GENERAL ACADEMIC INFORMATION

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

The President's List includes the names of students carrying 12 or more 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 during 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
The College Registrar must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward College, College Registrar's Office, 225 East Las Olas Blvd., Fort Lauderdale, Florida, 33301, prior to the students' term of enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed. An official evaluation of credit courses' transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is considered 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 5.24, 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 A.A. or Baccalaureate degree at another college or university, cannot enroll in an A.A. 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 or GPA higher for two successive terms of enrollment.
The following grades do not affect the GPA:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>F Probationary  at a satisfactory pace but has not completed the course</td>
<td>0</td>
</tr>
<tr>
<td>W Official Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>N Non-Attendance</td>
<td>0</td>
</tr>
<tr>
<td>X Audit</td>
<td>0</td>
</tr>
<tr>
<td>Xc Audit status after drop/add period and prior to audit due date is accepted on a third attempt</td>
<td>0</td>
</tr>
<tr>
<td>XW Audit Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>NC Non-credit course</td>
<td>0</td>
</tr>
<tr>
<td>NG No Grade Assigned</td>
<td>0</td>
</tr>
<tr>
<td>N Grade not received</td>
<td>0</td>
</tr>
<tr>
<td>Rx Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U Unsatisfactory</td>
<td>0</td>
</tr>
</tbody>
</table>

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 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 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 course work is completed 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 relative to the awarding of a "W" as a result of a student's failure to attend beyond 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 absence should the instructor 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 final grade recorded for the course.

Final Grades and Records

Final grades for each term are retained permanently. Grade point averages for graduation and honors are calculated only on course 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 Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B Good</td>
<td>3</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
</tr>
<tr>
<td>D Passing</td>
<td>1</td>
</tr>
<tr>
<td>F Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

Audit-X, XC and XW

A student should indicate the desire to audit a course when registering for the course. The college cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to the same 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 attend or class requirements. Any grade on a transcript 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.

For the audit course, a department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college level academic work, 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 "SU"

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 Process applies to final course grades and grades received through the process 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 grades shall be evaluated in terms of the standards established by the faculty member as stated in the 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 included in the grading policy statement and 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 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 resolve the matter. The student must provide adequate written documentation for the appeal. 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 is eligible for one 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, students exclusively held by the faculty member 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.

Receivability of Credit

In order to complete 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:

Cum Laude: overall GPA of 3.500-3.749

Magna Cum Laude: overall GPA of 3.750-3.749

Summa Cum Laude: overall GPA of 3.750-4.000

Associate and Certificate Levels:

Honorable: overall GPA of 3.500-3.499

High Honorable: overall GPA of 3.750-3.749

Highest Honors: overall GPA of 3.700-4.000

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

Semester Credit Hour

For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Clinical courses will vary in the number of contact hours and each contact hour per week is equivalent to one unit of credit at the time of initial enrollment and the College has eliminated the degree, certificate or diploma

Semester System

The academic year is divided into 5 semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in meeting the student’s credit, class meeting times are adjusted during the Abbreviated Sessions.

Terms 1 (fall) and 2 (winter) 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 each.

Grades Forgiveness Policy

A student who successfully 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.
Repealing 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 Student Unilateral 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 at a given course. An attempt is defined as enrollment in the course or the 100% refund deadline for courses beginning Term 1, 1997. Attempts include the original grade, repeat of courses, withdrawals and audits. Courses taken at other institutions do not count as an attempt.

Students 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 situations. 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 for withdrawing or repeating a course with their advisor/counselor and require them to discuss the effect(s) of withdrawing or repeating a course with their advisor/counselor and financial services director to determine the potential impact on their academic programs and financial aid status.

Course Pre-requisites and Co-requisites
Pre-requisites and co-requisites are listed with each course, description. Pre-requisites are academic requirements that must be completed before enrollment in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If 1.

1. 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.

2. Students, who have completed a pre-requisite course at another institution, must furnish proof before registering for the higher-level course.

3. 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 stated within the course description section of this catalog.

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

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 four out of state tuition rates for each credit hour in excess of 113 percent of the number of credit hours required to complete the program. The college or other institution may also provide exceptions for this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to complete a baccalaureate degree. Review 1009.286 for more detailed information. The statute is available online at www.fldhhs.gov.

Student Ombudsman
The Campus Dean of Student Affairs shall serve as the campus and student Ombudsman, and will serve for four years for students’ general issues and concerns. The campus Dean of Students will guide students to appropriate personnel, and provide students with the necessary information 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 recommendations or make a different decision 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 Statutes 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 Academic Standards Committee. The Vice President is the limited access programs and decision-making authority of the College Ombudsman.

4. The dates of the Academic Standards Committee meeting can be obtained from the Academic Standards office.

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 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.

Plagiarism
Cheating includes, but is not limited to, copying homework assignments from another student; working together with another individual on a take-home exam 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 giving work of formation to another student to be copied or used and as his her own. This includes, but is not limited to giving someone else to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear 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 constitutes plagiarism, 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.

Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information about FERPA, please review the Section on Student Rights and Responsibilities in this Catalog.

Family Environmental Education and Training Program (FEETP)
The Family Environmental Education and Training Program (FEETP) is a program that provides training in environmental education and training for educators, environmental service providers, and other interested individuals. The program is funded by the U.S. Environmental Protection Agency and is administered by the National Association of State Boards of Education. More information about FEETP is available online at www.flsenate.gov.