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*Environmental Science*

*Bachelor of Science*

*Student Handbook*

*2019-2020*

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## Welcome

### Program Administration

The BS program administration is composed of:

Dr. David Serrano, program manager

Ms. Christine Sammon, program coordinator

Dr. Valerio Bartolucci, Associate Dean of Physical Science and Wellness

### Program Location

The BS program is located on Central Campus in Davie, Florida. The program manager and coordinator offices are in building 7, rooms 140 and 118, respectively.

All core work is done on Central Campus. Selected other electives (e.g. CHM2210/L, MAC114, etc.) are available at multiple College campuses and centers.

While a handful of electives (e.g. math classes) may be available online, a fully online program is not available.

## The BS in Environmental Science Program

### Environmental Science Versus Environmental Studies

The BS program is considered a “hard science” program which focuses on the biological, chemical, and geological aspects of Environmental Science. In contrast, Environmental Studies programs are “soft science” programs, typically emphasize the impact of humans on the environment and focuses on civil engineering, policy, culture, and law. Both aspects of study are valid. However, students seeking a sociological-based program may find that the BC program does not suit their needs.

### Program Overview

The BS in Environmental Science program is a 60-credit program (above the AA/AS level) which includes coursework in Ecology, Biostatistics, Scientific Communication, and GIS skills. Two distinct paths then diverge, allowing students to focus on Biosecurity or Physical Science.

Biosecurity focuses on living things (e.g. entomology [insect science], genetics, plant pathology, etc.).

Physical Science focuses on non-living things (e.g. hydrogeology, coastal/marine science, atmospheric science, etc.).

Both paths allow students to gain meaningful, career-track employment with a bachelor of science, or to continue with their educations in graduate or professional school.

Most typical graduate and professional school prerequisite courses (e.g. organic chemistry, microbiology, calculus, etc.) are included as either required or elective coursework. However, admissions standards can vary greatly across schools and programs. Students are highly encouraged to

plan ahead to acquaint themselves with entry requirements to their preferred graduate or professional school and to make sure they tick all the boxes.

Students will be required to take both lecture and lab co-requisites. The admissions checklist for another school will not be used to justify the splitting of a required pair.

## Applying to the BS in Environmental Science Program

### Limited Access Program

As a Limited Access Program, admission to the BS program requires additional steps. Admission is not guaranteed. Merely indicating the program code in a student's MyBC account does not complete the application process.

To be considered for the program, students must meet all entry requirements, and submit a supplemental application, transcript copies, and letter of recommendation. Once all materials are received, the applicant is evaluated for admission.

BS program staff will contact applicants via the email on their supplemental application with questions (if applicable), and their admission status.

### Application Deadlines

Students may enter the program at three points in the academic year: fall, spring, and summer. Please note that summer course offerings are limited in scope. The dates below are priority admission deadlines. Students should strive to meet these dates as they provide the best chance of completing the admissions process and being registered for courses (if accepted) in the desired term of admission.

Students who apply (or finish their application process) after the priority deadline are not guaranteed admission or class seats. Program staff will assist as they are able. However, program staff are not obligated to "make things happen" for late-applying students.

Term	Priority Application Deadline
Fall	August 1
Spring	December 1
Summer	May 1

### Contact With Program Staff

Prospective students are welcome to call, email, or arrange an in-person meeting to review the program, individual transcripts, and get any questions answered.

The BS program application requests an email address. Program staff will use this email for admissions purposes. Upon admission to the BS program, all email communication will go through the BC email address.

## Entry Requirements

### Prerequisite Coursework

All prerequisite coursework must be completed before entry into the program. There are no exceptions to this rule. The upper-division (3/4000 level) coursework builds on the foundation laid out in the lower-division (1/2000 level) classes.

All students must complete all prerequisite coursework with a C or higher in all parts. Transfer students should note that BC does not use the +/- grading system. Grades will be transferred in with the letter only (e.g. a B+ will be factored as a B and a C- will be factored as a C).

### Required Courses

- CHM1045/L
- BSC2010/L
- For Physical Science: ESC1000/L OR GLY1010/L OR PSC1121/L
- For Biosecurity: BOT2010/L OR MCB2010/L OR BSC2011/L OR ZOO2010/L OR ORH2527

Students who believe they have comparable classwork from another institution should please contact the program manager or coordinator. If the material is indeed comparable, the BS program can accept those courses in place of the respective BC course. However, if the coursework is deemed non-comparable, the student will need to complete the specified prerequisite courses.

### GPA

A cumulative GPA of 2.5 or higher (on a 4-point scale) is required for admission.

### AA/AS/60+ College level credits

The BS program is considered a 2+2 program and as such, is not permitted to enroll students at the freshman or sophomore level. To enter, students must have their AA, AS, or 60+ college level credits, including 36 general education credits.

### Letter of Recommendation

At least one letter of recommendation is required. It is highly preferred that this letter come from a college-level science instructor, but letters from work supervisors, volunteer supervisors, or another person who can attest to the applicant's suitability for a rigorous science program. Please note that personal recommendations (e.g. from friends or family) are not acceptable. Letters must come directly from the authors (either via email or post office) unless a hardcopy is hand delivered by the applicant in a sealed envelope.

### Supplemental Application

Students must submit a supplemental application. The application is available through the Environmental Science webpage here:

<http://www.broward.edu/academics/programs/environmental/environmentalscience/Pages/application-environmental-science-bs.aspx>

### Good Academic Standing

Students must be in good academic standing at their current school (BC or elsewhere). Students who are suspended, dismissed, or expelled are not eligible for admission into the BS program. Students who have



been suspended, dismissed, or expelled and who have sat out the proscribed period of time (*even if dictated by another school*) may need to petition the Academic Standards Committee for admission into BC. Please see the Admissions or Advising Offices for information about petitioning the Committee.

## Admissions

### Full Admission

Students who have met all entry requirements are awarded full admission. In conjunction with program staff, they may proceed to register for courses and begin integrating into the program.

### Contingent Admission

Students who are completing their admission requirements (e.g. completing the last prerequisite course) and are otherwise eligible (e.g. in good standing, GPA to standard, etc.), may be eligible for contingent admission. This is an offer of admission made with the caveat that should the last admission standard not be met, the offer will be revoked and any pending registration in BS level classes will be cancelled.

## Admitted Students

### Orientation

Currently, there is no group orientation to the BS program. Instead, students meet individually with program staff to discuss program expectations, educational planning, and any questions that arise. Students are required to review program materials.

### Registration

Newly admitted students are required to meet with program staff to create an educational plan and work out the first term's schedule. Additional terms can also be planned. Students are strongly encouraged to consult with staff regularly.

### Financial Aid and Scholarships

All students are highly encouraged to complete a FAFSA yearly. Even if a student is deemed ineligible for federal aid, the student may be eligible for BC scholarships. Applying for BC scholarships requires the completion of the FAFSA and a separate application, available here:

<http://broward.edu/financialaid/Pages/Scholarships.aspx>

BS program staff do not have access to view Financial Aid awards or eligibility information for individual students. Students must speak directly with Financial Aid Office staff for those details.

### Continuing Status

Students who are admitted to the program are expected to register for in-scope classes and make progress towards degree completion.

Students who do not register, or register for non-compliant classes, will be removed from the program.

Students must maintain their primary objective as Environmental Science (program code S600) to maintain their admitted status. Should students choose to change their primary objectives to another program, they will no longer be able to take BS program classes and will not enjoy any benefits or

“perks” of the program, including access to the Student Research Lab, spots on program field trips, and other items.

Students who choose to alter their primary objective but still wish to take BS level classes will *not* receive priority registration, and will be required to go through the Waitlist process for those classes with waitlists and obtain faculty and program manager permission for those classes without waitlists.

Students who do not enroll in any compliant courses for 2 terms (including summer) will be removed from the program.

Students who do not enroll in any courses whatsoever for 2 consecutive major terms (fall and spring) will be made inactive in the main BC system. This is BC policy, over which the BS program has no control. Students who have been out for more than 2 major terms will need to apply for re-admission to both BC and the BS program.

## Life in the Environmental Science Program

### Academics

#### Classroom/Theory Work

Expect to spend a lot of time in the classroom. Classes in Ecology, Biostatistics, and other core concepts will set the stage for later classes and future careers.

#### Laboratory Work

The program has a laboratory component built in. Students are expected to learn and demonstrate the appropriate bench skills. Students are expected to follow all safety rules, procedures, and practices at all times.

Labs requiring lab coats, closed-toed shoes, etc. will be indicated on the course notes, visible through the registration pages. Students who do not comply with safety requirements can and will be refused entry into labs. Additionally, if a student is refused entry to a lab (e.g. for lacking the appropriate clothing and equipment or being late), academic penalties per the instructor may apply.

Please note that the program staff do not have extra lab coats or goggles to lend. Students may purchase lab coats, goggles, etc. in the bookstore, located in building 19.

#### Field Work

A significant amount of field work is also built into the BS program. Field work can be done as part of a formal class, a study abroad trip, an extracurricular/voluntary program outing, or as part of an internship or independent study. Faculty will inform students of required field work. Faculty will also announce voluntary trips and projects so that students may attend and participate as they are able. Students must be in good standing in the courses to be eligible for field trips and travel, including currently passing classes, having submitted all required assignments, etc. Faculty and program administration have discretion to allow or deny student participation on travel and fieldwork if the situation warrants it. Student Conduct standards apply to all travel and fieldwork situations.

## Internships and Independent Studies

To graduate with a BS degree, all students must complete 1 internship *or* 1 independent study for 3 credits. The choice is up to the student.

Internships are work experience. After consultation with the program manager, students are placed in a mutually agreeable site where they work under scientists, performing various tasks. Students have been placed at USDA laboratories, the Port of Miami, the USGS, and local agricultural businesses. 144 work/clock hours are required for a 3-credit internship.

Students can also arrange their own internships by applying to formal internship programs hosted by companies or agencies, or contacting a representative in the organization and arranging something privately. All such arrangements are subject to the approval of the program manager and must be academically appropriate, science oriented (i.e. not running a photocopier or cash register all day), and safe.

Independent Studies are projects that students complete. Some students have joined faculty-led research projects. Other students have created their own project under the supervision of a faculty member and carried it out independently. Examples of projects both faculty and student led projects include analyzing core samples from well drilling, analyzing the water content/quality of the campus ponds, and creating GIS mapping for a community garden relocation.

## The Broward College Insect Collection and Broward College Herbarium

The Broward College Insect Collection and Broward College Herbarium is housed in the Student Research Lab. In collaboration with the Frost Museum of Science (Miami, Florida), entomology specimens dating from as far back as the 1920s are being housed in 7/212 and are being analyzed, cataloged, and properly archived by BS students. Biodiversity of Insects and Plants of South Florida are the focus of these collections.

## Outside the Classroom

### Research Lab

BS students are eligible to use 7/212 as a place to study, collaborate, and experiment. The lab has several computers (including ArcGIS software) and worktables. (Please see the program manager for a complete list of available gear and permission to remove anything from the room.)

Please see the program manager or coordinator to check out a key.

### Lab Rules

Please note that access to 7/212 is not a right. It is a privilege and a courtesy, and one that the BS program is under absolutely no obligation to extend. This access may be revoked by program administration as they see fit at any time.

Key check outs are for day use only. Keys are not to be kept overnight.

Keys are not meant to be taken out of the building or off-campus. Students who leave to attend class, go to the library, run errands, or handle other matters are expected to return the keys so that other students may access the room.

Keys are returned to the program manager or coordinator. Should the Science Department be closed, keys should be placed in the lockbox located inside the doorway of 7/212.

All students are expected to be courteous of other students and faculty, along with their work.

Students needing the ArcGIS software get priority use of the computers on which it is installed.

The lab is to be kept clean. Report any damage, broken equipment, or missing items to the program manager or coordinator.

The lab is not a storage area or locker room for backpacks, textbooks, etc. Students found to be using the lab in this manner will have their access revoked. **BC and the BS program are not responsible for personal items left in the room or otherwise unattended.**

Access will be revoked from students who fail to follow lab rules, including, but not limited to, failure to return keys, removal of reference materials or gear from the room, mishandling of materials/supplies/collections, allowing unauthorized people to enter, engaging in bullying or harassment, or engaging in unethical behavior.

Student who lose 7/212 access privileges may also be considered for program removal and referred to the dean of students.

Program administration have discretion and final word on matters regarding behavior not explicitly included here. Students should not assume that if a specific behavior is not listed it is permissible.

## Boats

The BS program owns three boats—one 16-foot Diamondback airboat, one open boat, and one 16-foot SeaNymph. The boats are used for student research trips and fieldwork. Typical destinations include Lake Okeechobee and Iron Pot Hammock. Class outings will be organized by faculty. Optional outings will be announced by program faculty and staff so interested students may sign up to participate.

Per College policy, students are not permitted to drive/operate the boats.

## Study Abroad

Oh, the places you'll go! The BS program does faculty led Study Abroad trips every year. Recent trips include Namibia (with a stopover in London), the Pacific Northwest and Canada, and Peru. Trips take place either in the summer or during Spring Break (typically 10-14 days). Classes offered in conjunction with these trips include Advanced Field Techniques, Independent Study, and Zoology. Costs vary but average between \$3,000-4,000. Scholarships may be available through the BC Study Abroad Office.

Additional Study Abroad programs are available through BC but academic credits vary and may not be applicable to BS degree completion.

Please see the program manager for more information about Study Abroad opportunities.

## Conferences

Throughout the year, students will have the opportunity to attend scientific conferences, conventions, and meetings. These trips can be local, domestic, or international. Program faculty will alert students to these opportunities. In recent years, students have attended conferences in Broward and Miami-Dade counties, Portland (Oregon), Denver (Colorado), and Vancouver (British Columbia, Canada).

Costs vary from free to several hundred dollars. Every attempt is made to keep costs low for students. Transportation is sometimes available.

Students who attend major conferences or present posters at conferences may be eligible for independent study credit. Please see the program manager for more information.

### Field Trips

Many of the BS classes include field trips (some mandatory, some voluntary). Mandatory field trips will be communicated to the students as early as possible so that any necessary adjustments to work or childcare schedules can be made. Student Conduct standards apply to all field trips. Students must be in good standing in their courses to be eligible to participate in trips. Faculty and program administration have discretion to deem students eligible or ineligible to participate.

Field trips have included: local parks and preserves, Lake Okeechobee, and the Everglades.

## Program Policies

### Compliance with College Policies

The BS program complies with all Broward College policies and procedures. A complete list of College policies and procedures can be found on the website.

This includes (but is not limited to) calendars, emergency procedures, add/drop dates, withdrawal dates, and financial aid processes.

### Communication

#### Email

BC communicates through the BC email addresses assigned to each student. The BS program emails students only at their BC email address. BS program students are expected to check this email daily.

The BS program emails students only at their BC email address. Students may choose to have this email forwarded to a personal account (e.g. Gmail, Yahoo, etc.) but any messages must be sent from the BC email account. This is to ensure privacy and security. Students should include their name and BC ID number in all emails.

The BS program maintains a mailing list of current BS students for program matters, job/internship opportunities, and other items of interest. This list will also go to the BC email addresses.

An additional list for program alumni includes announcements of job and graduate school opportunities. Please see the program manager or coordinator to be included on the alumni list. The alumni list is sent out to personal email accounts as BC email addresses go dormant after a period of non-enrollment/post-graduation.

D2L has an email feature built in. Students who contact their instructors through D2L will need to check for replies within D2L, as the emails are not forwarded to or available in the standard accounts.

## D2L

The BS program maintains a D2L site where information about events, conferences, program updates, and other resources are posted. Admitted BS students are enrolled in the site and may access it through the D2L as any other enrolled site/course.

## Facebook

The program manager maintains a Facebook page where updates, photos, and other items are available.

## Student Contact Information

Students are strongly encouraged to keep their contact information current in their MyBC accounts. The College will use these addresses and numbers for critical items, including emergency alerts, refund checks, diplomas, and any hardcopy items that must be sent.

## Satisfactory Academic Process

### GPA

Students are required to maintain an upper division GPA of 2.5 or higher. A GPA of 2.5 or higher is required for graduation. Note that a C or higher in all individual courses is required. However, earning only C grades will put students below the minimum GPA. Students who do not meet this criterion will not be eligible for graduation and degree conferral.

### Repeating Courses

Students who do not earn a C or better in a required course (e.g. any non-elective class) are required to retake the course the next time it is offered. Exceptions to this rule are at the discretion of the program administration.

The BS program will not provide alternates to required courses due to a student's inability to satisfactorily complete those courses.

BC's grade forgiveness policy applies to BS level students. Once the course is passed, the lower grade is no longer calculated in the GPA. The original grade will always remain on the transcript but will not be calculated.

Please note that students who transfer schools or apply to graduate/professional school may see their GPAs recalculated by the new school to include all grades, regardless of repeated/forgiven status. Similarly, those schools may also factor GPA to only include certain courses, to weight certain courses over others, and/or other criteria as they see fit. Students should read entry requirements and standards carefully to make sure they fit the parameters.

### Course Loads

The BS program allows students to study full-time or part-time. It is requested that students take one (1) core course (3/4000 level) per semester to stay active on the College's baccalaureate student rolls.

Students must take co-requisite labs as required.

The upper-division courses are rigorous and require more study time. Expect to spend 3 hours studying for every hour of class time, per week. For example, a class meeting 3 hours a week will require an additional 9 hours of study time for a total of 12 hours a week commitment for 1 class. When multiplied

by several classes, the time commitment for upper-division academics is significant. Please plan accordingly.

### Program Contents

Students are expected to progress through their declared programs as the programs are written. Please note that the BS program is not an “al a carte” program in which students cherry-pick classes and substitute other classes at will.

Students may access their program audits at any time through the MyBC portal. Questions may be directed to administrative staff.

### Course Substitutions

Deviations from the program contents (e.g. requesting to use a non-program class for program credit), are allowed only in select cases. Adding or substituting a course requires the filing of formal paperwork (a Course Waiver Substitution form [CSW]) and the approval of several layers of administration.

CSWs are requests that are made on behalf of a student. Approval is not guaranteed and administration is not obligated to approve such requests.

CSWs are meant for cases such as when a student has already taken a comparable course at another institution and wishes for the credit to count, when a course is unavailable and waiting for it would delay graduation, or when there is a compelling reason to add a class to a degree audit. Examples of compelling reason include (but are not limited to): the course is within reasonable scope and would allow the student to become eligible for a given job or graduate program, a time conflict between required courses, etc.

CSWs are not an avenue for students to avoid unpopular classes, unpopular instructors, coursework a student would rather not engage in, or to avoid paying third attempt fees.

CSWs are not a way to fundamentally change the integrity of the program, to offer a “back door” to creating an academic program that is not otherwise offered by the College, or to create a mirror program to one in which a student is not admitted.

Students with questions about whether a replacement class will be financial-aid eligible should direct them to Financial Aid staff.

If the CSW is denied, the student will be notified via email.

CSW requests can take several weeks to complete. Students are encouraged to plan ahead, particularly as they approach their final semester. Students in their final term are urged to complete any potential CSWs well before the term starts. Should the request be denied, notification may come too late to make alternate arrangements, and graduation will be delayed.

## Registration, Add/Drop Period, Co-Requisite Courses, and First Class Attendance Policy

### Registering For Classes

All students are expected to be registered for classes in a timely manner. The College publishes registration dates for each term months in advance. BS program staff send regular email updates about available classes, registration information, and more.

BS students receive priority registration dates (typically the first and second days of the registration period). Students are encouraged to register for courses early.

Absolutely no students will be allowed to attend/sit in on classes for which they are not formally registered. This is a violation of College policy and program policy.

#### Late Registrations/Adds

The BS program does not permit late registrations (into classes that have already met, regardless of open seats). BC opens registration many months in advance and it is the responsibility of the student to register timely.

Students who attempt to manipulate payment dates by deliberately letting classes drop off their schedule will not be reinstated to their classes.

#### Drops

Classes dropped within the published add/drop period do not appear on student transcripts and fees do not apply. Please note that students may not drop only half of a co-requisite pair of courses.

Drops within the add/drop period do not count as withdrawals.

#### Co/Prerequisite Courses

Classes with co-requisite laboratories must be taken together in the same term. Should the accompanying lab not be offered (e.g. PCB3063 in summer terms), students will be permitted to take the lecture only.

Students may not drop only half of a co-requisite pair. Should a student wish to drop one half of the pair, both halves must be dropped.

#### First Class Attendance Policy

Students are expected to attend all classes, including the first class session. Students who do not attend the first class meeting may be dropped from the course. If a student has an extenuating circumstance that meets College threshold for an excused absence (e.g. documented illness, jury duty, call to military service, etc.), they must contact the course instructor as soon as possible with an explanation and provide documentation.

Extended vacations, personal plans, misunderstandings about first day of term, etc. do not meet the threshold of an excused absence. BC publishes the academic calendar many months in advance and it is the responsibility of the student to confirm term dates.

#### Withdrawals and Audits

##### Withdrawals

Students needing to withdraw from a class after the add/drop period must withdraw from the course through their online student accounts or speak to BS program staff. Students who stop attending class will *not* be automatically withdrawn and risk an "F" on their transcripts.

Any required class that is withdrawn from (with the exception of College-sanctioned withdrawals [e.g. medical withdrawals, military deployment, etc.]) must be retaken when the class is next offered.



Excessive frequency of withdrawals (more than one per year unless part of a College-sanctioned withdrawal) will be seen as a violation of the Academic Progress requirement.

Students should also keep in mind that withdrawals on their transcripts may be viewed unfavorably by graduate and professional school admissions committees. Students should consider possible alternatives (e.g. requesting assistance from the professor, utilizing the STEM Center tutoring services, etc.) before making the decision to withdraw from a course.

Students may not continue to attend/"sit in" on a class once they have withdrawn from it. Students seeking this arrangement should instead explore the possibility of changing from credit to audit.

Withdrawal deadlines are governed by College policy. Exact dates (typically around the 60% completion mark) are published on the College calendar for each term and session. Student who drop a course after add/drop but before the withdrawal deadline will be withdrawn from the course. The course will remain on their schedule and transcript, but will show a W as the grade.

Students who are on their 3<sup>rd</sup> attempt at a course are not allowed to withdraw and will receive a letter grade. This is per College policy.

Withdrawals for extenuating circumstances (e.g. medical emergencies) are handled through the Academic Standards Committee. Please see the program manager or coordinator for more information about starting this process. Please note that these withdrawals (if approved) are for all courses in a term. It is not possible to cherry-pick individual courses for this kind of withdrawal.

**It is highly recommended that students speak with Financial Aid officers before withdrawing from any courses.** Withdrawing from courses *may* alter financial aid eligibility or status, or trigger a debt-hold/pay-back rule.

### Audits

Students auditing a class pay tuition and fees as standard but will not receive a letter grade. Audit courses are indicated on transcripts by an X in place of a grade. Students are expected to attend class and complete classwork as normal. Individual arrangements may be made with faculty members regarding exams, etc.

Audits are intended to allow students refresh old or similar material. Audits are not intended to serve as a "get out of jail free" card for sub-par academic performance.

Permission to take a course as an audit is at the sole discretion of the faculty member. No faculty member is obligated to give permission. Please note that many faculty members categorically reject such requests.

Please see program staff for the necessary paperwork.

A change from credit to audit may trigger changes in financial aid eligibility. It is highly recommended that students consult with the Financial Aid Office before making any changes to credit value.

The College sets the deadlines for changing from credit to audit (or vice versa). These are published on the College's website and calendar.

Students who intend to use these classes to meet graduate or professional school entry requirements are strongly encouraged to consult with those schools before registering for (or converting to) audit status. Some schools refuse to honor audit classes even if the class has been previously taken for credit in the past.

### Transferring Classes

The BS program is small and typically only offers one section of programmatic courses at a time. However, if an alternate section which meets the requirements exists, a student can request a transfer. Transferring between courses takes place after the add/drop period ends. The process is for transfers from one class to another when all details of the course match. Courses must be the same Course ID, the same term, and the same session. Students must also be in good standing (e.g. passing the course) to be considered. Please see BS program staff for more information and the required paperwork.

Transfers across terms (e.g. summer to fall) and/or across sessions (e.g. Session II to Session I) are not permitted. Transfers are absolutely not a way to “reset the clock” or “do over” a class while avoiding what would otherwise be the typical consequences (i.e. a poor grade on the student’s transcript).

Attendance records and earned grades all transfer with a student. Students who transfer classes do not start from scratch with their grades.

Please note that the permission of both faculty members (outgoing and incoming) must be secured. The approval of the associate dean is also required. None of the parties involved are obligated to give permission or approval.

Students who have requested transfers must continue to attend their original class until their schedule shows the new class. Sitting in on the new class without the transfer being complete is not allowed.

### Attendance

Go to class. BC policy and faculty attendance rules apply (e.g. after a certain number of absences, students can fail or have letter grades lowered). Students who simply stop attending class will not be automatically withdrawn from courses and risk an “F” on their transcripts. Students who have not attended class as required are also not considered to be in good standing for the purpose of participation in field work, field trips, College travel, and other privileges.

### Graduation Requirements

To graduate with the BS in Environmental Science, all students must have completed all coursework, submitted all transcripts, have a GPA of 2.5+, and fulfilled all their obligations to the College (e.g. returned all materials, financial obligations settled, etc.). While some students graduate with significantly more, 120 credits are required to earn a baccalaureate degree from a Florida public college or university.

### Probation and Removal from Environmental Science BS Program

#### Probation

Students whose academic records or conduct drops below standard (i.e. 2.5 or higher in upper division coursework, have had conduct referrals, or have had more than 1 (one) withdrawal per academic year, referrals to dean for conduct, etc.) will be notified via email and must meet with program administration.

At the discretion of the program manager, students may be placed on probationary status for one term to remedy the situation. Probationary status is not an entitlement. Program administration may require students on probationary status to complete/retake specific courses or otherwise restrict registration, and/or place other limitations. Students who do not remedy the deficiency, or whose deficiency cannot be remedied within the probationary period, are subject to removal from the program.

### Removal

Students who do not meet the academic, conduct, and progress standards of the BS program will be removed from the program. This includes, but is not limited to the students previously on probationary status.

Students who violate program policies and/or BC policies are subject to disciplinary action, including removal from the program. Such cases will also be referred to the Dean of Students for potential additional consequences.

There is zero tolerance for misconduct towards other students/faculty/staff and classroom disruptions.

Examples of conduct which can result in removal include (but are not limited to):

- Students who decline to enroll in any BS program core courses or withdraw from all their program courses without making prior arrangements with program staff
- Any students who fails their third (3<sup>rd</sup>) attempt at a required course
- Students who do not register to retake a failed or withdrawn from course the next time it is offered
- Students whose GPA falls below the minimum GPA of 2.5
- Students who do not respond to attempts to contact them
- Any student whose conduct results in a referral to the Dean of Students

Removed students will be notified via BC email. Removed students will be directed back to the general advising offices to discuss potential other educational paths.

### Student Conduct

Students are expected and required to conduct themselves appropriately while on campus, on any College or program sponsored travel, or engaging in any activities as a student representing the College and the program (e.g. while interning). College policy regarding student conduct applies. The BSES program has additional rules for conduct, which are outlined below.

Unauthorized conduct includes (but is not limited to) disruption of classes or College activities, refusal to follow instructions from faculty, staff, administration, and/or emergency personnel (e.g. fire rescue, law enforcement, etc.), vandalism, unauthorized access into College buildings/rooms/files, theft, plagiarism, or any unauthorized recording of classes, meetings, or events unless authorized in advance or in accordance with documented disability accommodations.

### Conduct in Class and During College Events

While engaged in any academic activities, students are required to comply with College Conduct standards, BS program standards, and instructor directives and syllabi. Faculty members may set their own classroom policies with additional classroom rules.

Student may not engage in disruptive behaviors while in class, on College travel, or at any College events. Disruptive behavior includes, but is not limited to: sleeping in class or during instructional time (including during speakers, presentations, and/or on field trips), unauthorized cell phone or computer usage, making loud and/or repetitive noises, use of profanity, use of hate speech, interacting with others in a disrespectful manner, refusal to follow instructions of an instructor, etc. This is not meant to be a comprehensive list of all behaviors that are disruptive and/or inappropriate. If a specific behavior or action does not appear on this list, it does *not* mean that the behavior or action is acceptable. Program administration (the program manager, coordinator, and associate dean) and faculty have discretion to deem behaviors acceptable or not.

Students who are disruptive, violate policies or rules, or do not otherwise meet behavior and conduct standards are subject to disciplinary action, up to and including dismissal from the program and referral to the College disciplinary process.

### Conduct While Traveling

Students who violate any College policy or faculty/staff-issued directive while traveling (e.g. becoming intoxicated, leaving the group without permission, etc.) will be removed from the program and will be referred to the College disciplinary process.

Students must be in good standing in their classes (e.g. currently passing, not missing assignments, attending class regularly, etc.) to be eligible to travel on College trips. Faculty members and the program administration have discretion to deem students eligible or ineligible. Students who are deemed ineligible to participate in travel may not participate in travel events, including traveling privately/following the group, and will be removed from any private accommodations, tour groups, events, etc.

### Student Ethics

The Ethics Oversight Panel includes the program manager(s), the program coordinator, and supervising faculty members. The duties of this Panel include (but is not limited to): assuring ethics standards and practices, resolving issues and disagreements, and requiring changes to the research or behavior of participants. Serious and/or repeated infractions (as determined by the Panel) may result in removal from the program and possible referral of students to the dean of students.

Research is an integral part of the program that is available to students. Students engaging in research are expected to follow the highest standard of ethics. These standards include, but are not limited to: using proper citations, maintaining proper data integrity, behaving respectfully towards collaborators and peers, and handling all materials and equipment with appropriate care and caution.

Examples of unethical behavior include (but are not limited to): falsifying data, misuse of equipment/supplies/property resulting in damage or loss, refusal to follow directions from supervisory faculty and/or staff, misleading supervisory faculty and/or staff, bullying or harassment, or misrepresenting their position with the College.

## Graduation

### Graduation Ceremonies

BC hosts commencement ceremonies twice per year (May and December). Baccalaureate students are recognized separately in the ceremony.

Graduates with high GPAs are recognized as graduating with honors, high honors, and highest honors. Please note that GPAs carry through from the lower-division and do not reset at the junior year.

Graduates who are members of Phi Theta Kappa are also able to wear the Society's stole.

### Summer Graduates

Summer graduates may walk in the May ceremony or December ceremony (but only one). Students who wish to walk in the May ceremony must be in good standing, be registered for the remaining class(es), and inform program staff of their desire to participate.

### Program Traditions

Baccalaureate students are set apart in the commencement ceremonies by their black caps and gowns (AA/AS students wear blue). In addition to this, the Environmental Science program students wear leis as a tradition.

Dr. Serrano reads the graduate names as they walk across the stage.

Dr. Serrano and his family typically host a graduation party in May. Graduates from summer and fall terms are always invited to participate.

## Program FAQ

### Admissions

I came from another Florida public institution so why are my course numbers different? Are the courses the same?

*Florida uses the Common Course Numbering System. To ascertain whether the course is the same thing, look at the entire number (prefix and numerical). If the prefix and the last three numbers match, the course is the same. For example, some schools offer BSC1010/L instead of BSC2010/L. Because the prefix and the last three digits match exactly, the course is the same.*

What does it mean when a course number ends in L or C?

*Courses that end in L means it is a lab. Courses that end in a C means that the lecture and lab were combined into one class. therefore, CHM1045C is the same content as CHM1045/L.*

Are credits from another college transferrable?

*Typically, BC accepts credits from regionally-accredited universities and colleges. Please see the program manager or coordinator to determine which courses may be applied towards the BS degree.*

What if I don't have a 2.5+ GPA?

*Students who do not meet the GPA standard are not eligible for admission. Students should consult with the advising offices to craft a plan to raise their GPA up to the standard. In general terms, retaking classes that were previously completed with a D or F helps raise the average, as grade forgiveness will apply (i.e. the original poor grade will no longer be factored into the calculations).*

What if I haven't finished the coursework yet? Can I still apply?

*Students can apply in advance (provided applications are being accepted for that time) and indicate that they are currently enrolled/registered for the prerequisite courses. All courses must be completed before any baccalaureate courses are taken. Students may not take prerequisite and BS courses concurrently. There are no exceptions to this rule.*

Can I use AP, CLEP, or military education, etc. credits?

*BC accepts accelerated learning credits or testing results in accordance with the published policies and tables available here: <http://www.broward.edu/legal/policies/Pages/Academic-Affairs.aspx>*

If I have had a similar course at another college/university, do I have to retake it here?

*All transcripts are evaluated by the College. Standard course equivalencies are included. If the course(s) do not have a direct equivalency, petitioning for the inclusion of the course towards degree completion is at the discretion of the program manager. Whether this petition is approved will depend on the course, course content, grade, and other factors. Please see the section on Course Substitutions for more information.*

### Academics

If I don't pass an elective course, do I have to retake it?

*For an elective, it is up to the student whether to retake it. It is recommended that the course is retaken so grade forgiveness will apply, but it is not mandatory. However, if an elective is not passed, another class will need to be taken in place of it so the category is complete. Please note that students on probationary status may be required to retake elective courses by program administration.*

Do I have to complete the GIS certificate?

*No. Two GIS classes are required for graduation. It is up to the student whether to continue towards the certificate. The additional two classes count as elective credits.*

I did one internship already. Can I do another?

*Yes. Internships (and independent studies) are repeatable. Additional internships or independent studies count as elective credits.*

Can I do both tracks? If so, do I get two bachelor degrees?

*Students must complete all requirements in one of the tracks to graduate. Students who wish to take the opposite track classes may do so (provided the prerequisites are met). Those classes then become their electives. Only one BS degree is awarded though. The diploma will read "Environmental Science." The transcript will include all coursework and that is what employers, graduate schools, etc. look at.*

## Everything Else

Is the BS program financial aid eligible?

*Yes. The program is eligible for aid. Students must meet aid eligibility requirements to be awarded federal or state aid. Please talk to the Financial Aid offices for specifics.*

Are there scholarships?

*There is not yet a dedicated Environmental Science scholarship (the program is fundraising for it). However, many program students have been awarded scholarships from the general scholarship pool. Some of these scholarships are earmarked for students who do not receive (or have exhausted) federal aid. Apply here: <http://www.broward.edu/financialaid/Pages/Scholarships.aspx>*

Is there tutoring available?

*BC offers tutoring in many STEM subjects. BS program specific tutoring includes assistance with Biostatistics (PCB4454C). Contact the STEM Center in the University/College Library for details and schedule. There is no fee for tutoring in the STEM Center.*

Are there any private (paid) tutors available?

*At this time, the BS program does not provide contact information or recommendations for any private tutors. All students are referred to the STEM Center.*

Is there job placement assistance?

*BC offers job seeking advice, resume writing help, and other assistance in the Career Center. In addition, the BS program forwards job announcements, internship opportunities, and other items of note to students and recent graduates. Please note that BC and the BS program do not guarantee employment. Students are responsible for their own inquiries and employment applications.*

What graduate schools have graduates gotten into?

*BS graduates have been admitted into master's and PhD programs at the University of Florida, Florida International University, University of Miami, and Oregon State University.*

What companies or agencies have hired graduates?

*Graduates from this program have been hired by the Florida Department of Transportation, the Miccosukee Tribe, the University of Florida, Broward County Public Schools, the United States Department of Agriculture (USDA), Broward County, Florida Fish and Wildlife Conservation Commission, GLE Associates, and more.*

How can I make an appointment to talk to the program manager or program coordinator?

*Student may contact either directly via phone or email. The coordinator can also schedule for the program manager.*