. The Academic Standards Committee reviews petitions for exceptions from students on matters related to college rules, regulations and requirements, including but not limited to: standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management.
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 online and at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, or 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 College from the previously attended institution.

2. All requests for fourth (4th) course attempts must include documentation that is in compliance with State Statute and aligned to the course date of the course failures and withdrawals.

3. The Campus Dean of Student Affairs or designee must sign the petition and forward it to the Associate Vice President for Student Affairs/College Registrar’s Office no later than five (5) business days prior to the scheduled meeting. Any exceptions to the deadline must be approved by the Campus Dean of Students or Center Dean based on extenuating circumstances.

4. The dates of the Academic Standards Committee meeting can be obtained from the campus/center student affairs offices.

5. In cases involving entering new or re-entering Broward College students who are requesting re-entry after academic dismissal, suspension or a code of conduct violation that caused suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of in the student’s scheduled appointment.

6. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs may accept the recommendations from the Committee or make a different decision based on the facts and information presented by the student and/or the committee.

7. The student shall be notified of decisions in writing by the Vice President’s office.

---

**Academic Honesty**

Broward College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include, but are not limited to, 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 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 BC employee may refer a student to the Dean of Student
Affairs for student disciplinary action in accordance with the BC Student Handbook. Such
discipline may include suspension or expulsion from the College.

General Education

General Education is an integral part of the learning experience at Broward College. It is
designed to provide a broad foundation of knowledge, skills, and behaviors, beyond what can be
found in any specific discipline or program. This prepares students to be independent, lifelong
learners, assuming roles of responsibility in the global community.

Broward College has established eight competencies that form the foundation of the learning
outcomes in our courses. These competencies are:

- Read with critical comprehension
- Write clearly and coherently
- Demonstrate literacy as appropriate within a given discipline
- Apply problem solving skills or methods to make informed decisions in a variety of
  contexts
- Differentiate between ethical and unethical behavior
- Demonstrate an understanding of the physical, biological, and social environments and
  how individual behaviors impact this complex system.
- Demonstrate an understanding of and appreciation for human diversities and
  commonalities
- Speak and listen effectively

The College offers four different types of degrees. These are Associate in Arts (AA), Associate
in Science (AS), Associate in Applied Science (AAS), and Baccalaureate degrees (BAS, BS, and
BSN). Different degrees have different General Education requirements based upon:
For AA and Baccalaureate degrees, Broward College requires a total of 36 credits of General Education coursework in five areas – Communications, Humanities, Social/Behavioral Sciences, Biological/Physical Sciences, and Mathematics. Specific information follows in the next section.

For AS degrees, Broward College requires 18 credits of General Education coursework in the five areas - Communications, Humanities, Social/Behavioral Sciences, Biological/Physical Sciences, and Mathematics. The specific requirements are outlined on the individual program sheets.

For AAS degrees, Broward College requires 15 credits of General Education coursework in four areas – Communications, Humanities, Social/Behavioral Sciences, and Mathematics/Science. The specific requirements are outlined on the individual program sheets.

The requirements shown below are valid beginning Fall 2015, and may not reflect degree requirements for current students. Current students should visit My BC and, under Advising, refer to the Interactive Degree Audit to see specific degree requirements for their effective term.

### Associate of Arts Degree

Broward College offers the Associate of Arts degree with a wide variety of course options to enable students to seamlessly transfer to the state university system. More information regarding AA options may be obtained online at broward.edu/academics/programs/Pages/default.aspx or from any Academic Advisor.

### AA Mission Statement

The Associate of Arts (AA) degree provides courses of study equivalent to those offered to freshman and sophomore students in the lower division of Florida’s state universities. Students are encouraged to meet with an academic advisor to construct their educational plans to include state college/university prerequisite requirements for their major area of study. Students should also consult with an advisor at the state college/university of their choice prior to making course selections to avoid taking excess credits and to determine additional university requirements. If students follow the State’s Common Prerequisite manual when selecting their coursework, the AA degree they receive from BC should meet the lower division requirements of the designated State university and allow them to be admitted at the junior-level.

The AA degree includes 36 semester hours of General Education courses in addition to courses appropriate or the upper-division major selected by the student. The General Education requirements are within the subject areas of Communications, Mathematics, Social and Behavioral Science, Humanities, and Biological and Physical Sciences.
Apart from its transfer function, the degree provides students with the opportunity to gain competencies necessary to be participating and productive members of a democratic society. Students are encouraged to contact the specific institution they wish to transfer regarding that institution’s unique requirements. Specific information concerning transfer to Florida’s state college/state universities is available in any campus Counseling and Advisement Office.

AA Degree Graduation Requirements

- Complete 60 semester hours of college credit from the applicable catalog including:
  - Thirty-six college-level semester credit hours of general education courses in five subject areas: Communications, Mathematics, Social and Behavioral Science, Humanities, and Biological and Physical Sciences. The specific courses included in the General Education program are provided in the chart below; and
  - Twenty-four college-level semester credit hours of electives, which should include required pre-requisites for the state college/university major (“common prerequisites”).
- Complete prescribed College Preparatory and ESL Program courses, if required, with a grade of “C” or higher.
- Fulfill the computer literacy requirement within the first 15 credit hours of enrollment at BC by successfully completing the computer competency test or passing the CGS1060C course.
- Fulfill the Foreign Language competency requirement.
- Complete Gordon Rule writing and mathematics requirements (State Board of Education Rule 6A-10.030).
- Complete the International/Intercultural requirement.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC including transfer credits in courses that comprise the AA degree.
- Fulfill all financial and other obligations to the College.
<table>
<thead>
<tr>
<th>Communication (9 credits)</th>
<th>Social Sciences (6 credits)</th>
<th>Mathematics (6 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences</td>
<td>Behavioral Sciences</td>
<td></td>
</tr>
<tr>
<td>Students take:</td>
<td></td>
<td>Students take:</td>
</tr>
<tr>
<td>ENC 1101 and One Other</td>
<td>One Social Science and</td>
<td>Two courses</td>
</tr>
<tr>
<td>Composition and One</td>
<td>One Behavioral Science</td>
<td>At least one course must</td>
</tr>
<tr>
<td>Speech</td>
<td></td>
<td>be from the Core list.</td>
</tr>
<tr>
<td>Students take:</td>
<td>At least one course must be</td>
<td>Both courses can be</td>
</tr>
<tr>
<td></td>
<td>Core list. Both courses can</td>
<td>from the Core list.</td>
</tr>
<tr>
<td></td>
<td>be from the Core list.</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>ENC 1101</td>
<td>Core list.</td>
</tr>
<tr>
<td></td>
<td>AMH 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POS 2041</td>
<td>MAC 1105</td>
</tr>
<tr>
<td></td>
<td>ANT 2000</td>
<td>MAC 2311</td>
</tr>
<tr>
<td></td>
<td>ECO 2013</td>
<td>MGF 1106</td>
</tr>
<tr>
<td></td>
<td>PSY 2012</td>
<td>MGF 1107</td>
</tr>
<tr>
<td></td>
<td>SYG 2000</td>
<td>STA 2023</td>
</tr>
<tr>
<td>Tier 2</td>
<td>Other Composition:</td>
<td>MAC 1114</td>
</tr>
<tr>
<td></td>
<td>ENC 1102</td>
<td>MAC 1140</td>
</tr>
<tr>
<td></td>
<td>ENC 2210</td>
<td>MAC 1147</td>
</tr>
<tr>
<td></td>
<td>AMH 2010</td>
<td>MAC 2233</td>
</tr>
<tr>
<td></td>
<td>AMH 2035</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AMH 2091</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EUH 1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EUH 1001</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEA 2000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEA 2030</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEA 2040</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO 1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO 2370</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GEO 2420</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INR 2002</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAH 1004</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAH 1005</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POS 2112</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WOH 2040</td>
<td></td>
</tr>
<tr>
<td>Tier 2</td>
<td>Speech:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPC 1024</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPC 1608</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NOTE: Any student who</td>
<td></td>
</tr>
<tr>
<td></td>
<td>successfully completes a</td>
<td></td>
</tr>
<tr>
<td></td>
<td>mathematics course for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>which one of the general</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Education Core Course</td>
<td></td>
</tr>
<tr>
<td></td>
<td>options is an immediate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>prerequisite shall be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>considered to have</td>
<td></td>
</tr>
<tr>
<td></td>
<td>completed the mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>core requirement.</td>
<td></td>
</tr>
</tbody>
</table>

*This course is not offered at Broward College. It will be accepted as General Education Core transfer credit from other Florida colleges and state universities.
<table>
<thead>
<tr>
<th>Humanities (6 credits)</th>
<th>Sciences (9 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students take:</strong></td>
<td><strong>Students take:</strong></td>
</tr>
<tr>
<td>Two courses <strong>from different groups</strong></td>
<td>One Biological Science <strong>and</strong> One Physical Science <strong>and</strong> One Laboratory <strong>and</strong> One Wellness</td>
</tr>
<tr>
<td>At least one course must be from the Core list. Both courses can be from the Core list.</td>
<td>At least one Biological or Physical Science course must be from the Core list. Both courses can be from the Core list.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Core</strong></th>
<th><strong>Biological Sciences</strong></th>
<th><strong>Physical Sciences</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH 2000 (Group 3)</td>
<td>BSC 1005</td>
<td>AST 1002</td>
</tr>
<tr>
<td>LIT 2000 (Group 1)</td>
<td>BSC 2010</td>
<td>CHM 1020</td>
</tr>
<tr>
<td>MUL 2010 (Group 5)</td>
<td>BSC 2085</td>
<td>CHM 1045</td>
</tr>
<tr>
<td>PHI 2010 (Group 6)</td>
<td>EVR 1001</td>
<td>ESC 1000</td>
</tr>
<tr>
<td>THE 2000 (Group 4)</td>
<td></td>
<td>EVR 1001</td>
</tr>
<tr>
<td>HUM 2020*</td>
<td></td>
<td>PHY 1020*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHY 2048</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHY 2053</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tier 2</strong></th>
<th><strong>Tier 2</strong></th>
<th><strong>Tier 2</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group 1 -- Literature:</strong></td>
<td><strong>Group 2 -- Modern Foreign Languages:</strong></td>
<td><strong>Laboratories:</strong></td>
</tr>
<tr>
<td>AML 2010</td>
<td>ASL 1140</td>
<td>BSC 1005L</td>
</tr>
<tr>
<td>AML 2020</td>
<td>ASL 1150</td>
<td>BSC 2010L</td>
</tr>
<tr>
<td>AML 2600</td>
<td>FRE 1120</td>
<td>BSC 2085L</td>
</tr>
<tr>
<td>AML 2631</td>
<td>FRE 1121</td>
<td>BOT 2010</td>
</tr>
<tr>
<td>CRW 1001</td>
<td></td>
<td>BOT 2800</td>
</tr>
<tr>
<td>CRW 1100</td>
<td></td>
<td>ENY 1001</td>
</tr>
<tr>
<td>ENG 2101</td>
<td></td>
<td>ZOO 2010</td>
</tr>
<tr>
<td>ENL 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENL 2330</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 2020</td>
<td>ITA 1120</td>
<td></td>
</tr>
<tr>
<td>LIT 2030</td>
<td>ITA 1121 (I)</td>
<td></td>
</tr>
<tr>
<td>LIT 2110</td>
<td>SPN 1120 (I)</td>
<td></td>
</tr>
<tr>
<td>LIT 2120</td>
<td>SPN 1121 (I)</td>
<td></td>
</tr>
<tr>
<td>LIT 2190</td>
<td>SPN 2201 (I)</td>
<td></td>
</tr>
<tr>
<td>LIT 2310</td>
<td>SPN 2220 (I)</td>
<td></td>
</tr>
<tr>
<td><strong>Group 3 -- Art History:</strong></td>
<td><strong>Group 5 -- Music History:</strong></td>
<td><strong>Wellness:</strong></td>
</tr>
<tr>
<td>ARH 2050</td>
<td>MUH 2111</td>
<td>HLP 1081</td>
</tr>
<tr>
<td>ARH 2051</td>
<td></td>
<td>PEM 1116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PEM 1131</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PEM 1141</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PEN 1171</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Any student who successfully completes a natural science course for which one of the general Education Core Course options is an immediate prerequisite shall be considered to have completed the natural science core requirement.
NOTE: Per State Board of Education Rule 6A-10.024, once a student has been certified by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.

AA Programmatic Elective Requirements

When choosing electives, students should give careful attention to their major field of study and to the requirements of the institution to which they plan to transfer. Certain technical/occupational courses can be used to satisfy this area requirement. Electives may include any combination of college-level courses that are identified for the AA degree. These include courses identified as “common prerequisites” as well as General Education courses. Excluded are college preparatory courses and courses designed especially for technical education curricula. Please consult with an Academic Advisor regarding your course selections.

The Gordon Rule

State Board of Education Rule 6A-10.030, known as the Gordon Rule, requires that students graduating with an AA meet the following provisions in the areas of Writing and Mathematics. All students seeking an AA degree must meet these requirements by the end of the sophomore year.

Writing Requirement

In keeping with the Gordon Rule (State Board of Education Rule 6A-10.030), all students must take a minimum of four “writing” courses in order to meet the Gordon Rule writing requirement. The four courses must include ENC1101 and either ENC1102 or ENC2210. Students are able to select the final two courses from the approved list of writing courses provided below.

In each of these courses, a variety of assignments relevant to the content of the course may be made. Students must achieve a grade of “C” or higher in the courses to satisfy the writing requirement. Students must be eligible for ENC1101 to enroll in designated writing-credit courses.

Some students who were enrolled in an accredited college or university prior to January 1, 1983, may be exempt from the Writing Requirement. Please see an Academic Advisor for assistance.
### Mathematics Requirement

All students must complete six credit hours at the college algebra level or higher. For most students, the requirement is met by taking any two of the following courses: MAC1105, MGF1106, MGF1107, STA2023. In all Mathematics courses, a grade of “C” or higher is required to meet the AA degree mathematics Gordon Rule requirement.

### International/Intercultural Requirement

As part of the 36-credit General Education requirement, three credits must be earned in an approved International/Intercultural course. Only the following approved courses from the General Education offerings may be used to satisfy this requirement. A complete list of courses that meet the International/Intercultural requirement is provided below.

### Writing and International/Intercultural Course List

The courses listed below meet the Writing and/or International/Intercultural requirements. A “W” indicates that the course meets the Writing requirement. An “I” indicates that the course meets the International/Intercultural requirement.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Writing</th>
<th>Intercultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>English Composition 1</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>ENC1102</td>
<td>English Composition 2</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>ENC2210</td>
<td>Professional and Technical Writing</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AML2010</td>
<td>American Literature to 1900</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AML2020</td>
<td>American Literature since 1900</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AML2600</td>
<td>African American Writers</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>AML2631</td>
<td>Hispanic American Literature</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>CRW1001</td>
<td>Creative Writing</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>CRW1100</td>
<td>Fiction Writing</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>ENG2101</td>
<td>Film as Literature</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>ENL2012</td>
<td>British Literature I</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>ENL2022</td>
<td>British Literature II</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>ENL2330</td>
<td>Introduction to Shakespeare</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>LIT2000</td>
<td>Introduction to Literature</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>LIT2020</td>
<td>Introduction to the Short Story</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>LIT2030</td>
<td>Great Ideas in Poetry</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>LIT2110</td>
<td>World Literature to Renaissance</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>LIT2120</td>
<td>World Literature since Renaissance</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>LIT2310</td>
<td>Literature of the Supernatural and Science Fiction</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>LIT2190</td>
<td>Caribbean Literature</td>
<td>W</td>
<td>I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Writing</th>
<th>Intercultural</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRE1120</td>
<td>Beginning French I</td>
<td>--</td>
<td>I</td>
</tr>
<tr>
<td>Code</td>
<td>Course Title</td>
<td>Days</td>
<td>Time</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>FRE1121</td>
<td>Beginning French II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>FRE2220</td>
<td>Intermediate French I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>GER1120</td>
<td>Beginning German I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>GER1121</td>
<td>Beginning German II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>GER2220</td>
<td>Intermediate German I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>HBR1121</td>
<td>Beginning Hebrew II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>HBR2220</td>
<td>Intermediate Hebrew I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>ITA1120</td>
<td>Beginning Italian I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>ITA1121</td>
<td>Beginning Italian II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>SPN1120</td>
<td>Beginning Spanish I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>SPN1121</td>
<td>Beginning Spanish II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>SPN2220</td>
<td>Intermediate Spanish I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>SPN2201</td>
<td>Intermediate Spanish II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>ARH2000</td>
<td>Art Appreciation</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>ARH2050</td>
<td>World Art: Prehistory to Gothic</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>ARH2051</td>
<td>World Art: Renaissance to Modern</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>MUL2010</td>
<td>Music Appreciation</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>MUH2111</td>
<td>Music History and Literature</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>PHI1100</td>
<td>Introduction to Logic</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>PHI2010</td>
<td>Introduction to Philosophy</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>PHI2600</td>
<td>Introduction to Ethics</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>REL2000</td>
<td>Introduction to Religion</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>REL2300</td>
<td>World Religions</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>AMH2010</td>
<td>History of the U.S. to 1865</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AMH2020</td>
<td>History of the U.S. since 1865</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AMH2035</td>
<td>U.S. from 1945 to the Present</td>
<td>W</td>
<td>--</td>
</tr>
<tr>
<td>AMH2091</td>
<td>African American History</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>EUH1000</td>
<td>Western Civilization 1</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>EUH1001</td>
<td>Western Civilization 2</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>LAH1004</td>
<td>History of the Two American I</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>LAH1005</td>
<td>History of the Two Americas II</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>WOH2040</td>
<td>World in the 20th Century</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>GEO1000</td>
<td>Introduction to Geography</td>
<td>W</td>
<td>I</td>
</tr>
<tr>
<td>GEA2000</td>
<td>World Geography</td>
<td></td>
<td>I</td>
</tr>
</tbody>
</table>
Transfer Guarantees

The Florida College System AA graduates are guaranteed the following rights when transferring to a state university under the statewide transfer articulation (State Board of Education Rule 6A-10.024).

1. Admission to one of the state universities, except to limited access programs that have additional admission requirements.
2. Acceptance of at least 60 credit hours by the State universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the State Universities of credit earned in accelerated programs:
   - Advanced International Certificate of Education Program
   - (AICE A-Levels/AS-Levels),
   - Advanced Placement (AP),
   - College-Level Examination Program (CLEP),
• DANTES Subject Standardized Tests (DSST),
• Dual Enrollment/Early Admission,
• Excelsior (formerly known as Regents College Exams or PEP), and
• International Baccalaureate (IB).

6. Once a student has been certified by an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public postsecondary institution to which he or she may transfer in Florida shall require any further such general education courses.

7. Advance knowledge of selection criteria for limited access programs.

8. Equal opportunity with native university students to enter limited access programs.

---

**Associate of Science Degree**

Broward College offers a wide variety of concentrations within the Associate of Science (AS) degree. More information regarding AS options may be obtained online at [www.broward.edu/academics/programs/Pages/default.aspx](http://www.broward.edu/academics/programs/Pages/default.aspx) or from any Academic Advisor.

**AS Degree Mission Statement**

The Associate of Science degree is a career education and transfer degree for specific programs. It is a 60+ credit hour degree intended to prepare students for immediate employment in a specific occupational area and/or for transfer into the state college/state university system. The degree requires completion of at least 15 semester hours of transferable General Education courses that meet the criteria of the Commission on Colleges of the Southern Association of Colleges and Schools, along with technical courses, which may or may not transfer.

The General Education courses will transfer and may apply toward the state college’s/state university’s General Education requirement. In some areas of study, statewide program specific articulation agreements have been developed ensuring the transfer of the AS degree. The student is advised to see an Academic Advisor for a list of these programs.

**AS Degree Graduation Requirements**

- Complete the minimum number of required college-level semester credit hours as established for your specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program’s transferable General Education courses that include the following: ENC 1101, three credits in Social/Behavioral Sciences, three credits in Humanities, three credits in Biological/Physical Sciences and three credits in Mathematics.
- Complete the oral communication requirement as specified in the prescribed program.
- Students must fulfill the computer competency requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course. Student is advised to check the specific
program sheet for additional information related to the computer competency requirement.

- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of “C” or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AS degree.
- Fulfill all financial and other obligations to the College.

**AS General Education Requirements**

The AS degree requires students to take 15 credits of general education including one course in Communication, one course in Humanities, one course in Social and Behavioral Science, one course in Mathematics, and one course in Biological and Physical Science. Some AS programs have prescribed courses that students must take in order to meet the general education requirements. However, some AS programs allow students to select which general education courses they would like to take. In this instance, students must select a course from the approved list of General Education courses offered at the College which is included in this catalog. Students must check the specific program of study for the general education requirements for that program.

**Associate of Applied Science Degree**

Broward College offers a variety of concentrations within the Associate of Applied Science (AAS) degree. More information regarding AAS options may be obtained online at www.broward.edu/academics/programs/Pages/default.aspx or from any Academic Advisor.

**AAS Mission Statement**

The AAS degree is a college-level career-technical degree. The AAS is a 60+ college credit hour degree consisting of both General Education and technical courses. Graduates are prepared for immediate entry into the workforce and have the communications, problem solving, and academic skills necessary to successfully compete in the job market and advance in the workforce. The AAS provides the same career preparation as the AS but is not designed as a college transfer program. The degree may transfer to some universities under special articulation agreements between the College and those universities.

**AAS Degree Graduation Requirements**

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete a minimum of fifteen college-level semester credit hours of the prescribed program’s General Education courses that include the following: one course in
Communication, one course in Humanities, one course in Social and Behavioral Science, and one course in Mathematics or Biological and Physical Science.

- Complete the oral communication competency requirement as specified in the prescribed program.
- Students must fulfill the computer competency requirement within the first 15 credit hours of enrollment at BC by successfully completing the basic student technology test or passing the CGS1060C course. Student is advised to check the specific program sheet for additional information related to the computer competency requirement.
- Complete the prescribed College Preparatory and English as a Second Language Program courses, if required, with a grade of “C” or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the AAS degree.
- Fulfill all financial and other obligations to the College.

**AAS General Education Requirements**

The AAS degree requires students to take 15 credits of general education including one course in Communication, one course in Humanities, one course in Social and Behavioral Science, and one course in Mathematics or Biological and Physical Science. Some AAS programs have prescribed courses that students must take in order to meet the general education requirements. However, some AAS programs allow students to select which general education courses they would like to take. In this instance, students must select a course from the approved list of General Education courses offered at the College which in included in this catalog. Students must check the specific program of study for the general education requirements for that program.

**Technical Certificate Program**

Broward College offers a variety of concentrations in the several Technical Certificate (TC) programs. More information regarding TC options may be obtained online at www.broward.edu/academics/programs/Pages/default.aspx or from any Academic Advisor.

**TC Mission Statement**

A TC is a program of study of less than sixty credits of college-level technical courses that prepares students for immediate employment in a specific occupational field. Technical Certificate programs provide students with the opportunity to develop the technical competencies necessary to participate as productive members of the business, professional, governmental, or industrial life of the community.

The program generally does not require the completion of General Education courses. The Technical Certificate may be part of an Associate of Science or an Associate of Applied Science degree, thus permitting the student to receive credit for the certificate courses. A TC is awarded
upon satisfactory completion of a prescribed program of courses designed to prepare students for initial entry into an occupation or for advancement within their current occupations.

Technical Certificate Requirements

- Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of “C” or higher.
- Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Technical Certificate.
- Complete the oral communication competency requirement as specified in the prescribed program.
- Fulfill all financial and other obligations to the College.

Post-Secondary Adult Vocational Certificate Program

Broward College offers a variety of concentrations in the several Post-Secondary Adult Vocational Certificate (PSAV) programs. More information regarding PSAV options may be obtained online at broward.edu/academics/programs/Pages/default.aspx or from any Academic Advisor.

A PSAV is a program of study, usually one year or less, consisting of a prescribed number of vocational credits (non-college-level credits). One vocational credit is equal to 37.5 contact hours of classroom instruction. The program focuses on providing students with the specific skills for immediate job entry. The PSAV is awarded upon completion of all vocational program courses and demonstration of attainment of predetermined and specified performance requirements in reading and mathematics as defined by Florida State Board of Education Rules.

Post-Secondary Adult Vocational Certificate Requirements

- Complete the minimum number of required vocational clock/credit hours as established for the specific program in Florida State Board of Education Rules.
- Complete the program of study as set forth in the applicable College catalog.
- Achieve appropriate minimum basic skills grade levels established for the program on the Test of Adult Basic Education (TABE) or other tests designated by State Rules 6A-6.014 and 6A-10.040.
- Students pursuing a Post-Secondary Adult Vocational Certificate shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.
- Students pursuing a Post-Secondary Adult Vocational Certificate who have an AA degree or who have met the minimum cut scores on any test listed in the above-mentioned rules, may be exempt from the test requirement.
• Complete 25% of the prescribed vocational clock/credit hours at Broward College.
• Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Post-Secondary Adult Vocational Certificate. (For certificate programs with only satisfactory-unsatisfactory grades, earn a satisfactory grade in all courses.)
• Fulfill all financial and other obligations to the College.

**Applied Technology Diploma Program**

The Applied Technology Diploma (ATD) is a course of study that is part of an Associate of Science or an Associate of Applied Science degree and that leads to employment in a specific occupation. The ATD may consist of either vocational credit or college-level semester credits and is approximately 50% of the technical component of the AS or AAS degree. Per State Board of Education Rule 6A-10.024, transfer of ATD coursework to an associate degree program is guaranteed for a period of three years following the date of the award of the ATD, based upon AS or AAS degree articulation agreements.

**Applied Technology Diploma Requirements**

• Complete the minimum number of required college-level semester credit hours as established for the specific program in Florida State Board of Education Rules.
• Complete the program of study as set forth in the applicable College catalog.
• Complete the prescribed college preparatory and English as a Second Language Program courses, if required, with a grade of “C” or higher.
• Complete 25% of the prescribed college-level semester credit hours at Broward College.
• Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Applied Technology Diploma.
• Fulfill all financial and other obligations to the College.
• Students are required to meet oral and computer competency requirements as specified in their particular certificate program of study.

**Advanced Technical Certificate Program**

The Advanced Technical Certificate (ATC) is a program of study consisting of at least nine credit hours, but less than forty-five credit hours, of college level courses. The ATC is awarded to students who have already received an Associate of Science or Associate of Applied Science, or related undergraduate degree, and who are seeking an advanced specialized program of study to supplement their degree.

**Advanced Technical Certificate Requirements**

• Complete the program of study as set forth in the applicable College catalog.
• Complete 25% of the prescribed college-level semester credit hours at Broward College.
- Earn a cumulative degree grade point average of 2.0 or higher at BC, including transfer credits, in courses that comprise the Advanced Technical Certificate.
- Fulfill all financial and other obligations to the College.

Developmental Education Program

Broward College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To help students acquire and/or refresh the communication and computational skills necessary to be successful in college-level coursework, BC offers a multifaceted Developmental Education Program. It provides students with assorted skill remediation options, including: developmental education courses in mathematics, writing, and reading; non-credit accelerated skill refresher options offered by the Office of Continuing Education; and a free, self-paced college readiness massive open online course (MOOC) available for students to take at almost any time. Students are strongly encouraged to confer with an academic advisor to choose a method of remediation that best suits their skills and abilities.

The following are Broward College’s developmental education courses:

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Writing</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT0018C</td>
<td>ENC0015C</td>
<td>REA007C</td>
</tr>
<tr>
<td>MAT0028C</td>
<td>ENC0025C</td>
<td>REA0017C</td>
</tr>
<tr>
<td>MAT0022C</td>
<td>ENC0017C*</td>
<td>REA0055</td>
</tr>
<tr>
<td>MAT0055</td>
<td></td>
<td>REA0056</td>
</tr>
<tr>
<td>MAT0056</td>
<td></td>
<td>ENC0017C*</td>
</tr>
<tr>
<td>MAT0057</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*ENC0017C is an integrated writing/reading course that is equivalent to ENC0025C and REA0017C.

Exemption from Developmental Education Program

Fulfillment of one or more of the following 5 criteria will exempt a student from the placement test and developmental education course requirements at BC:

1. Entered 9th grade in a Florida public or charter high school during the 2003-2004 school year or thereafter AND earned a Florida standard high school diploma
2. Currently serving as an active duty member of any branch of the United States Armed Services
3. Possess test scores (SAT, ACT, CPT, PERT, or FCAT 2.0) not more than two years old that meet or exceed the Florida statewide minimum score requirement. [Note: To request scores from the College Board be sent to Broward College, use the school code 5074]
4. Have successfully completed developmental education course requirements in writing, reading, and mathematics
5. Completed college-level English Composition and Mathematics courses with a grade of ‘C’ or better at a regionally accredited college or university
Non-Exemption from Developmental Education Program

All students who meet one or more of the following nine criteria are required to complete placement testing:

1. Earned a Florida public high school Certificate of Completion (state code W8A or W53)
2. Began 9th grade in a private school or non-Florida high school then moved to Florida and entered a Florida public high school
3. Earned a high school equivalency diploma or GED
4. Received high school level instruction from a “Home Education Program”, as defined in Florida Statute 1002.01(1)
5. Graduated from a private high school
6. Graduated from a high school located outside of Florida
7. Graduated from a Florida public high school prior to 2007
8. Is a prospective dual enrollment student
9. Is a military veteran who is not an active duty member of a branch of the United States Armed Services

Developmental Education Credit

Developmental education courses carry credit, but the credits cannot be used to satisfy degree requirements. Consequently, there are federally mandated credit-hour (and equivalent clock-hour) restrictions on the extent to which a student may use veteran’s benefits and/or federal financial aid to assist in paying for these developmental education courses, in addition to any EAP courses. Additionally, it is important to note that some other forms of financial aid awards may not be used to pay tuition/fees for developmental education courses. For more detailed information, students are advised to: (a) first read the Student Financial Aid section of this catalog, along with the extensive financial aid information provided on the Broward College website; and then (b) consult with a financial aid advisor within the Office of Student Financial Services.

Non-Exempt Student Enrollees in Developmental Education Courses

A non-exempt student whose placement test scores fall below the minimum in writing, reading, and/or mathematics shall not be permitted to enroll in college-level English or Mathematics courses until successfully completing the appropriate developmental education courses or achieving placement test scores that meet or exceed the statewide required minimum.

All such students are required to enroll in at least one developmental education course each term in which they are enrolled until all developmental education requirements have been satisfied.

To increase academic success, non-exempt developmental education students who are seeking degrees and have not previously attended college must adhere to the following restrictions:
Students who test into two or more developmental education disciplines (ENC, MAT, and REA) are limited to no more than four classes (maximum of 14 credit hours) in a full 16-week fall/spring term. In a 12-week summer term, such students are limited to a maximum of two courses per 6-week mini-session or a maximum of four courses in the 12-week full session. Prior to summer term registration, students are strongly recommended to meet with an Academic Advisor.

Students who test into REA0007C are required to register for the course during their first term.

Students who test into REA0017C are required to register for either this course or ENC0017C during their first term.

Students are required to take the highest level of developmental reading (REA0017C or ENC0017C) the term immediately after successful completion of the lowest level of developmental education reading (REA0007C).

Students testing into three developmental education disciplines (ENC, MAT, and REA) are advised to satisfactorily complete the developmental education reading sequence (REA007C and/or either REA0017C or ENC0017C) either prior to or while concurrently enrolling in a developmental education math course (MAT0018C, MAT0022C, MAT0028C or MAT0057).

Students testing into at least two developmental education disciplines (ENC, MAT, and REA) are advised to enroll in SLS1501, College Success Skills, during their first 9 credits. (This one credit course serves as an introduction to BC and teaches students strategies and skills to help them succeed in college.). Students may substitute SLS1001, Strategies for Success, for SLS1501.

Students testing into three developmental education courses are advised to enroll in SLS1001, Strategies for Success, during their first 6 credits. (This three credit course provides students with opportunities to learn about Broward College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop life-long citizenship.)

Students must meet with an Academic Advisor in any campus Office of Academic Advisement regarding proper course selections, sequencing, and requirements.

**Maximum Attempts per Course**

Based on state regulations, students may enroll no more than three times in any particular developmental education course. Students may not “audit” developmental education courses. Students will be assessed the full cost of instruction for the third attempt, which is the non-resident tuition rate.

**Alternative Providers for Developmental Instruction (Offered at BC)**

Broward College’s Office of Continuing Education provides a wide variety of refresher options, including:

- EDI0753 Start Smart Integrated Reading/Writing Boot Camp
- EDI0754 Start Smart Mathematics Boot Camp
- EDI0339 Algebra Refresher Online Course
- EDI0534 P.E.R.T. Test Prep

Students interested in this option should obtain additional information from any campus Office of Academic Advisement. Non-exempt students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

**Alternative Providers for Developmental Instruction (Outside of BC)**

Students have the option of improving their college readiness skills by pursuing developmental education instruction through programs offered by private providers. Prior to doing so, students interested in this option should obtain additional information from any campus Office of Academic Advisement. Non-exempt students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

Note: Private providers are not affiliated with BC and the College neither endorses nor warrants their services. BC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students’ use of their products and services.

**English for Academic Purposes (EAP)**

The purpose of the EAP Program is to prepare non-native English speaking students to function successfully in BC courses.

<table>
<thead>
<tr>
<th>Communication</th>
<th>Reading</th>
<th>Composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP0100C</td>
<td>EAP0120C</td>
<td>EAP0185C</td>
</tr>
<tr>
<td>EAP0200C</td>
<td>EAP0220C</td>
<td>EAP0285C</td>
</tr>
<tr>
<td>EAP0300C</td>
<td>EAP0320C</td>
<td>EAP0385C</td>
</tr>
<tr>
<td>EAP0400C</td>
<td>EAP0420C</td>
<td>EAP0485C</td>
</tr>
</tbody>
</table>

**EAP Course Sequences**

**Non-Credit Courses: do not carry college credit.**
Level 1: EAP0100C, EAP0120C, and EAP0185C
Level 2: EAP0200C, EAP0220C, and EAP0285C
Level 3: EAP0300C, EAP0320C, and EAP0385C
Level 4: EAP0400C, EAP0420C, and EAP0485C

**Credit-Bearing Courses: carry elective credit.**
Level 5: EAP1540C*
Level 6: EAP1640C

*Note: An EAP student must successfully complete all three Level 4 courses before entering EAP1540C.*
Academic Service Learning

Broward College proudly offers service learning opportunities for students. Academic Service-Learning is a course-based teaching and learning approach that integrates traditional study with community service to:

- Enrich learning
- Teach civic responsibility
- Strengthen communities

Academic Service Learning connects the curriculum -what students learn in class – with relevant and meaningful service in the community through collaboration with local agencies. Students enhance their academic learning, civic responsibility and interpersonal relationships by participating in real world projects. They are engaged as active and informed citizens knowing that their contribution matters.

Blended Learning Opportunities

Many courses at Broward College are offered in a blended format. Typically in blended courses some portion of campus face-to-face time is replaced with online learning activities. This provides students with flexibility, making education accessible to the working individual.

Blended courses are the “best of both worlds” and a good choice for students who enjoy both online and on-campus learning but cannot spend as much time on campus as would be required for a traditional face-to-face course.

Some blended courses are offered in an accelerated format, such as 8-week sessions, permitting students to complete courses in a shortened time frame.

To learn more about how blended learning can help you successfully complete your educational goal, please call the Teaching, Learning, and Technology department at 954-201-4537.

Credits for Prior Learning

Broward College values the college-level knowledge students acquire while in high school, at work and other life experiences, and military experience. Credit for Prior Learning options afford students the opportunity to accelerate the time it takes to complete a degree.

Students interested in these options must first apply to BC and pay the non-refundable application fee.

Advanced Placement

Advanced placement exams are taken after students complete the corresponding Advanced Placement courses, which are available to juniors and seniors in most Broward County high schools. To qualify for college credit, students must earn an appropriate passing score on the
nationally administered exam. Credits will not be awarded for examinations that duplicate course work or other exam credits previously posted to a student’s academic record. In order to award credit, Broward College requires an official grade report, sent directly to the college from College Board, not a student copy. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available online at www.collegeboard.com/ap.

Armed Services Educational Credits

Broward College will conduct an evaluation of educational experiences in the Armed Forces and award postsecondary level credits at the freshman and/or sophomore levels when appropriate. The evaluation procedure will be comprised of two categories of military experiences. TYPE I will be the evaluation of military courses listed in the Guide to the Evaluation of Educational Experience in the Armed Forces, American Council on Education. The Registrar will receive and evaluate petitions for military courses in the same manner as other incoming transfer credits. TYPE II will be the evaluation of other military training and experiences by the Department of Experiential Learning. The standard fee for the assessment of Prior Learning Assessment (PLA) will be applied to TYPE II evaluations.

Students interested in this option should see an Academic Advisor to complete the “Request For Evaluation of Military Courses” form.

Cambridge AICE (British AS-Level and A-Level)

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels.” Students who wish to receive AICE credits should submit official transcripts to the Registrar’s office. Information about the program, including course syllabi, can be found on-line at www.cie.org.uk/countries/usa.

College Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) program provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without enrolling in classes. Students seeking CLEP credit at Broward College but do not wish to become BC students must submit a non-credit admissions application to the Admissions/Registration Office. Individuals wishing to become BC students and receive CLEP credit must apply to Broward College and pay the non-refundable application fee. Former BC dual enrollment students must submit a Re-Entry application but do not pay the application fee. Broward College’s CLEP code number is 5074.

CLEP tests are administered throughout the year at any of the three campus testing centers at specific testing dates and times. CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination. This credit is also not included in determining the qualitative or quantitative measures for student financial aid standards of academic progress annual review. Courses for which credit is awarded is not included in BC enrolled credit hours and are not eligible to meet in residence requirements for graduation. Visit www.broward.edu/testing for more information.
DSST Examination Program

The DSST exams, unlike Advanced Placement, are not built around curriculum, but rather are designed to test students’ knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Exams are developed by committees of college faculty. More information about DSSTs, including descriptions of test content and sample examination questions, is available at http://www.getcollegecredit.com/.

Dual Enrollment

The Dual Enrollment Program is an accelerated program that allows eligible secondary students to take postsecondary coursework and simultaneously earn both high school and college credits. Early Admission, a form of dual enrollment, allows eligible high school seniors to enroll full time with a minimum of 12 credits in each major term. Dual Enrollment students are exempt from the payment of application, tuition and laboratory fees.

Eligibility Requirements

- Be enrolled as a student in a Florida public or nonpublic secondary school or home education program in Broward County
- Minimum 3.0 unweighted high school grade point average (GPA)
- Place college level on placement test (PERT, ACT or SAT) in all areas – English, Reading and Math
- Earn a grade of “C” or higher in each college level course. (Early Admission students who do not earn a grade of “C” or higher in each course may only continue in the dual enrollment program if they have maintained a college GPA of 2.0, still meet eligibility requirements and have approval from their high school guidance counselor.)

Students should contact their high school guidance counselor to complete the dual enrollment admissions and course selection process. Additional program expectations and dual enrollment guidelines and information for guidance counselors, students and parents can be found at www.broward.edu/dual.

College Academy @ BC

The College Academy is a joint venture between the School Board of Broward County and Broward College. It is an accelerated college program that provides students an opportunity to receive a high school diploma and an Associate of Arts (A.A) degree concurrently. For specific program information and admissions requirements, please contact The College Academy @ BC at collegeacademy.browardschools.com or 754-321-6900.

Excelsior College Examinations

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), are developed by Excelsior College using national committees of faculty
consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations can be found on-line at www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations.

**Foreign Language Exams**

Broward College accepts languages exams taken through the Brigham Young University’s Foreign Language Achievement Tests Services (FLATS). This services allows speakers of other languages to fulfill the foreign language requirement by passing a computerized foreign language exams. Exams are offered in over 50 languages: Dutch, Japanese, Portuguese-Brazilian, Haitian-Creole, and more. Course credits are not awarded. The foreign language requirement will be fulfilled on the students’ degree audit.

**High school and Technical College Career Programs**

Broward College has specific agreements with Broward County Public Schools that links secondary and postsecondary technical education programs of study. High school or Technical College (Atlantic, Sheridan or McFatter) students who complete a technical program of study will receive training for high skill, high wage occupations and could receive college credit for their course work. Students must complete a technical program at the high school or Technical College and meet the articulation agreement requirements, which may include a comprehensive assessment to validate required technical competencies. The number of credits that will be awarded and the type of assessment that will be used are outlined in the technical education articulation agreements established between Broward College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credits for two years after high school/technical college graduation.

**Industry Certifications**

Students who earn an industry certification may receive college credit. The number of credits that will be awarded are outlined in the Statewide Career and Technical Education Articulation Agreements and individual agreements between Broward College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credits for three years after receiving their industry certification.

**International Baccalaureate (IB)**

The International Baccalaureate program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries’ postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses, and students and teachers often choose topics within a fairly wide range. Students frequently conduct
independent projects as part of the curriculum. Many subjects have both Standard Level and Higher Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student’s work may be evaluated by a teacher in Singapore or vice-versa, and they often include substantial long-answer components or assessment of student research projects or portfolios. It may be helpful for institutions to talk with the student or to review the student’s projects in order to assign appropriate credit.

More information about the IB program is available at www.ibo.org/.

**Prior Learning Assessment Program**

The Prior Learning Assessment Program, developed primarily for working adults, is designed to recognize the academic value of what students have learned through experiences outside the college classroom. Credit for prior learning may result from work experience, employment related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. If students have gained BC course equivalent knowledge, competencies, and/or skills as a result of prior learning experiences, they may be able to earn academic credit through the Prior Learning Assessment Program.

Prior learning credits are not available for all BC courses. Students who have been admitted and who have decided on an academic program may challenge courses through Prior Learning. Students who receive permission to challenge a course from an authorized faculty assessor must pay the required assessment fees and satisfactorily pass a faculty-administered learning assessment before credit can be awarded.

Although there is no limit to the number of hours that students can receive through Prior Learning, 25% of credits required for a degree must be earned by taking classes at BC to satisfy in residence requirements for graduation. Prior Learning credits appear on student transcripts as “CR.” Letter grades are not awarded for Prior Learning. Credits earned through Prior Learning satisfies graduation requirements but may not be accepted as transfer credits at another institution. Students planning to transfer to other institutions should contact the college or university to determine if Prior Learning credits are accepted.

For more information on **Credits for Prior Learning** visit www.broward.edu/cpl.

---

**Internship EDGE**

The College defines an internship as any short term, supervised work experience specifically related to a student’s declared major, for which the student earns (3) academic credits. The internship should provide students with a meaningful experience directly related to their course of study. Students are guided through their internship experience by a credentialed faculty member who assists in developing measurable learning outcomes, grades mid-term and end-of-term projects, and serves as the intern’s advocate.
NOTE: The College only supports internships that award college credit, and/or paid internships.

Eligibility Requirements

To qualify for an internship, the student must be currently enrolled in a degree program, be in good academic standing (minimum 2.0 GPA), and have completed at least 24 credits.

International Students

International students in F1 visa status are eligible to participate in an internship if they meet the following requirements:

1. Have one year in valid F1 status.
2. Must be in good academic standing.
3. The internship is an integral part of the student's degree program.
4. Students must be enrolled in the internship class for the term they will be employed.
5. Must have been offered a job and have the name and address of the employer.

International students should contact the International Student Admissions Office for an approval. To make an appointment call 954-201-7467 or 954-201-7468.

Interested students should register and upload a resume to BC’s online job board www.broward.edu/ccn, and attend a mandatory internship orientation.

For more information on requirements and program eligibility, please visit www.broward.edu/internship or contact the Internship EDGE Office at:

225 E. Las Olas Blvd
Fort Lauderdale, FL 33301
954-201-7684
internships@broward.edu

Online Learning

Online courses and degree programs make an affordable, high quality education accessible for the schedule of today’s busy students. Broward College Online courses are taught by outstanding faculty, and supported by dedicated, diligent, and experienced advisors. Even better, hundreds of online courses and some degree programs require no textbook purchase, saving online students up to $1,234 in annual costs.

Fully Online Degrees

Certificate, Associate of Arts, Associate of Science, and Bachelor degree programs can be taken entirely online, including programs for high-demand industry certifications. For a complete list of available degrees and certificates designed to earn our graduates good salaries in today’s hottest careers, please visit online.broward.edu.
Online Courses

Taking online courses is a great way for students to complete degree requirements while juggling work and/or family responsibilities. All courses are college credit equivalents to courses taken in a classroom, and can be used to meet Associate of Arts, Associate of Science, Bachelor and certificate program requirements. The cost of tuition is the same as for on-campus courses; however, online students are assessed a distance learning fee, which remains among the lowest in Florida. Non-resident students can now benefit from substantially lower tuition rates when taking courses online versus on-campus or blended.

Getting Ready for Class

You can log in to your online course on the first day of the term. Be aware that if you receive financial aid, simply logging onto the course is not enough to maintain your award; you must also demonstrate engagement and activity in the course before financial aid will be disbursed or refunded to you. For online classes students may read the Course Preview Page prior to registration for detailed course notes. These notes include important information such as material requirements and guidelines for class participation. For more information about BC Online visit online.broward.edu or email BConline@broward.edu.

Robert “Bob” Elmore Honors Institute

The Robert “Bob” Elmore Honors Institute is one of the most highly rated two-year Honors Programs in the country, serving the College’s best and brightest students in a vibrant learning community. The Honors Institute serves approximately 1,200 students annually. These students engage with dedicated faculty and with one another in a seminar-style environment that helps Honors students get the most out of their time at BC while preparing them for the future. BC Honors graduates have won 16 of the prestigious Jack Kent Cooke Undergraduate Transfer Scholarships, ranking second in the nation among institutions whose students have won this award. BC Honors students have also been awarded the Barry Goldwater Scholarship as well as many other scholarships, awards, and prizes. BC Honors graduates have transferred to and also received scholarships to some of the most prestigious colleges and universities in the country, including Harvard University, Georgetown University, Columbia University, New York University, The University of Texas at Austin, and The University of California, Berkeley, among many others.

The mission of the Robert “Bob” Elmore Honors Institute of Broward College is to provide an enriched program in a vibrant, active community of students, faculty, and staff which:

- Stimulates independent and creative thought;
- Challenges the intellect;
- Enhances career and professional development;
- Builds self-confidence and empowerment;
- Promotes opportunity for cultural enrichment; and
- Promotes a global perspective.
Advantages of Becoming an Honors Student

Honors Faculty teach dynamic, discussion-based classes which are capped at 20 students. Honors classes create an enriched and specialized learning experience for our Honors students and Honors Institute members receive special recognition and benefits, including but not limited to: priority registration privileges, orientation programming, designated Honors advisors at each major campus, and a variety of other opportunities such as participation in the annual Honors Colloquium and Honors conferences at the state, regional, and national level.

Eligibility for the Honors Institute

Students entering BC as freshmen are eligible to apply for admission to the Honors Institute based on their unweighted high school GPA, SAT, ACT, or PERT scores. Current BC students who have completed 6 college-level credit hours (including ENC1101 as a pre-requisite or Honors ENC1101 as a co-requisite) and who have earned a minimum 3.5 Overall/Honors GPA are eligible to apply for admission to the Honors Institute. Eligibility information, campus contact information, and the Honors Institute application are available on the Honors Institute website at http://www.broward.edu/honors.

The Honors Experience

- Scholarships: The Honors Institute is proud to offer the following types of scholarships/financial awards:
  - The Irm’s 100 Scholar Award: Named in memory of Dr. Irmgard Bocchino, the Irm’s 100 Scholar Award is offered to high school graduates who meet eligibility criteria. This is a competitive award and includes a tuition waiver and book stipend.
  - Honors Term Scholarships: Through the generous support of donors to the BC Foundation, over $100,000 in Honors Term Scholarships are offered to qualifying part- and full-time Honors students. Award amounts vary depending upon available funds each semester and the number of qualified Honors students.
  - Honors Scholarship for International Studies: Through BC’s Greene International Education Institute, eligible Honors students can apply for a subsidy for International Study Abroad programs.

- The Honors Certificate
  - The Honors Certificate is awarded to members of the Honors Institute who are graduated from BC with a 3.5 Overall/Honors GPA and wo have completed 15 hours of Honors Coursework, including the Honors Capstone Course, IDH2121-Honors Interdisciplinary Studies.
  - Honors Courses are noted on the official transcript and Honors cords are awarded for graduation regalia to Honors Certificate earners/students who are active members of the Institute.

- Honors Extra-curricular and Service Activities
  - Honors Colloquium: Each year, the Honors Institute hosts an Honors Colloquium, featuring Honors student research in a friendly mini-conference to highlight the work that Honors students complete in their courses.
o Honors Student Committee: Honors students are encouraged to join the Honors Student Committee on their campus for special social events, travel and educational opportunities, and volunteer activities. In addition, Honors students are encouraged to participate in the many cultural events presented by the Honors Institute and Broward College.

o Academic Teams: The Honors Institute is pleased to support the following three high-quality Academic Teams, which have been recognized for their success across the state, region, and country.
  - Brain Bowl: The BC Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournaments, usually held in February or March. Brain Bowl members also participate in the National Association of Quiz Tournaments (NAQT) tournament, a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories in the region, state, and nation. Some members may also qualify for Brain Bowl Scholarships.
  - Math Team: The BC Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: A team portion and an individual portion. Winners take home trophies and cash prizes. The team members are chosen based on a math test, administered by the team's coaches in the fall and winter semesters. Teams usually meet with the coaches on a weekly basis to practice. A math level of Calculus II is recommended.
  - Model United Nations: The BC Model United Nations team researches and debates various international topics. United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter. As well as attending United Nations simulations and crisis-themed conferences, students can expect to participate in on-campus training and events.

o Honors Societies: Many Honors students are also inducted into the College’s Honors Societies, including Phi Theta Kappa and Sigma Kappa Delta.
  - Phi Theta Kappa: The National Scholastic Honor Society, Phi Theta Kappa (PTK), has a chapter on each major BC campus. Students earning at least a 3.5 Overall/Honors GPA, after completing 12 college-level credit hours, are eligible for membership. PTK provides opportunities for scholarship, leadership, service, and fellowship with other students of high academic standing around the nation. Membership in PTK also brings opportunities to enter state and national competitions as well as opportunities to attend regional, state, and national conferences and seminars. Students who continue beyond their two-year degree have opportunities to become members of four-year Honors Societies, including the International Society of Baccalaureate Scholars (ISBS).
• Sigma Kappa Delta: Sigma Kappa Delta is the English Honor Society for two-year colleges. SKD members represent a prestigious group of students who demonstrate excellence in both the English discipline as well as overall scholarship. Currently, there is an SKD chapter on the North and South Campuses. The criteria to become a member of SKD is as follows: be currently enrolled at BC, have taken at least one college course in English language or literature, have earned at least a B or higher in college-level English courses, have a minimum GPA of a 3.0 (on a 4.0 scale) in general scholarship, and have at least 12 college-level credits completed.

• Honors Awards: Each year the Honors Institute hosts a college-wide Honors Awards Celebration to recognize Honors students and faculty for their excellent academic and service achievements. Discipline and Deans’ Honors Awards are presented to Honors students from each campus. The College also recognizes Honors students with awards from the College Provost, Campus Presidents, Honors District Director, and Faculty Honors Coordinators.

• University Transfer Scholarships: While the Honors Institute does not offer transfer scholarships, the Institute serves to assist students in the transfer process by offering seminars and workshops to prepare students for the transition to a four-year degree upon their graduation from BC and the Honors Institute. Honors Institute graduates have attended all ten of Florida’s state universities and many private universities, such as Nova Southeastern University, Barry University, and the University of Miami. In addition, our regional partner universities such as Florida Atlantic University, Florida International University, and Nova Southeastern University, offer transfer scholarships to BC Honors Certificate graduates.

For more information about Scholarships, the Honors Certificate, Honors Extra-curricular and Service Activities, Honors Awards, as well as University Transfer Scholarships, please visit the Honors website (http://www.broward.edu) or contact the Honors Team as listed below.

The Honors Team

District Office: Willie Holcombe Center
Bldg. 32, 5th Floor
954-201-7645
honorsinfo@broward.edu

Faculty Coordinators:
North Campus
Bldg. 47, Rm. 104

Central Campus
Bldg. 3, Rm. 101

South Campus
Bldg. 68, Rm. 246