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From the President:

Welcome to Broward College!

I congratulate you on your decision to attend Broward College. You have chosen an institution with more than 50 years of providing academic excellence and opportunity for our students. You have also chosen a college that will provide you with a return of $6.20 on every tuition dollar you spend here. We are proud to be able to offer such tradition from our past and benefit for your future.

Central to our tradition — and future — are Broward College’s distinguished faculty members. These individuals provide excellent classroom instruction — and every faculty member is committed to student success. Outside our classrooms, you’ll find a vast selection of opportunities and activities designed to enhance and enrich your academic experience. These opportunities range from men’s and women’s intercollegiate sports to our nationally recognized Competitive Edge leadership program, in addition to a wide selection of interest, service, honor and fellowship organizations. We also offer a full assortment of student media and community service activities.

This handbook was created to inform and update you on important information, including your rights and responsibilities, college procedures and the many resources available to you. I think you will find this handbook very useful.

I wish you the best in your experiences at Broward College, as you seek to find and achieve your dream.

President
Broward College
J. David Armstrong Jr.

From the Vice President for Student Affairs and Enrollment Management:

I’m so glad you are here at Broward College. We offer thousands of classes — onsite, online and blended — in some 150 academic- and career-oriented programs in eight major career pathways:

• Arts, Humanities, Communication & Design,
• Business,
• Education,
• Health Science,
• Industry, Manufacturing & Construction,
• Public Safety,
• Science, Technology, Engineering & Math, and
• Social/Behavioral Sciences & Human Services

that lead to certificates, associate’s degrees or bachelor’s degrees. To help you navigate through your educational journey, we offer this student handbook filled with important knowledge and guidance.

You will find information about support services and resources such as tutoring, career centers, educational planning, and learning resource centers as well as ways to enhance your college experience outside of the classroom.

As you continue on your path towards graduation, I hope this student handbook will be one of the many tools you will use to help you accomplish your goals at Broward College.

See you at graduation!

Vice President for Student Affairs and Enrollment Management
Broward College
Dr. Marielena DeSanctis
ABOUT BROWARD COLLEGE

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.

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.

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 postsecondary professional, technical, and academic programs and services.

Broward College Accreditation

Broward College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Broward College.

Broward College, Top 10 in Nation

Broward College is also ranked as one of the top 10 community colleges in the nation by the Aspen Institute.

Broward College ranks in the top 10 in the country for all associate degrees awarded, associate degrees awarded to African Americans and Hispanics, and associate degrees awarded in Liberal Arts and Sciences, General Students, and Humanities, as well as Nursing.

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.
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.

Goals and Outcomes:

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

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.

CAMPUS/CENTER DIRECTORY

North
Dean of Students
Bldg. 46, Rm. 222  954-201-2300
Associate Dean of Student Affairs
Bldg. 46, Rm. 230  954-201-2221
Director of Student Life
Bldg. 46, Rm. 146  954-201-2009
Student Success Coordinator
Bldg. 46, Rm. 220  954-201-2310
Coordinator of Enrollment Services
Bldg. 46, Rm. 243  954-201-2046

South
Dean of Students
Bldg. 68, Rm. 207  954-201-8903
Associate Dean of Student Affairs
Bldg. 68, Rm. 210  954-201-8932
Director of Student Life
Bldg. 68, Rm. 275  954-201-8997
Student Success Coordinator
Bldg. 68, Rm. 252  954-201-8313
Associate Dean of Enrollment Services
Bldg. 68, Rm. 135  954-201-8838

Central
Dean of Students
Bldg. 19, Rm. 130  954-201-6522
Associate Dean of Student Affairs
Bldg. 19, Rm. 116  954-201-6874
Director of Student Life
Bldg. 19, Rm. 106  954-201-6236
Student Success Coordinator
Bldg. 19, Rm. 130  954-201-6869
Associate Dean Enrollment Services
Bldg. 19, Rm. 101  954-201-4595

Willis Holcombe
Dean
Bldg. 33, Rm. 408  954-201-7318
Associate Dean of Student Affairs
Bldg. 33, Rm. 107  954-201-7420
Coordinator of Student Life
Bldg. 33, Rm. 111  954-201-7377

Pines/Weston/Miramar
Dean of the Partnership Centers
Bldg. 100, Rm. 124  954-201-3612
Student Affairs Manager
Bldg. 100, Rm. 114  954-201-3603
Center Manager, Pines Center
Bldg. 100, Rm. 124  954-201-3610
Weston Center
Bldg. 110, Rm. 204  954-201-8501
Coordinator of Student Life, Pines Center
Bldg. 100, Rm. 119  954-201-3630
Center Manager, Miramar Town Center
Bldg. 109, Rm. 208b  954-201-8662
Student Life, Miramar West Center
Bldg. 3101, Rm. 132A  954-201-3610

Coral Springs
Dean of the Partnership Centers
Room 232  954-201-2952
Student Success Coordinator
Room 214  954-201-2957

Online Campus
Dean of Students
Bldg. 31, Rm. 612  954-201-7919
online.broward.edu
1000 Coconut Creek Blvd., Coconut Creek, FL 33066

7200 Pines Blvd., Pembroke Pines, FL 33024
## ACADEMIC CALENDAR

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<th>Enrollment Verification Begins</th>
<th>Last Day To Drop For 100% Refund Weekend College</th>
<th>Holiday</th>
<th>Midterm</th>
<th>Last Day To Withdraw From Any Class (80% Point)</th>
<th>Last Day To Change From Credit to Audit***</th>
<th>Final Examinations</th>
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<td>Sept 9</td>
<td>Sept 15</td>
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<td>Nov 18</td>
<td>Nov 30</td>
<td>Nov 30</td>
<td>Dec 16</td>
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<td>Oct 21</td>
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<td>Mar 3</td>
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<td>Oct 16</td>
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<td>May 6</td>
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** Last day to withdraw from College Prep Classes 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.

College Offices will be closed from December 19, 2014 through January 2, 2015. Limited on-campus services may be provided on Dec. 22, Dec. 29, and Jan. 2. Registration on the Web will be available except December 25, 2014 and January 1, 2015.

### TERM II (20152)

<table>
<thead>
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<th>Weekend College Classes Begin</th>
<th>Last Day For 100% Refund For Dropped Class**</th>
<th>Enrollment Verification Begins</th>
<th>Last Day To Drop For 100% Refund Weekend College</th>
<th>Holiday</th>
<th>Midterm</th>
<th>Last Day To Withdraw From Any Class (80% Point)</th>
<th>Last Day To Change From Credit to Audit***</th>
<th>Final Examinations</th>
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<td>Jan 12</td>
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</table>

** Last day to withdraw from College Prep Classes 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.

College Offices will be closed from December 19, 2014 through January 2, 2015. Limited on-campus services may be provided on Dec. 22, Dec. 29, and Jan. 2. Registration on the Web will be available except December 25, 2014 and January 1, 2015.

NOTE: SESSION 1 Friday evening, Saturday and Sunday classes will have final exams on May 1 - May 3, 2015.

NOTE: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.
ACADEMIC CALENDAR

TERM III (20153)

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<th>Session I</th>
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<th>Session III</th>
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<td>CLASSES BEGIN</td>
<td>May 11-Aug 10</td>
<td>May 11-Jun 23</td>
<td>Jun 25-Aug 10</td>
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<tr>
<td>WEEKEND COLLEGE CLASSES BEGIN</td>
<td>May 11</td>
<td>May 11</td>
<td>Jun 25</td>
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<tr>
<td>LAST DAY FOR 100% REFUND FOR DROPPED CLASSES**</td>
<td>May 18</td>
<td>May 18</td>
<td>July 1</td>
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<tr>
<td>ENROLLMENT VERIFICATION BEGINS</td>
<td>May 18</td>
<td>May 18</td>
<td>July 2</td>
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<tr>
<td>LAST DAY TO DROP FOR 100% REFUND WEEKEND COLLEGE</td>
<td>May 17</td>
<td>May 17</td>
<td>July 1</td>
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<td>HOLIDAY (Memorial Day)</td>
<td>No day or evening classes</td>
<td>May 25</td>
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<td>MID-SEMESTER BREAK</td>
<td>No day or evening classes</td>
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<td>MIDTERM</td>
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<td>HOLIDAY (Independence Day)</td>
<td>No day or evening classes</td>
<td>July 3-4</td>
<td>July 3-4</td>
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<td>LAST DAY TO WITHDRAW FROM ANY CLASS (60% point)</td>
<td>July 7</td>
<td>Jun 4</td>
<td>July 23</td>
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<tr>
<td>LAST DAY TO CHANGE FROM CREDIT TO AUDIT</td>
<td>July 7</td>
<td>Jun 4</td>
<td>July 23</td>
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<tr>
<td>LAST DAY OF CLASSES</td>
<td>Aug 9</td>
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<td>Aug 9</td>
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<td>FINAL EXAMINATIONS</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
<td>Last Class Meeting</td>
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<td>Aug 10</td>
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<td>Aug 10</td>
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Alternate Friday classes are divided as follows:

Session II
Monday and Wednesday classes will meet on May 15, May 29 and June 12, 2015.
Tuesday and Thursday classes will meet on May 22, June 5 and June 19, 2015.

Session III
Monday and Wednesday classes will meet on July 17 and July 31, 2015.
Tuesday and Thursday classes will meet on June 26, July 10 and July 24, 2015.

STUDENT AFFAIRS

Broward College welcomes you and hopes that you will use your time, talents and efforts to become successful in all your endeavors. The Student Affairs staff, faculty and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance and enrichment. The following people are available to help you achieve your highest degree of success:

College-wide Student Affairs Administration

Dr. Marielena DeSanctis
Vice President for Student Affairs & Enrollment Management
954-201-7486

William Alexander
Associate Vice President for Student Affairs/College Registrar
954-201-7471

Neil Cohen
Associate Vice President for Student Affairs/Student Life
954-201-4507

Robert Robbins
Associate Vice President for Student Affairs/Financial Services
954-201-7554

Campus/Center Student Affairs Administrators

James Evans  North Campus  Bldg. 46, Rm. 222  954-201-2300
David Asencio  Central Campus  Bldg. 19, Rm. 116  954-201-6522
Janice Stubbs  South Campus  Bldg. 68, Rm. 207  954-201-8903
Frank Kurz  Willis Holcombe Center  Bldg. 33, Rm. 115  954-201-7420
Donna Henderson  Pines, Weston, Miramar Centers  Bldg. 100, Rm. 126  954-201-3610
Jerry Schwartz  Coral Springs Center  Room 232  954-201-2952
David Brigham  Online Campus  Bldg. 31, Rm. 208  954-201-7919
NAVIGATING BROWARD COLLEGE

Students have a greater chance to succeed when they take responsibility for their learning and know how to navigate their educational experience at college.

Student ID Number

All BC applicants are given a unique number upon application. This number becomes your Student ID. The College does not store academic record information by your social security number. As such, communicate in person and in writing using your student ID number, not your social security number. Applying for student financial aid, providing verification documentation to the Federal government for aid and applying for employment will be the primary times when your SSN will be utilized or requested. Keep your student number and password in a secure location or memorize it.

myBC

myBC is the College’s student portal that requires a log-on with your student ID number and password. This useful resource on the web begins your navigation through BC. You can access myBC from the Broward College website. It is strongly recommended that students change their passwords when first signing on to myBC. On myBC, students have many resources at the click of the mouse:

- Register online
- View and print your class schedule
- View fees due and pay tuition
- Access grades, transcripts and degree audits
- Order transcripts
- View financial aid documents needed for verification
- Access your e-mail account
- View important announcements, and more

College Communication to Students

The official communication method that Broward College uses to notify its students is through the BC e-mail account. All College administration, staff and faculty use your BC e-mail account to communicate with you. All students are eligible to receive a free e-mail account after applying to the College. There are clear instructions about how to set up an e-mail account (see below) or visit the College website. No other personal accounts will be used for any official college business, so make sure your BC e-mail can be accessed and viewed on your handheld devices or accessed through other electronic means.

How to Activate Your BC E-mail Address

Only current students will be provided with a BC e-mail account.
1. Sign into Office 365 and click Run the Setup Quickstart. Follow the directions (click the tabs) to set up your account.
2. You can go directly to your e-mail by clicking here. If you get an error message when you sign in, follow the suggestions in the topic “I can’t sign in to the Outlook Web App or Office 365” immediately after the upgrade.
3. Sign in to your personal Microsoft SkyDrive account, using the same user name and password you used with Live@edu. (optional)
   a. This is now a personal account for you, which means that your educational institution’s administrator can no longer reset the password.
   b. You can change the password on this account whenever you want to.
   c. This account gives you access to all your SkyDrive content.

Accessing Services

All degree-seeking students are given a student ID card (see page 20). Your student ID must be presented to receive services from registration, advisement, financial aid, bookstores, library, tutoring and labs, events and more. When on campus grounds, you are required to carry your student ID and show your ID when asked. Students who refuse to present their ID card are in violation of article 10 of the Student Code of Conduct, Policy 5.24 The first ID is given free of charge — there is a replacement fee if lost or stolen.

BC Alert Emergency Mass Notification System

Broward College has a multi-layered approach to emergency communications called BC Alert. Alerts on a variety of emergency situations are disseminated through telephone calls, text messages, social media platforms and e-mails.

The health, safety and welfare of Broward College’s faculty, staff and students are of utmost importance. In order for the BC Alert system to be most effective, users must review their contact information and update it as needed. Please see update instructions below.

1. Login to myBC.
2. Bring cursor to the ‘Personal’ tab and select ‘Change Address.’
3. Review and update as necessary.
4. Scroll down to the bottom of the page and click the ‘Update.’

Calendar

The College maintains an events calendar listing important events in Student Life, athletics, and the cultural and performing arts. The calendar can be found on the BC website here.

Privacy of Your Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Broward College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Broward College may disclose appropriately information without consent to those designated as “school officials” and in the case of emergencies. In addition, there may be an occasion where law enforcement units are required to disclose personally identifiable information from students’ records. Broward College designated law enforcement units employed by the College as “school officials” with a “legitimate educational interest.” In all other incidences, as permitted by FERPA regulations, the College also designates and discloses “directory information” without written consent, unless students have advised the College to the contrary in accordance with College procedures.
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a student’s prior written consent. If you do not want Broward College to disclose directory information from your education records without your prior written consent, you must notify the College in writing by the beginning of fall term 2014. The College has designated the following information as directory information:

- Student’s name
- Enrollment status
- Degrees and awards received
- Statistics pertaining to a student’s participation in officially recognized sports and activities

**Student ID Cards**

The BC student ID card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

Veterans of the United States armed forces will receive an ID card with a special “V” designation honoring their service.

Your student ID card provides you access to:

- Student services
- Learning Resource Center materials
- Student activity center
- Bookstore/Financial Aid verification
- Wellness Center

North

Bldg. 46, Rm. 134  954-201-2325
Mon-Thu: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.

Central

Bldg. 19, Rm. 106  954-201-6756
Mon-Thu: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.

South

Bldg. 68, Rm. 189  954-201-8316
Mon-Thu: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.

Willis Holcombe Center

Bldg. 33, Rm. 111  954-201-7377
Mon-Thu: 8 a.m. - 6 p.m., Fri: 8 a.m. - 4 p.m.

Pines Center

Bldg. 100, Rm. 119  954-201-3630
Mon-Thu: 8 a.m. - 4:30 p.m., Fri: 8 a.m. - 4 p.m.

Coral Springs

Rm. 210  954-201-2963
Mon-Thu: 4 p.m. - 8 p.m.

**Campus Safety**

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)**

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). Reporting crimes/incidents to CSAs allow a victim or witness the option of remaining anonymous. Persons designated by the College as CSAs 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 Broward College Safety website 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 2013 Annual Security Report is available online and in your local Campus Safety Office.

**Student Right To Know**

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 2012, the following criminal offenses occurred at Broward College:

- Aggravated Assault - 3
- Arson - 0
- Burglary - 6
- Motor Vehicle Theft - 7
- Murder - 0
- Negligent Manslaughter - 0
- Robbery - 1
- Sex Offenses, Forcible - 0
- Sex Offenses, Non-Forcible - 0
- Incidents Above Classified as Hate Crimes - 0
- Liquor Violations - 0
- Drug Violations - 0
- Weapons Violations - 0
BC Bookstores

With Barnes & Noble as a partner, Broward College offers students access to the largest selection of affordable course materials through its bookstores – including new, used, digital and rental textbooks, trade books and reference books. We also provide an extensive assortment of non-textbook merchandise that is refreshed continuously to shape the wants and needs of our customers. From customized school spirit apparel, gifts and graduation necessities to convenience items, uniforms and supplies and the latest technology products, your bookstores have students covered, without the need for them to step off campus.

Broward College Bookstores proudly serve at the following locations:

North Campus Bookstore  Bldg. 46, Rm. 125  954-201-2224
Central Campus Bookstore  Bldg. 19, Rm. 115  954-201-6830
South Campus Bookstore  Bldg. 67  954-201-8805
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. 3101, Rm 133  954-201-3610

To learn more about your campus bookstore, please visit our website.

BC 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 options 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 website. 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.

Dining locations:

Central Campus Dining  Bldg. 19, Rm. 110  954-201-6459
Central Campus Library Café  Bldg. 17, Rm. 130  954-201-6423
North Campus Dining  Bldg. 46, Rm. 115  954-201-2042
South Campus Dining  Bldg. 68, Rm. 172  954-201-8335

To learn more about your campus dining and vending service, please visit our website.

BC 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.

Central Campus
Print Stations:
Bldg. 17, Rm. 105, Rm. 107, Rm. 162, Open Lab and Rm. 265
Bldg. 19, Rm. 104 and Rm. 116
Recharge Stations:
Bldg. 17, Rm. 107 and Open Lab
Bldg. 19, Rm. 116

North Campus
Print Stations:
Bldg. 46, Rm. 238 and Rm. 241
Bldg. 62, Rm. 129
Recharge Stations:
Bldg. 46, Rm. 238 and Rm. 241
Bldg. 62, Rm. 129

South Campus
Print Stations:
Bldg. 68, Rm. 100, Rm. 117, Rm. 213 and Rm. 263
Bldg. 72, Rm. 136, Rm. 138A, Rm. 182C, Rm. 190 and Rm. 240
Recharge Stations:
Bldg. 68, Rm. 117
Bldg. 72, Rm. 136 and Rm. 182C

Willis Holcombe Center
Print Station:
Bldg. 31, Lobby

Higher Education Complex
Print Stations:
Bldg. 33, Rm. 107A and Rm. 430
Recharge Stations:
Bldg. 33, Rm. 107A and Rm. 430

Pines Center
Print Station:
Bldg. 100, Rm. 100 and Learning Resource Center
Recharge Station:
Bldg. 100, Rm. 100 and Learning Resource Center
MAJORS, CAREERS, AND DEGREES

Choosing a Major and a Career

Choosing the correct major and career is very important to your success at Broward College. All First Time in College Students will complete FOCUS (an online interactive self-assessment) and meet with career center staff and academic advisors to discuss careers and majors.

Advisor Appointments can be made by going to:

1. Broward College website
2. Login into myBC
3. Under advising click on Advising Appointments
4. Select a campus and time for your appointment
5. Print confirmation of appointment

Or call to meet with Career Center staff:

Campus Career Centers
North   Bldg. 46, Rm. 238   954-201-2355
Central   Bldg. 19, Rm. 117   954-201-6612
South   Bldg. 68, Rm. 100   954-201-8865
Willis Holcombe Center   Bldg. 33, Rm. 107   954-201-7411
Pines, Weston, Miramar Centers   Bldg. 100, Rm. 106   954-201-3601
Coral Springs Center   Rm. 214    954-201-2957

Before you make a decision on a major or career, you need to know what your interests, abilities, and strengths are. The Career Center has different self-assessments that can help you with your search such as FOCUS, Florida Choices Planner, and Discover. Visit the Career Center for more information.

Take an Interest Inventory by clicking on Self-Assessments then click on FOCUS (create an account, access code is WOLF).

Additionally, the U.S. Bureau of Labor Statistic’s Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. The Occupational Outlook Handbook tells you:

• The training and education needed
• Earnings
• Expected job prospects
• What workers do on the job
• Working conditions

Once you have a major in mind, the next step is to explore your options. Connecting a major to a job title can be done by exploring Match Careers to Majors. Career exploration is a very important step and there are several resources that can provide you with information on job outlook, salaries and required education. Visit Student Resources for more information.
Degrees and Programs at Broward College

Associate in Arts Degree: Complete this degree in two years (as a full-time student) and you will be guaranteed* transfer into one of Florida’s four-year public universities. See an academic advisor to create your educational plan and receive additional university transfer information. *The guarantee does not apply to limited access or teacher certification programs or a major program requiring an audition.

Associate in Science Degrees: Complete two years (as a full-time student) of specialized training designed to allow you to enter the workforce in a high-demand career with marketable job skills or continue your education by transferring to a Bachelor’s program such as BC’s BAS/BSN degrees or other articulated AS to Bachelor degree programs. Students are encouraged to pursue a bachelor program that is closely related to the earned AS degree to maximize transfer of credits.

Associate in Applied Science Degrees: Complete two years (as a full-time student) of specialized training designed to prepare you for entering the workforce in a high-demand career.

Part-time students will take longer to complete a degree depending on their course load.

Bachelor Degrees:
- BS in Education
- BS in Environmental Science
- BAS in Information Technology
- BAS in Supervision and Management
- BAS in Technology Management
- BS in Supply Chain Management
- BS in Nursing: RN-to-BSN program

Educator Preparation Institute (EPI): After earning your bachelor’s degree, take our EPI courses to prepare for Florida’s Professional Teaching Certificate.

Advanced Technical Certificate: Continue your education by completing advanced training designed to supplement your Associate’s degree.

Certificates: Complete these short but comprehensive training programs for immediate entry into hot jobs while often gaining credits toward an Associate’s degree.

Applied Technology Diploma: Emergency Medical Technician Diploma that applies to a 2-year degree.

Post-Secondary Adult Vocational Certificate (PSAV): Complete comprehensive training programs for immediate entry into career fields such as dental assisting, massage therapy, medical assisting and aircraft airframe mechanics.

Gainful employment information is available on individual program websites. For a complete look at the types of degrees and majors available, please visit the Broward College website.

STUDENT SERVICES

Academic Advisement

Students are strongly encouraged to take advantage of the services, staff and resources available for their benefit. The advising offices provide information, advice and assistance in making academic and career decisions. Academic advisors help students develop an educational plan, assess their progress as they continue their studies, and effectively use campus services and learning resources. Academic advisors can also help students explore their interests and offer career exploration assistance. Academic advisement services are available to all students by appointment at North, Central, South, the Willis Holcombe Center, Pines, Weston, and Miramar Centers. Log onto myBC and click on “advisement appointments” under the advising menu to schedule your academic advisement appointment. In addition, cyber advisors are available to answer general academic questions online. Visit the Broward College website for more information.

Contact Academic Advisement on each campus:
- North: Bldg. 46, Rm. 242, 954-201-2305
- Central: Bldg. 19, Rm. 116, 954-201-6528
- South: Bldg. 68, Rm. 213, 954-201-8875
- Willis Holcombe Center: Bldg. 33, first floor, 954-201-7491
- Pines Center: Bldg. 100, Rm. 107, 954-201-3603
- Miramar West Center: Bldg. 3101, Rm. 102, 954-201-3610
- International Student Admissions: Bldg. 31, Rm. 125, 954-201-7468

Your educational plan is a list of the courses you will take each term until you complete your program. All new college students should make an appointment early during their first term with an advisor to create their educational plan. Students registered in SLS classes are required to do career research, confirm their career choice and create educational plans as outcomes for the course.

Educational Planning

Educational planning can help BC students in a variety of ways such as deciding and confirming their major, determining what classes they should take each term, and planning how many terms it will take to complete their program requirements. BC advisors work with students to develop a personalized educational plan that will help them succeed in completing their educational goals in a timely manner. The educational plan serves as the course selection guide to assist the student with self-registration through the web. Students are encouraged to register as soon as registration begins each term. The educational plan is created online using the interactive degree audit in myBC. The interactive degree audit is a list of all of the requirements of a particular program of study, from which students can choose terms for courses to create their educational plan. Students can view the requirements of all of Broward College’s degree programs as well as university requirements for all transfer majors from within the interactive degree audit. The educational plan is created using online tools such as the interactive degree audit. Additionally, students seeking an AA degree will be required to list a transfer major and transfer institution in order to create an educational plan.

An appointment to develop an educational plan can be made online at the Broward College website. Students will locate “myBC” on the top right of the homepage under “Login” using their
Student ID and PIN (birth month and year, MMYY, ex. 0175) and choose “Educational Plan” under the advising menu. It is a good idea to review your selections with an advisor each term to verify accuracy and university transfer requirements. Students can also access the educational plan online tutorial by selecting “accessing your educational plan online.”

College Transfer Guarantee

Students who graduate from Florida colleges with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

• Guaranteed admission to one of the 11 state universities, although it may not be the student’s preferred choice; note that limited access programs require a separate admissions process.
• Acceptance of at least 60 semester hours in an established program of study by the state universities.
• Adherence to the university requirements and policies, based on the catalog in effect at the time the student first enters a college, provided the student maintains continuous enrollment.
• Transfer of equivalent courses under the Statewide Course Numbering System.
• Acceptance by the state universities of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE).
• No additional General Education Core requirements. After a state university or community college has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public postsecondary institutions. Once a student has been certified by such 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 shall require any further such general education courses.
• Advance knowledge of selection criteria for limited access programs.
• Equal opportunity with native university students to enter limited access programs.
• Should any guarantee be denied, students have the right to appeal in writing to the Vice President for Student Affairs at BC. Each state university and college shall make available established appeal procedures through the respective articulation officers.

Excess Hours Advisory Statement

(Florida Statute, Section 1009.286)

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking baccalaureate degrees at state universities. It is critical that students, including those entering Florida College System institutions, are aware of the potential for additional course fees. For the 2012-13 academic year and thereafter, “excess hours” are defined as hours that go beyond 110% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 132 credit hours (110% x 120).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida College System students intending to transfer to state universities should identify a major or “transfer program” early and, by the time the student earns 30 semester hours of college credit, be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

Career Services

Finding a Job or Internship

If you are looking for a job or internship, register for the College’s new online job board. Employment and internship opportunities posted are designed specifically for you. Other resources such as resume assistance, interviewing tips, and career-related events are also posted. Students and alumni are also encouraged to use Employ Florida Marketplace.

You may qualify for a work-study position. For more information and a listing of work-study jobs at Broward College, click here.

Testing Centers

The testing centers administer college placement testing such as the Test of Adult Basic Education (TABE), Post-Secondary Education Readiness Test (PERT), Levels of English Proficiency (LOEP), Computerized Placement Test (CPT), College Level Examination Program (CLEP). For your information, the Health Education Systems, Inc. (HESI) Test is administered at the Central Campus, LRC.

For more information and hours of operation for each campus/center assessment site, visit the testing website.

North  Bldg. 46, Rm. 245  954-201-2345
Central  Bldg. 19, Rm. 102  954-201-6982
South  Bldg. 68, Rm. 213  954-201-8884
Willis Holcombe Center  Bldg. 33, Rm. 107B  954-201-7491
Pines Center  Bldg. 100, Rm. 111  954-201-3606
Miramar West Center  Bldg. 3101, Rm. 123  954-201-3610
Paying for College and Financial Aid

Payment of Student Tuition and Fees

Accessing Financial Services via the Web through myBC

Tuition and fees must be paid by the assigned payment deadline. At the time of class payment, the student will be required to pay all obligations such as library fines, parking fines and receivables in full. Unpaid debt may prevent the release of official college transcripts, block additional course registration and restrict access to other resources and services of the College until the debt is paid in full.

Detailed payment instructions are provided in the Schedule of Classes and on the Broward College website.

To read the complete student fees, charges and refunds policy (Policy 6.13), acceptance of credit card payment policy (Policy 6.28) and collection of funds owed to the college policy (Policy 6.16), visit www.broward.edu/legal/policies/Pages/default.aspx. Additional information may also be available in the college catalog. Students are required to maintain current address information with the College. Address information can be updated via the web or at your campus admission's office.

For office hours and additional information, contact your campus cashier’s office at:

North Campus Bldg. 46, Rm. 258 954-201-2210
Central Campus Bldg. 19, Rm. 105 954-201-6545
South Campus Bldg. 68, Rm. 133 954-201-8830

Financial Aid

The goal of the Broward College Student Financial Aid Office is to assist students who can benefit from further education but cannot afford to attend school without financial support. The staff will guide students through the application process as well as provide assistance in completing all the required forms. For further information, please feel free to visit the campus offices.

Financial aid applications must be submitted each year. In order to be considered for the maximum aid available, students must apply for financial aid as early as possible. Filing for financial aid begins with completing the online Free Application for Federal Student Aid (FAFSA). For some students, there are also institutional forms that need to be completed. Students should log into their myBC account for any additional forms needed to complete the financial aid process. If a student completes this process by May 30, 2014, the financial aid awarded (if sufficient) will cover tuition and fees by the tuition due date. If the deadline is not met, students can still apply and submit forms, but will have to pay for tuition and books on their own. Students who pay on their own may be reimbursed depending on enrollment and eligibility.

If financial aid does not cover tuition, students are required to pay the balance by the fee due date or their classes will be dropped.

The Broward College Financial Aid website provides detailed information on the following:

- How to apply for financial aid with a direct link to the (FAFSA)
- Scholarships
- Student loan process
- Student employment opportunities
- Veterans Affairs programs
- Your award status
- Satisfactory academic progress
- Withdrawing and attendance requirements
- Useful resources and contacts

Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant. Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student’s eligibility includes all semesters that a student received Federal Pell Grant funding.

Loans

Loans are financial assistance that must be repaid with interest. Often repayment is deferred while students are enrolled in a minimum of 6 credit hours. In some cases, the federal government pays the interest while the student is in school. Eligibility for Federal Direct Subsidized Loans is limited to 150% of the published length of the academic program.

On-Campus Student Employment

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. Students may work up to a maximum of 20 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, such as teacher aides in local public schools.

Scholarships

Scholarships are funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College. Each scholarship has its own criteria and does not require repayment. Scholarships are based on the availability of funds and cannot be guaranteed. For more information, go online to Broward College Scholarships.

Scholarships administered by the Student Financial Aid Office are either awarded in the financial aid package or students may complete the online Broward College Scholarship Application. Students should have a completed financial aid file (FAFSA and all requested documents). Available scholarships are advertised on the Broward College website in July of each academic year.
Florida Bright Futures Scholarships
The Bright Futures Scholarship Program is a merit-based scholarship where students are rewarded for their academic achievements during high school by providing funding to attend postsecondary education in Florida. To learn about the rules pertaining to initial eligibility and maintaining eligibility, visit the Bright Futures website. To use and maintain your Bright Futures Scholarship at Broward College, read the important information:

2014-15 Awardees
Students must apply during their last year in high school (after December 1 and prior to graduation) for Bright Futures eligibility. Bright Futures Scholarships are packaged and awarded by the Financial Aid office.

Withdrawals
Students who drop or withdraw hours that were disbursed in a Bright Futures award will be responsible for reimbursing the postsecondary institution for the cost of course(s) dropped or withdrawn.

Maintaining Eligibility
The minimum GPA to remain eligible to receive Bright Futures is determined by the State and based on the Bright Futures program from which funds have been awarded. Students should check their status and obtain more information online.

Veterans Affairs Information
Veterans who attend Broward College may pursue an Associate of Arts degree, Associate of Science degree, Bachelor's degree and some certificate programs. Certain GI Bill Education chapters require veterans to file an attendance form each month to maintain their benefits. Attendance requirements differ depending on the program of study. Detailed information on attendance policies and enrollment certification forms are available on the Broward College website.

Questions regarding the GI Bill can be directed to 1-888-GI-BILL (1-888-442-4551) or to the website.

Return of Title IV Funds
BC Policy and Procedure 5.11
Financial aid students must notify the Student Financial Aid Office staff if they withdraw from classes at any point during the term. Repayment of financial aid is based on federal regulations and applied formulas. This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Subsidized and Unsubsidized Stafford Loans. If a student receives any of these funds and completely withdraws from classes through 60% of the term, the College is required to determine how much of the financial aid must be returned to the federal government. Withdrawing could result in a debt to the school, the federal government, or both. Students should register for only the classes that they can successfully complete. By withdrawing from classes, the enrollment will change and the financial aid award may be adjusted. Additional information on this policy is available on the Broward College website.

Satisfactory Academic Progress Policy (SAP)
According to federal and institutional regulations, all students (including veterans) must make academic progress in all course work in order to maintain financial aid eligibility. Academic progress is calculated after each term. At that point, students must:

Maintain at least a 2.0 GPA.

Complete the degree requirements within 150% of the required number of credit hours for the program. For example, if a program requires 60 credit hours, the student must complete the degree requirements within 90 credit hours (150%).

Associate Degree Programs
Complete at least 58% of all the first 48 credit hours of college-level coursework attempted, and 76% of attempted college-level credit hours thereafter.

Other Academic Programs
Complete at least 67% of all college-level coursework attempted.

Satisfactory Academic Progress is evaluated one time annually at the end of the summer term. The student's Satisfactory Academic Progress status applies for the following fall, winter, and summer terms. Students who have earned one degree and are seeking another should contact the financial aid office to review their eligibility. Students who have lost financial aid eligibility or are at risk of losing eligibility should make an appointment with their academic advisor to develop an Academic Success Plan to determine how to maintain or restore eligibility.
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. The earlier a student enrolls, the more plan options the student will have to choose from.

Plans range from zero to 50% down payment with 2 to 4 monthly payments:

<table>
<thead>
<tr>
<th>Required Down Payment</th>
<th>Number of Monthly Payments</th>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>4</td>
<td>$30</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$35</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$40</td>
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</table>

Monthly payments are processed on the 20th of each month and will continue until the balance is paid in full. There are no credit checks and no interest. The student 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.

The down payment, along with a $30, $35 or $40 non-refundable enrollment fee will be due at the time of enrollment in the tuition payment plan. While most plans will pay the student’s schedule within minutes of completing enrollment, it may take up to one business day for processing so students are advised to enroll before their fee payment due date. Tuition payment plan coverage will be applied to the student’s schedule by 2 p.m. of the next business day.

Simple steps to enroll in the payment plan:
• Go to the Broward College website
• Login to myBC
• 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, contact your campus cashier’s office. Enrollment periods are limited and typically close approximately one week prior to the start of Session I each term so enroll early!

Schedule Changes
If you drop or add classes or receive financial aid or other tuition coverage, you must contact the College’s tuition payment plan administrator at 800-609-8056 to have your tuition payment plan adjusted. If the College’s tuition payment plan administrator is not notified of these changes, payments will continue to be processed from your bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan. The last day to decrease or terminate plans is approximately 30 days after the start of the term.

Refunds
The College’s tuition payment plan administrator will remit all refunds to the College within 45-60 days after the end of the drop/add period for Session I. Broward College will issue tuition payment plan refunds to students upon receipt.

ACADEMIC SUPPORT

Learning Resource Centers

Each campus Learning Resource Center (LRC) provides students with free access to up-to-date instructional and support services in the classroom and learning laboratories. These services include learning labs, tutoring services and classroom support. For additional information regarding academic support services and/or LRC hours of operation, please contact your campus Learning Resource Center.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Location</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Bldg. 62, Rm. 122</td>
<td>954-201-2260</td>
</tr>
<tr>
<td>Central</td>
<td>Bldg. 17, second floor</td>
<td>954-201-6660</td>
</tr>
<tr>
<td>South</td>
<td>Bldg. 72, second floor</td>
<td>954-201-8909</td>
</tr>
<tr>
<td>Willis Holcombe Center</td>
<td>Bldg. 33, Rm. 430</td>
<td>954-201-7595</td>
</tr>
<tr>
<td>Pines Center</td>
<td>Bldg. 101, Rm. 148</td>
<td>954-201-3619</td>
</tr>
<tr>
<td>Miramar West Center</td>
<td>Bldg. 3101, Rm. 130</td>
<td>954-201-3610</td>
</tr>
</tbody>
</table>

Online Tutoring Services

Online tutoring assistance is available to students in math, business, science, and writing. To access online tutoring, you can either sign in through your myBC login or through D2L. Students can access D2L by clicking the login button on the BC homepage and selecting D2L from the available options. Students log in using their BC e-mail address and BC PIN, which is birth month and full year (MMYYYY).

Libraries

Through joint partnerships with Broward County and Florida Atlantic University, there are three campus libraries that provide academic support for programs of study. Electronic catalogs and databases that facilitate research and student learning are available. All Broward College students, once they obtain their student ID card, are eligible to use the University/College Library, a joint-use facility with FAU located at Central Campus. Students at North and South Campus have access to joint-use libraries with the county system. These libraries require a public library card. Policies, procedures, and hours of operation differ slightly from one location to another. For precise information, check the Broward College website or please contact the library serving your campus location.

<table>
<thead>
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<th>Campus</th>
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<tr>
<td>South</td>
<td>Bldg. 81</td>
<td>954-201-8825</td>
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</table>

There are additional public libraries throughout Broward County that are not joint-use facilities with Broward College but are located near Broward College centers and may have resources to assist you. Examples include Pines Center, Building 101, 954-201-3619 or the Willis Holcombe Center near the Broward County Main Library, 954-357-7444.
ADDITIONAL SUPPORT

Student Mental Health Counseling

BC Policy 5.32
Are you dealing with stress, anger, alcohol or substances abuse, violent thoughts, depression, suicidal thoughts, anxiety, low self-esteem, etc.? 

BC students in need of brief mental health counseling will be able to seek services at Henderson Student Counseling Services. Henderson Student Counseling Services is a leader in behavioral healthcare providing comprehensive, recovery-focused services. Services range from stress management and coping strategies to psychiatric assessment and crisis intervention. Henderson is accredited to provide Student Counseling Services by the Commission on the Accreditation of Rehabilitation Facilities (CARF). Students can access information about Student Counseling online or by calling 954-424-6916.

Please note that students should expect privacy and confidentiality when seeking counseling, however, the Health Insurance Portability and Accountability Act permits a covered entity to disclose patient health information, including psychotherapy notes, when the covered entity has a good faith belief that the disclosure: (1) is necessary to prevent or lessen a serious and imminent threat to the health or safety of the patient or others and (2) is a person(s) reasonably able to prevent or lessen the threat. This may include, depending on the circumstances, disclosure to law enforcement, family members, the target of the threat or others who the covered entity has a good faith belief can mitigate the threat.

Disability Services

Disability Services provides Academic Accommodations for students who have documented disabilities and have registered with the College’s Disability Services Department. Some of the services available are note taking, specialized testing, sign language interpreters, readers, scribes, assistance in obtaining textbooks in alternative format, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives.

For more information, contact the Disability Services specialist on your campus:

North  Bldg. 46, Rm. 209  954-201-2313
Central  Bldg. 19, Rm. 116  954-201-6527
South  Bldg. 71, Rm. 129  954-201-8913
Willis Holcombe Center  Bldg. 33, Rm. 118  954-201-7517
Deaf Services College Wide  Bldg. 19, Rm. 116  954-201-6766, Video Phone  954-635-5850

STUDENT LIFE

Student Life activities are available to all currently enrolled students including those enrolled in baccalaureate programs. There are many different student organizations on each campus. Currently enrolled students, including baccalaureate degree seeking students, are encouraged to participate. For more information about a student organization, or to start a club, contact the Student Life office.

North  Bldg. 46, Rm. 138  954-201-2325
Central  Bldg. 19, Rm. 106  954-201-6756
South  Bldg. 68, Rm. 275  954-201-8973
Willis Holcombe Center  Bldg. 33, Rm. 111  954-201-7377
Pines Center  Bldg. 100, Rm. 119  954-201-3630
Tigertail  Bldg. 39, Rm. 113  954-201-4500

Student Clubs and Organizations

African Student Union
This club engages students academically, politically, and socially on issues that affect the African-American community.
Location: North, Central, South

Alpha Eta Rho-Eta Phi Chapter
The International Aviation Fraternity is open to everyone interested in aviation.
Location: South

American Institute of Architecture Students
This club is for anyone who is interested in pursuing a career in the field of architecture.
Location: Willis Holcombe Center

American Institute for Graphic Artists (AIGA)
This club gives students an opportunity to participate and collaborate in the field of graphic design.
Location: Willis Holcombe Center

American Sign Language Club (ASL)
This club is open to all students interested in learning about Sign Language and the Deaf Culture.
Location: North

Anime
This club is open to all students interested in anime.
Location: North

Anthropology Club
This club is for students interested in anthropology, sociology, religion or psychology.
Location: Central
Art Club
This club is for students interested in learning about art.
Location: North

Asian American Club
This club celebrates Asian culture and organizes cultural activities.
Location: Central

ASPIRA (Latin American Culture)
This club’s main focus is leadership through education as well as serving the community. Members of this organization will act as mentors to high school and middle school students by guiding the path of success.
Location: South

Best Buddies
Best Buddies® is a nonprofit organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.
Location: North

Brother to Brother Student Advocate Program (B2B)
This is a college-wide initiative that provides peer mentoring to black and Hispanic male freshmen.
Location: College wide

Calvary BC
This club is for students who believe in Jesus Christ and the Bible.
Location: North

Campus Activities Team (CAT)
This is a student-lead programming group that organizes and plans activities for the students on campus.
Location: North

Caribbean Student Association
This club fosters cultural awareness around Caribbean cultures.
Location: North, South

Campus Christian Ministries
This club teaches the bible and offers encouragement to all.
Location: Central

Chess Club
This club is for all students who enjoy playing chess.
Location: Central

Circle K
This is an international volunteer-based organization that focuses on blending community service and leadership training.
Location: Central

Cognitive Development Through Gaming
This club helps students develop competitive skills through gaming and challenge critical thinking.
Location: Central

Computer Club
This club focuses on the latest development in the computer industry.
Location: North

DECA
DECA’s primary objective is career development and is comprised primarily of marketing, retailing, entrepreneurship and business students.
Location: North, South

Digital Media/Multimedia Technology Club
This club provides multimedia services and/or participates in multimedia activities in order to build member’s portfolios.
Location: South

Diving Club
This club provides opportunities to enhance students’ diving skills in addition to trying out new equipment during monthly functions.
Location: Tigertail

Doctor Who Club
This club shares the experience of the Doctor Who series.
Location: Central

Dream Defenders
This club confronts systematic inequality.
Location: Central

Elohim Academy
This club provides an opportunity for students to understand the existence of God Elohim, God the Father and God the Mother.
Location: Central

Fourth Wall
This club is for students interested in theatrical productions both on the stage and behind the scenes.
Location: Central
Florida Student Dental Hygiene Association
This is a student-based extension of the Florida Student American Dental Hygiene Association.
Location: Central

Gamma Sigma Sigma
This is a national service sorority that performs service hours in the community.
Location: Central

Gay Straight Alliance (GSA)
This is a club for gay, straight, lesbian, bisexual and transgender students and their allies that advocate unity, tolerance and education.
Location: Central, South, North

Green Life Healthy Future
This is an environmental science club that assists Student Life with environmental programming and events and provides recycling opportunities at the Willis Holcombe Center.
Location: Willis Holcombe Center

Institute of Electrical and Electronic Engineers (IEEE)
This is a technical professional society that focuses on advancing electrical, electronics, computer engineering and computer science.
Location: Central

International Club
This club’s main objective is to further international understanding and appreciation of diverse cultures.
Location: North

InterVarsity Christian Fellowship
This club is for students who believe in Jesus Christ and the Bible.
Location: South, Willis Holcombe Center

Legal Assisting Society
This club is for students pursuing a career as a paralegal/legal assistant, but all students are welcome to join.
Location: North

Logical Minds
This club promotes critical thinking and logical reasoning.
Location: Central

Muslim Student Association
This club teaches the student body about Islam and religious tolerance.
Location: Central

New Generation
This club’s purpose is to increase college attendance by reaching out to communities to motivate students to enroll and complete their studies.
Location: South

Phi Beta Lambda
PBL is for students in business programs such as accounting, business administration, finance, law and marketing.
Location: Central

Phi Delta Alpha: Education & Technology Club
This club is designed for education majors interested in enhancing their teacher preparation, acquiring hands-on experiences, integrating technology into the classroom and completing service learning.
Location: South

Pre-Med Club
This club allows students who plan on becoming doctors to share their knowledge of the field of medicine.
Location: Central

Pre-Pharmacy Club
This club allows students who want to be pharmacists to share their enthusiasm and knowledge of the field of pharmacy.
Location: Central

Psychology Club
This club is for any students interested in psychology or who plan on entering the psychology profession.
Location: North, Central, South

Read and Teach
This club teaches varieties of literature as well as reading materials for each grade level.
Location: South

Reader’s Society
This club promotes literacy on campus and in the community.
Location: Central

Roots Club
This is a service club that shares the Haitian culture with the rest of the college.
Location: North

Sailing Club
This club provides opportunities for students to improve sailing and windsurfing skills through weekend trips to the Keys and seasonal snorkeling and surfing trips.
Location: Tigertail
Science Club
This club is open to all students interested in the sciences.
Location: North, Central, South

Scuba Club
This club is for any student interested in going on diving trips or wants to learn how to scuba dive.
Location: Tigertail

Sister to Sister
This club promotes support, empowerment, networking, encouragement and successful role modeling to female students.
Location: Central

Social Sciences Group
This club promotes the Social Sciences in the college and the community.
Location: Central

Sociology Club
This is a purpose driven outreach organization. The primary function of the club is to identify the needs of the community and find ways to meet those needs through various projects and volunteer services.
Location: South

Stress Busters
This club provides learning opportunities for massage therapy students and helps them develop a sense of community as they participate in many charitable events.
Location: North

Student Air Traffic Control Association (SATCA)
This club is for students who plan to pursue a career in air traffic control.
Location: South

Student Ambassadors
The Ambassadors assist the Student Affairs department with new student orientation, registration and recruitment activities.
Location: North, Central, South, Willis Holcombe Center

Students for a Greener Earth
This club promotes a greener way of living and practices sustainability.
Location: Central

Student Veterans of America (SVA)
This club helps lead student Veteran initiatives, gather and distribute Veteran education and medical benefits information, participate in Veteran fellowship events and promote the learning and student success of Broward College Veterans.
Location: North, Central

Sustainability Club
This club helps to promote sustainability at the college and works on the campus and community to practice sustainability efforts, including beach clean-ups, campus clean-ups, and maintaining native plant gardens.
Location: North

Toastmasters
This clubs empowers students to become more effective communicators and leaders through public speaking.
Location: Central

Women In Technology
This club celebrates diversity in technical fields and encourages underrepresented groups to consider careers in STEM.
Location: Central

Student Organizations Exclusive to Baccalaureate Students

Kappa Delta Pi International Honor Society in Education
This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching.
Location: Central, South

International Society of Baccalaureate Scholars
This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.
Location: College wide

Honors Societies and Honors Institute

College Academy National Honors Society
This club promotes community service and school spirit.
Location: Central

Honors Student Committee
This club promotes scholarship, leadership and service among students and honors faculty.
Location: North, Central, South

International Society of Baccalaureate Scholars
This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.
Location: College wide

Kappa Delta Pi International Honor Society in Education
This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching.
Location: Central, South
**Phi Theta Kappa**
This is the international honors society serving American two-year institutions. Members must have a 3.5 GPA or higher after completing 12 credit hours and paying lifetime membership dues.
Location: North, Central, South

**Sigma Kappa Delta**
This club is the National English Honor Society. Through participation in this society, students can share their love and appreciation for English literature and language. Eligibility: Minimum 3.3 GPA, at least 12 college credits and a grade of a B or higher in a college-level English course and a lifetime membership fee.
Location: North, South

**Honors Institute**
Qualified students who wish to get the most out of college and who are interested in new concepts and approaches to learning should consider applying to the Robert "Bob" Elmore Honors Institute. Any student who is currently enrolled and has earned a 3.5 GPA in 12 credit hours or more of college level coursework at BC is eligible to apply for admission.

From English composition to anthropology to biology to statistics, the Institute provides classes in many different academic disciplines and limits enrollment to a maximum of 20 students in each class. All honors sections include special projects and advanced research components designed to challenge students and prepare them for upper division coursework and majors courses.

For more information, contact:
North  Bldg. 47, Rm. 221  954-201-2407
Central  Bldg. 1, Rm. 308  954-201-6657
South   Bldg. 72, Rm. 129  954-201-8873

**Competitive Academic Teams**
The Robert "Bob" Elmore Honors Institute is pleased to help facilitate three highly active 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. 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 Tourneys (NAQT) tournament, a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories in the regional, state and nation.

**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. Winners take home trophies and cash prizes. The team members are chosen based on a math test, administered by the Honors Institute 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 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. 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.

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. There are also two categories of what is called limited preparation.

**Student Government**
Student Government (SG) at Broward College represents the student body and acts as the voice of the students. SG researches student concerns and finds ways to resolve problems. The membership is open to all interested students. SG also offers various leadership opportunities on many different levels. Limited officer positions in student government are available for all students. Selected students become involved in campus, college wide, district and state level events.

Students involved in SG will learn teamwork, conflict resolution, communication skills and the legislative process. The Student Government at Broward College is always looking for new ideas, faces and inspiring minds.

For more information, contact the SG office on your campus:
North   Bldg. 46, Rm. 138   954-201-2461
Central  Bldg. 19, Rm. 106  954-201-6846
South    Bldg. 68, Rm. 275  954-201-8997
Willis Holcombe Center Bldg. 33, Rm. 111  954-201-7377
Pines Center  Bldg. 100, Rm. 118  954-201-3630
Leadership and Student Development

Broward College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. Programs offered include: leadership retreats, achievement lectures, ethics, conflict resolution, group and team dynamics, sportsmanship, budget and fiscal management, etiquette luncheons, networking and communication. For more information, visit the Student Life office on your campus.

Competitive Edge

The Competitive Edge program prepares students for 21st century leadership. This year-long program is open to select students and includes a leadership class, service on a College committee, and a week-long trip to Tallahassee to observe the legislative session and shadow a state legislator. For more information, contact the Student Life office on your campus or call 201-7616, or email acarter@broward.edu.

Community Volunteerism

If you’re interested in volunteering in your community, contact the Office of Volunteerism and Leadership:

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<thead>
<tr>
<th>Campus</th>
<th>Building</th>
<th>Room</th>
<th>Phone</th>
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Student Publications

Student publication positions are available to all currently enrolled students, including those enrolled in baccalaureate programs.

Student Journalism – The Observer

Broward College encourages and supports a free and responsible student press. The Observer, the college’s bi-monthly, student-produced, collegewide newspaper offers student reporters and editors the opportunity to practice all aspects of newspaper work including reporting and writing, photojournalism, design, graphics, desktop publishing, copy editing, and layout. Any student, regardless of major, enrolled at the college can work for the paper. A limited number of institutional scholarships are available to student editors. In addition, The Observer is widely recognized for its excellence and has won numerous state and individual awards.

Although The Observer’s main office is located on South Campus, Bldg. 68, Rm. 268, students from all campuses are encouraged to participate. For more information, contact The Observer office at 954-201-8035 or via e-mail at theobserverbc@gmail.com and check out the newspaper’s website.

Student Literary Magazine - P’an Ku

P’an Ku is the student-produced BC Student Literary/Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote and highlight the creative efforts of students throughout the college. P’an Ku has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college. Poetry, fiction, nonfiction, photography and artwork are sought for publication. Students from all campuses are encouraged to not only submit work, but to be part of the staff. A limited number of scholarships are available each term. Watch for the announcements of submission deadlines during the year. For more information, check out the magazine’s website, or contact 954-201-8035.

Physical Fitness and Recreation

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. Sports available include: Indoor Soccer, Volleyball, Basketball, Flag Football, Golf, Tennis and Racquetball.

The intramural sports program offerings differ on each campus and are subject to change. Programs are added and cancelled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times and details for signing up, contact your local Student Life office:

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<td>South</td>
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<td>188</td>
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Exercise Facilities

Students, staff and faculty, whether full- or part-time, have free access to various wellness centers at different campuses. Broward College’s wellness centers encourage physical health and well-being by providing the facilities to everyone free of charge. There are a large variety of free weights, machines and cardio equipment.

In order to gain access to the gym, you will need to bring the following items: BC Student ID card, towel and workout clothes. Contact the wellness center on your campus to check the schedule.

Exercise facilities locations and hours: (Summer hours may vary).

North Bldg. 60  954-201-2431
Monday to Friday: 1:30 - 5 p.m.
Saturday: 12 - 4 p.m.

Central Bldg. 11  954-201-6948
Monday to Thursday: 8 a.m. - 8 p.m.
Friday: 8 a.m. - 6 p.m.

South Bldg. 65  954-201-8972
Monday to Thursday: 12:30 - 5 p.m.
Friday: 9 a.m. - 3 p.m.

Tigertail Lake Recreational Center

Tigertail Lake Recreational Center is a student center that has many programs and trips available for students and staff.

Open Sailing 6 Days a Week – Go sailing, windsurfing, stand up paddle boarding, canoeing or kayaking – all skill levels welcome. Please wear rubber-soled shoes; we provide the life jackets. This opportunity is FREE for BC students and a nominal fee for BC employees. Times vary according to season, please call for hours.

Adventure Trips – Tigertail Lake Recreational Center offers sailing, windsurfing, scuba diving and snorkeling trips to the Florida Keys and camping, canoeing and kayaking trips to the Ocala National Forest in Central Florida. These trips are available to students, faculty and staff for a fee.

Open Climb Challenge – This event takes place once a month on a Saturday from 11 a.m. – 4 p.m. Challenge yourself on our 40-foot rock wall, rope ladder, tube climb and much more. Please wear comfortable clothing and close-toed shoes; all other safety equipment will be provided. This activity is FREE for BC students, $10 for faculty and staff, and $15 for all others.

American Red Cross Lifeguard Classes – Lifeguard classes now available at Tigertail Lake Recreational Center. Receive a two-year certification in Lifeguarding, First Aid, and CPR/AED for the Professional Rescuer from the American Red Cross. Call for upcoming classes and prices.

For more information, stop by any Student Life office for a Tigertail schedule, call 954-201-4500, or visit the Tigertail website. Tigertail is located at 580 Gulf Stream Way, Dania Beach, FL 33004.
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 at the intercollegiate level.

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)

Athletic schedules can be found here.

STUDENTS RIGHTS AND RESPONSIBILITIES

Introduction

In order for students to study in an environment that promotes academic achievement, Broward College, in accordance with applicable federal and state laws, provides students with certain rights and expects students to adhere to their responsibilities in areas related to academic learning and general conduct.

Important note: BC reserves the right to amend policies and procedures at any time. For the most current version of Broward College policies, please check online.

Family Educational Rights and Privacy Act (FERPA)

BC Policy and Procedure 5.03

Broward 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.
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 9 Sections 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 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 disclose 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.

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.

Students may access records in accordance with the College’s FERPA Procedure.

Religious Observances

BC Policy 4.20
Broward College (the “College”) values the right and freedom of religious choice by all individuals. Accordingly, the College will not to schedule major college events, such as major class assignments, major examinations and official ceremonies, on major religious holy days, whenever possible. The student is responsible for making up missed classwork as quickly as possible. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith and the absence shall be considered as a non-penalized absence. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for the material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.
Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by following the procedure for resolving grievances set forth in Broward College Policy 4.19 Grades and Grade Appeal Process.

When possible, faculty shall provide reasonable alternatives for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

All absences shall be subject to the provisions of Broward College Policy 4.18 Class Attendance.

Violations of this policy may result in disciplinary action up to and including termination.

• For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.

• For full-time faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

Grade Appeals

BC Policy and Procedure 4.19

Each student shall be provided with a course syllabus which includes the faculty member’s grading policy and academic honesty policy for the course which complies with BC mission, goals and policy. A student may be able to appeal the final course grade issued by his/her professor through the grade appeal procedure 4.19. In cases where a faculty member’s academic honesty policy appears to be violated, students may appeal the faculty member’s decision to invoke consequences of the academic dishonesty. See Student Code of Conduct policy number 5.02.

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.

When students want to appeal a grade based on academic dishonesty, the appeal shall only be based upon the student’s claim that academic dishonesty did not occur.

Grades | Points Awarded | Requires Last Date and Documentation
---|---|---
A | Excellent | 4 | No
B | Good | 3 | No
C | Average | 2 | No
D | Below Average | 1 | No
F | Failure–Unsatisfactory Progress | 0 | Yes
F | Failure–Excessive Absences | 0 | Yes
U | Unsatisfactory | 0 | Yes
S | Satisfactory | 0 | No
PR | Progressing at a satisfactory pace but has not completed the course | 0 | No

*A “D” grade may not fulfill graduation requirements for certain programs.

The S, PR, and U grades are used only for those courses which have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

The following enrollment statuses, however, do not affect the grade point average:

Enrollment Statuses | Points
---|---
I | Incomplete | 0
X | Audit | 0
XC | Audit status after drop/add period and prior to audit deadline except on a third attempt | 0
XW | Audit Withdrawal | 0
W | Official Withdrawal | 0
WN | Withdrawal for non attendance | 0
NC | Non-Credit Course | 0
NG | No Grade Assigned | 0
NR | Grade Not Received | 0

Total Attempts – All Courses

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline. A student may have only three attempts per course, including the original grade, repeat grades, withdrawals and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances including but not limited to, serious illness, involuntary call to active military duty or other emergency circumstances or extraordinary situations. The total attempts limitation, however, does not apply to repeatable courses 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 are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Forgiveness

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, 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. Repetition of a course removes the previous grade from the student’s record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State’s 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.

Student seeking to appeal a provision of this policy may do so in accordance with the College’s Grades and Grade Appeal Procedure.
Class Attendance Policy

BC Policy 4.18

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus and provided to students within the first week of class meetings. Members of the College’s staff are expected to exercise good judgment in the formulation, implementation and application of their policies.

Non-Penalized Absences

There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holy days in his/her own faith, the student’s serious illness, a death in the immediate family or attendance to statutory governmental responsibilities.

A student will be held accountable if these absences result in the student exceeding the limit established for ‘excessive absences’ as defined in the instructor’s syllabus. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences.

Student Responsibilities Relative to Attendance

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting. “Death in the immediate family” shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents or grandchildren. “Statutory governmental responsibilities” refer to such matters as jury duty, subpoena for court appearance or unplanned military obligation. 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 before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made with the faculty member, or if the faculty member is unavailable, the student should contact the Associate Dean. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements or other instructional requirements. Although the makeup of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances or other approved reasons. These provisions may include withdrawing the student from the course, or giving an Incomplete grade, if the student is passing the course at the time the “I” is given.

Appeals

A student may appeal a faculty member’s attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward College Policy 4.19, Grades and Grade Appeal Process.

Enrollment Verification

Students must show a definite pattern of attendance and participation during the enrollment verification period during the first three weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period.

Non-Class Days

In the event of unanticipated circumstances that are beyond anyone’s control or in situations where concerns are raised about the safety and/or security of the students, faculty, staff and/or the facilities, the President or his/her designee has the authority to close a campus or the College. 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 course-learning outcomes will be achieved.

Disability Services and Academic Accommodations for Students

BC Policy and Procedure 5.09

Broward College complies with the Americans with Disabilities Act of 1990 (ADA) that governs accessibility standards for disabled students as defined under the Americans with Disabilities Act of 1990 as amended, (ADA) and Section 504 of the Rehabilitation Act of 1973. Section 504 defines an “individual with disability” as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. Section 504 provides that: “No otherwise qualified individual with handicaps in the United States . . . shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”

Federal disability laws guarantee students an equal opportunity to participate, but these laws do not guarantee that students will achieve a particular outcome, for example, good grades. Students with disabilities are, in general, expected to be responsible for their own academic programs and progress in the same ways that nondisabled students are responsible for them.

The College sets its own requirements for documentation as allowed in Section 504 and Title II, and as outlined in the procedure to this policy. The College may delay or deny services if the diagnosis or the documentation is unclear. Students should not expect that the documentation guidelines at BC are necessarily the same as those accepted at other prior institutions attended, either in the secondary or post-secondary levels.
Academic Accommodations: The College is not required to provide an academic accommodation that would alter or waive essential academic requirements, nor is it required to make every academic adjustment requested. BC also does not have to provide an academic accommodation that would fundamentally alter the nature of a service, program or activity. Students who wait until after completing a course or activity or receiving a poor grade to request services should not expect the grade to be changed or to be able to retake the course or activity; no refunds will be allowed under these circumstances.

Students in institutions of postsecondary education are responsible for notifying the Disability Services Office staff of their disability should they need academic adjustments. Student must also provide documentation to the Disability Services staff that supports a disability that is an impairment that substantially limits a major life activity, and that supports the need for an academic adjustment. The documentation should be current within three years and identify how the student’s ability to function is limited as a result of her or his disability. The purpose of the documentation is to establish a disability in order to help the College work interactively with the student to identify appropriate services. The information must adequately document the existence of a current disability and need for an academic adjustment.

Students are responsible for requesting accommodations through the Office of Disability Services by providing documentation that meets the guidelines of the College prior to the beginning of each term or at a minimum prior to the start of the class with a requested academic accommodation. The College reserves the right to require additional documentation to clarify any information supplied by the student. Once a student’s documentation is accepted and the accommodation is determined and documented, it is the student’s responsibility to communicate with the faculty prior to the start of class and in a manner that optimizes their privacy. The College considers any accommodation requested by students made after the start of class as altering the nature of its services, programs and academic standards of the course. Students should weigh their options and consider alternatives, including but not limited to taking the course at a later session or term.

Institutions that receive Federal Title IV Financial Aid are required to comply with Section 504 of the ADA and the provisions therein. The institution may be subject to sanctions for failure to comply with this law.

Students who falsify information or otherwise violate this policy are subject to disciplinary action. Other than measures described in 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

Student Code of Conduct

BC Policy and Procedure 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. 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
14. Non-Compliance With the Student Discipline System, including but not limited to:
   b. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution.
10. Immigration Status of F1 or M1 Students – If a final course grade or enrollment status is correct, the student will use all means available to assist in the identification of students who make such threats.

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. Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 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. 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.
   d. Forgery, alteration, or the misuse of any College document, record, or instrument of identification.
   e. Tampering with the election of any recognized College student organization.
   f. Violation of copyright as defined in College Policy 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.
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.
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.

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 Vice President 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 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.

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 which 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 - any gender-based 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.

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 College policy and in applicable state and federal law.

Broward College will have a detailed student policy regarding Title IX compliance available on the College’s policy website during the fall 2014 term.

Complaint Process for Students for Non-Instructional Issues

BC Policy and Procedure 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.

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 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.

Student may file a complaint in accordance with the College’s Student Complaint procedure below:

The 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 College Policy and Procedure 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 on the next page in the chart.

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.
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 BC Procedure 5.23. After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Department 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 Privacy Complaints**
email: bconline@broward.edu
954-201-6564
3501 SW Davie Road, Davie Florida 33314

Florida Department of Education, Division of Florida Colleges;
[www.fldoe.org/cc/complaint.asp](http://www.fldoe.org/cc/complaint.asp)
850-245-0407
325 West Gaines Street, Room 1544, Tallahassee, Florida 32399-0400

Southern Association of Colleges and Schools, Commission on Colleges
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/academics/online/Documents/State Contacts for Complaints.pdf](http://www.broward.edu/academics/online/Documents/State Contacts for Complaints.pdf)

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**HIV/AIDS**

BC **Policy** 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).

College students may not violate the Student Code of Conduct as it relates to discrimination against students, faculty, staff or guests of the College based on their perception of HIV/AIDS infection.

Students enrolled in various programs at the College, including, but not limited to, health sciences, Institute for Public Safety, Aviation, etc, may be required per the Program Guidelines for the particular program, to successfully complete an HIV/AIDS educational class or program as a prerequisite for admission to the program.

Students enrolled in various programs at the College, including, but not limited to, health sciences, Institute for Public Safety, Aviation, etc, may be required as part of the standards of conduct established by these programs to interact with members of the community who are infected with HIV/AIDS. Students who are not able to meet this obligation should reconsider their program choice as dismissal or disciplinary action could be taken as result of any conduct violation or refusal to service.

In accordance with the Student Code of Conduct, students who discriminate against other students, faculty, staff or members of the community whom they believe have tested positive for HIV/AIDS are subject to discipline up to and including expulsion from the College. Additionally, it should be noted that discrimination against persons with HIV/AIDS may constitute bias-motivated conduct, which may subject the violator to stronger sanctions.

**Meningitis and Hepatitis B**

**Florida Statute, Section 1006.69**

Section 1006.69, Florida Statutes 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 from the Centers for Disease Control is available by clicking the links below:

- [Meningitis](#)
- [Hepatitis B](#)

**Title IX/Equity Coordinator**

Broward College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, marital status, sex, disability, or age in its programs and activities. Additionally, in accordance with Title IX, Broward College does not discriminate on the basis of sex in its education programs and activities. Inquiries regarding non-discrimination policies and Title IX may be directed to: Title IX/Equity Coordinator Dr. Denese Edsall, Executive Director, Human Resources, 6400 NW 6th Way, Ft. Lauderdale, FL 33309, (954) 201-7502, dedsall@broward.edu.
Acceptable Use of Technology and E-mail

BC Policy and Procedure 8.01

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 from any device connected.

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, alteration or destruction of another user’s data, programs or electronic mail; unauthorized use of copyrighted material from the Internet, such as downloading copyrighted music or movie content via peer-to-peer (P2P) networks; 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.

E-mail Usage

BC Policy and Procedure 8.03

The College has a right to send communications to students via their assigned College e-mail address and the right to expect that those communications will be received and read in a timely fashion. Inappropriate use of the e-mail system may result in immediate loss of e-mail privileges and possible disciplinary actions. Students are expected to regularly check their BC e-mail account to ensure they are kept up-to-date on official college correspondence. Students shall not use e-mail to transmit messages that contain remarks, images or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial or ethnic slurs or pornographic comments or images or to transmit chain letters. Students should ensure that their passwords are changed regularly in order to prevent unauthorized access to their BC accounts.

Copyright Compliance

BC Policy and Procedure 8.05

All BC 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.