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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 and the College’s strategic plan, Strategy 1.3: To develop a learning-centered environment. The QEP has two overarching goals supported by student learning outcomes and operational outcomes.

Goals and Outcomes:

Goal 1  The QEP will enhance students’ critical thinking skills. Students will be able to:
1.1.   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  954-201-2309
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 of 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
Weston Center
4205 Bonaventure Blvd., Suite 2, Weston, FL 33332

Miramar Town Center
2050 Civic Center Place, Miramar, FL 33025

Coral Springs Academic Center
3500 N. University Dr., Coral Springs, FL 33065

Miramar West Center
1930 SW 145th Ave., Miramar, FL 33027
## ACADEMIC CALENDAR

### TERM I (20151)

<table>
<thead>
<tr>
<th>Session</th>
<th>Classes Begin</th>
<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 (Labor Day)</th>
<th>Midterm</th>
<th>Last Day to Withdraw from Any Class (60% Point)</th>
<th>Last Day to Change from Credit to Audit***</th>
<th>Midterm Professional Development Day</th>
<th>Holiday (Spring Break)</th>
<th>Midterm</th>
<th>Last Day to Withdraw from Any Class (60% Point)</th>
<th>Last Day to Change from Credit to Audit***</th>
<th>Last Day of Classes</th>
<th>Final Examinations</th>
<th>Grades Due by 3 p.m.</th>
<th>Graduation</th>
</tr>
</thead>
</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.

### TERM II (20152)

<table>
<thead>
<tr>
<th>Session</th>
<th>Classes Begin</th>
<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 (Labor Day)</th>
<th>Midterm</th>
<th>Last Day to Withdraw from Any Class (60% Point)</th>
<th>Last Day to Change from Credit to Audit***</th>
<th>Midterm Professional Development Day</th>
<th>Holiday (Spring Break)</th>
<th>Midterm</th>
<th>Last Day to Withdraw from Any Class (60% Point)</th>
<th>Last Day to Change from Credit to Audit***</th>
<th>Last Day of Classes</th>
<th>Final Examinations</th>
<th>Grades Due by 3 p.m.</th>
<th>Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session I</td>
<td>Jan 6-Mar 6</td>
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<tr>
<td>Session II</td>
<td>Jan 6-Mar 6</td>
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<td>Session III</td>
<td>Jan 6-Mar 6</td>
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<td>Session IV</td>
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</tbody>
</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)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11-Aug 10</td>
<td>May 11-Jun 23</td>
<td>Jun 25-Aug 10</td>
</tr>
</tbody>
</table>

- **CLASSES BEGIN**
  - May 11
  - May 11
  - Jun 25

- **WEEKEND COLLEGE CLASSES BEGIN**
  - May 11
  - May 11
  - Jun 25

- **LAST DAY FOR 100% REFUND FOR DROPPED CLASSES**
  - May 18
  - May 18
  - July 1

- **ENROLLMENT VERIFICATION BEGINS**
  - May 18
  - May 18
  - July 2

- **LAST DAY TO DROP FOR 100% REFUND WEEKEND COLLEGE**
  - May 17
  - May 17
  - July 1

- **HOLIDAY (Memorial Day)**
  - May 25
  - May 25

- **MID-SEMESTER BREAK**
  - Jun 23-24
  - No day or evening classes

- **MIDTERM**
  - Jun 26
  - June 1
  - July 17

- **HOLIDAY (Independence Day)**
  - July 3-4
  - No day or evening classes

- **LAST DAY TO WITHDRAW FROM ANY CLASS (60% point)**
  - July 7
  - Jun 4
  - July 23

- **LAST DAY TO CHANGE FROM CREDIT TO AUDIT**
  - July 7
  - Jun 4
  - July 23

- **LAST DAY OF CLASSES**
  - Aug 9
  - Jun 22
  - Aug 9

- **FINAL EXAMINATIONS**
  - Aug 10
  - Jun 23
  - Aug 10

**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

- **Willie 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 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 keep your student number and password in a secure location or memorize it.

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-Thur: 8 a.m. - 7 p.m., Fri: 8 a.m. - 4 p.m.

**Central**

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

**South**

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

**Willis Holcombe Center**

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

**Pines Center**

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

**Coral Springs**

Rm. 210  954-201-2963  
Mon-Thur: 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](http://www.broward.edu) 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

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.
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. 205   954-201-8529
- 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

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
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
- BS in Information Technology
- BS in Supervision and Management
- BS 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.

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**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 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.

**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   954-201-6882
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.
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>
</tr>
</tbody>
</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.

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

For precise information, check the Broward College website or please contact the library serving your campus location.

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Bldg. 62</td>
<td>954-201-2600</td>
</tr>
<tr>
<td>Central</td>
<td>Bldg. 17</td>
<td>954-201-6648</td>
</tr>
<tr>
<td>South</td>
<td>Bldg. 81</td>
<td>954-201-8825</td>
</tr>
</tbody>
</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, 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: South

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

Kesher Club
This club celebrates the Jewish culture with anybody from any background.
Location: Central

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 club 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

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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<tr>
<th>Location</th>
<th>Building</th>
<th>Room</th>
<th>Phone</th>
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<td>Willis Holcombe Center</td>
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<td>Pines Center</td>
<td>Bldg. 100, Rm. 118</td>
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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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<th>Campus</th>
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<td>Central</td>
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<td>954-201-6756</td>
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<tr>
<td>South</td>
<td>Bldg. 68, Rm. 188</td>
<td>954-201-8911</td>
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</table>
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).

<table>
<thead>
<tr>
<th>Location</th>
<th>Building</th>
<th>Phone</th>
<th>Hours</th>
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| 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)

Athenic 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.
An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the appropriate Campus Registration Coordinator, the Office of the Associate Vice President for Student Affairs/College Registrar or the Vice President for Student Affairs and Enrollment Management. Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to dispose of the document should they produce the document. A student-generated document is information generated by the student for his/her own use. When such a document is presented to the College, it shall be reviewed and then returned to the student or eligible parent.

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

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

In accordance with United States Code Title 9 Section 983 and Florida Statutes Section 1004.09, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, academic major, degrees received and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to the definition that the College has established for “directory information” as defined in this Policy. Students who opt out of the release of College directory information will also be considered to have opted out of the release of military recruitment information.

FERPA and Outsourcing
The College may enter into agreements with outside vendors to provide services to the College that the College cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make available student records only to those individuals where there is a contractual relationship to provide such services. The College will ensure that the contracted vendor will not redisclose 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 redisclose any personally identifiable information from the students’ education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

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 see to that 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.

**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.

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 procedures 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. If 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 in accordance with College Policy 5.02 – Student Code of Conduct, up to and including expulsion from the College.

Students seeking an academic accommodation for a disability should seek services in accordance with the College’s Disabilities Services and Academic Accommodations for Students Procedure.
e. Spreading malicious and derogatory rumors or falsehoods
f. Using discriminatory slurs against an individual or group.
g. Cyberbullying – including, but not limited to the use of communication-based
technologies, including telephones, cellular telephones, e-mail, instant messaging, text
messaging, social networking, other web-based technologies, or other electronic methods
of communication (either currently available or available in the future) to engage in
deliberate harassment or intimidation of individuals or groups.

4. Disciplinary 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
test 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. Forging, altering, 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.
community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.

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

29. Violation of Published College Policies/Procedures, Rules or Regulation.
30. Violence Against Women Act prohibitions against dating violence, domestic violence, sexual assault, and stalking, as defined by College Policy 6Hx2-5.39.

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

Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Executive Director of Human Resources or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.

Breaches of the College’s policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor in accordance with BC Policy 4.19. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. Additionally, the student may be referred to the Dean of Students of the campus/center for violations of the Student Code of Conduct for disciplinary action.

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

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

**DEFINITIONS**

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

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

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

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

**Cheating** - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.
Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College.

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

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

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

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

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

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

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

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

Student Code of Conduct Procedure

BC Procedure 5.02

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

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

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

**PROCEDURES**

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

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

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

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

**ARTICLE II: STUDENT CONDUCT COMMITTEE HEARING PROCEDURES**

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

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

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

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

**ARTICLE III: SANCTIONS**

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

1. The following Level 1 Sanctions (may be imposed by the dean of students):
   a. Warning – A notice in writing to the student that they have violated institutional regulations indicating the potential consequences of future violations.
   b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during or after the probationary period.
   c. Loss of Privileges – Denial of specified privileges for a designated period of time.
   d. Fines – A student may be required to pay fines incurred (i.e. parking, library, etc.) as a condition for complying with the sanction imposed.
5. After considering the appeal, the Vice President for Student Affairs and Enrollment Management will generally limit her/his review to a determination of whether the student or student organization received a fair hearing in accordance with established policies and procedures. A student who has been sanctioned may only appeal on the following grounds:
   a. A substantial procedural error occurred that rendered the process or the outcome fundamentally unfair.
   b. New substantive evidence, impossible for the dean of students in consultation with the Vice President for Student Affairs and Enrollment Management to have heard at the time of the hearing, has been discovered and a failure to review such evidence would be fundamentally unfair.
   c. The finding and/or the sanction was fundamentally unfair or inappropriate.

4. The Vice President for Student Affairs and Enrollment Management may, at her/his discretion, meet with student(s) directly to review evidence, meet with witnesses and the accused student(s) or student organization.

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

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

ARTICLE V: COMMUNICATION

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

Student Sexual Misconduct Policy

BC Policy 5.39

For more information on prohibitions on BC’s Sexual Misconduct policy and procedure, visit the Sexual Misconduct website.

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

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

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

Students are prohibited from engaging in sexual misconduct.

The College will provide prompt and ongoing support to student complainants in accordance with the procedure accompanying this policy.
The College offers primary and ongoing programs to prevent and promote awareness of dating violence, domestic violence, sexual assault, and stalking, to include, but not limited to information about safe and positive options for bystander intervention, and how to avoid potential assaults.

College faculty and staff are prohibited from engaging in sexual misconduct.

College staff who are designated “Responsible Employees” as defined below have an obligation to report allegations of sexual misconduct in accordance with the procedure accompanying this Policy.

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

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

If the allegation involves misconduct on the part of a student, the incident will be investigated in accordance with Broward College policy 6Hx2-5.02 – Student Code of Conduct. Students who violate this policy are subject to discipline up to and including expulsion from the College.

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

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

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

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

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

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

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

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

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

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

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

Student Sexual Misconduct Procedure

BC Procedure 5.39

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

The Dean of Students will, in collaboration with the College’s Title IX Coordinator, provide prompt and ongoing support to the student including, but not limited to, assisting the student with notifying law enforcement, recommending appropriate community support, recommending options for counseling, assisting with modifications to class schedules, locations, and other academic support as may be needed, and assisting with initiating a College complaint and investigation against the referred student in accordance with appropriate College policy and procedure.

The Dean of Students may additionally levy sanctions against the referred student in accordance with Broward College Policy and Procedure 6Hx2-5.02 – Student Code of Conduct and may take other actions as needed to safeguard the complainant and the College community.

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

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

SAFETY AND SUPPORT FOR STUDENT COMPLAINANTS

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

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

INVESTIGATIONS OF ALLEGATIONS OF SEXUAL MISCONDUCT

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

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

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

CONFIDENTIALITY OF STUDENT COMPLAINTS

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

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

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
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.

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>First Response</th>
<th>Next Level</th>
<th>Next Level</th>
<th>Final Level</th>
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</thead>
<tbody>
<tr>
<td>Advising/Counseling</td>
<td>Associate Dean</td>
<td>Campus Dean</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Admissions Application</td>
<td>Coordinator of Enrollment Services</td>
<td>Campus Dean of Students</td>
<td>AVP for Student Affairs/Campus Registrar</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Bookstore Manager</td>
<td>General Manager</td>
<td>AVP for Auxiliary Services</td>
<td>VP for Operations</td>
</tr>
<tr>
<td>College Placement Testing</td>
<td>Testing Center Coordinator</td>
<td>Associate Student Dean</td>
<td>Campus Dean of Students</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Disruptive Behavior of Students in class</td>
<td>Campus Dean of Students (Refer to Student Code of Conduct)</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Concerns</td>
<td>Associate Dean Program Manager</td>
<td>Academic Dean</td>
<td>Campus President with College Provost and Senior VP for Academics and Student Success and/or AVP for Human-Resources and Equity depending on the complaint as indicated in the Policy</td>
<td></td>
</tr>
<tr>
<td>Enrollment/Registration</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/Campus Registrar</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Aid Advisor, Supervisor</td>
<td>Associate Director of Financial Aid</td>
<td>AVP for Student Affairs/Financial Services</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Florida Residency</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/Campus Registrar</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Grade Appeal</td>
<td>See Policy &amp; Procedure 4.19</td>
<td>Grade Appeal Policy/Grade Appeal Procedure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>Advisor/Counselor</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/Campus Registrar</td>
<td>VP for Student Affairs</td>
</tr>
<tr>
<td>Immigration Status I-20</td>
<td>Coordinator of International Admissions</td>
<td>AVP for Student Affairs/Campus Registrar</td>
<td>VP for Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Athletic Director</td>
<td>AVP for Student Affairs/Student Life</td>
<td>VP for Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Library/Learning Resource Center (LRC)</td>
<td>Associate Dean Academic Resources</td>
<td>Dean of Academic Resources</td>
<td>Campus President</td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td>Campus Safety Lieutenant</td>
<td>Campus Safety Captain of Operations</td>
<td>AVP for Campus Safety, Security and Emergency Preparedness</td>
<td>VP for Operations</td>
</tr>
<tr>
<td>Refund Petition/Denial Requests</td>
<td>Campus Dean of Students</td>
<td>Campus President</td>
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<td></td>
</tr>
<tr>
<td>Sexual Harassment, Discrimination, Hate Crimes, Bullying and/or Retaliation (if student is the alleged perpetrator)</td>
<td>Campus Dean of Students</td>
<td>Academic Standards Committee/VP for Student Affairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sexual Harassment, Discrimination, and/or Retaliation (if faculty or staff is the alleged perpetrator)

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

<table>
<thead>
<tr>
<th>Student Activities</th>
<th>Director/Coordinator of Student Life</th>
<th>Campus Dean of Students with AVP for Student Affairs/Student Life</th>
<th>Campus President with VP for Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students with Disabilities</td>
<td>Disability Services Advisor</td>
<td>Manager of Disability Services</td>
<td>AVP for Student Affairs/Financial Services</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/Campus Registrar</td>
</tr>
</tbody>
</table>
Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA). Students may also contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

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

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

Contact information for filing complaints regarding online learning:
Broward College Online 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
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

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 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.

Substance Abuse

BC Policy 5.18

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

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

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

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

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