

# Policy Manual



<b>Title:</b> Academic and Career Advising	<b>Number:</b> 6Hx2-5.12
<b>Legal Authority:</b> Fla. Stat. §§ 1001.64, 1008.30; Fla. Admin. Code R. 6A-10.0315	<b>Page:</b> 1 of 2

## GENERAL STATEMENT

Academic and career advising are essential to student persistence, retention and completion. Through these services, support with the development of academic and career goals, as well as academic plans, are provided as part of the onboarding process and at various completion benchmarks.

First time in college (“FTIC”) and new transfer students are required to attend an advising session during the first semester with their assigned academic advisor based on advising campaigns as part of the student experience at Broward College .

## POLICY AND THE STUDENT

Students should expect advisors to provide accurate information related to: (1) clear guidance on career pathways and programs of student (2) labor market data, such as job availability and wage projections applicable to the students’ career interests (3) College policies and state laws, rules, and regulations applicable to program requirements, (4) curriculum, general core, and program information, (5) College academic standards of progress (“SOAP”), (5) assistance and resources related to educational support services available to improve academic success and persistence whether on- and off-campus, (7) transfer and common prerequisite requirements at colleges and universities, (8) developmental education, exempt and non-exempt testing policies and course/non-course options in accordance with State Board of Education Rule 6A-10.0315.

Students are responsible for making choices regarding their own education and career paths and are expected to be familiar with the program map applicable to their program of study, as well as the college catalog. Students should register only for courses on their program maps (associate in arts, associate in science, bachelor’s degrees and certificate programs). Students who elect to enroll in courses that are not included on their program map may incur excess tuition charges when completing their upper division coursework at a state college or university and are at risk of exhausting financial aid eligibility prior to degree completion. Florida law F.S. 1009.286 requires students, who intend to enroll in a state university, to complete their respective degree program with only credits that can be applied to their degree program to avoid excess hours. State universities shall require a student to pay an excess hour surcharge equal to out of state tuition for each credit hour in excess of 150 percent of the number of credit hours required to complete a baccalaureate degree program. This statement is applicable to all students including dual enrollment students. For more information, please refer to the Broward College’s agreement with Broward Public Schools.

## THE POLICY AND THE FACULTY AND STAFF

Faculty and staff whose primary role is to provide academic advising to students are responsible for remaining current as it relates to the college’s career pathways, programs of study, policies and procedures, and resources available to support students.

**History:** Revised as Policy 5.21 (Counseling) on September 21, 1982; revised on October 15, 1985; revised on December 16, 1986; revised, combined with Policy 5.12 (Career Services), and re-numbered on July 23, 1997; revised on August 29, 2001; revised August 26, 2008; revised on August 17, 2010; revised on September 24, 2013; revised June 25, 2019

<b>Approved by the Board of Trustees</b>	<b>Date:</b> 06/25/19	<b>President’s Signature</b> 	<b>Date:</b> 06/25/19
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Academic Advisors are required to adhere to professional ethics and standards of conduct and have a duty to protect the integrity of student records and not disclose students' personally identifiable information to any unauthorized party who has not demonstrated a verifiable need to know or to an authorized party without the students' prior consent through the College's official FERPA release form which is included in the student record. Advisors may not falsify or alter the student record in any manner outside of their job scope or authority as determined by the College, or act in any manner that violates federal or state laws or College policy. In accordance with Policy 6Hx2-5.32, Faculty counselors shall not conduct mental health counseling regardless of their credentials to conduct such counseling but may provide information to students relative to mental health services provided by a vendor contracted by the College. Mental health counseling is not part of the job duties of faculty counselors.

## IMPLEMENTATION AND OVERSIGHT

The President has the authority to delegate the authority to establish procedures to implement this policy. The Vice Provost of Student Services has oversight of this policy. The deans of student affairs in consultation with, the Vice Provost for Student Services, are responsible for the implementation of the procedures and policy compliance by employees of the College and students.

## VIOLATION OF POLICY

Students must attend all mandatory advisement sessions, and failure to participate could result in a registration block for future term registration.

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

## DEFINITIONS

**Academic Plan** - A plan created by the advisor with the student, which includes a schedule of courses that need to be taken, term-by-term, to complete their degree program within the prescribed period.

**Developmental Education** - instruction through which a high school graduate who applies for any college credit program may attain the communication and computation skills necessary to successfully complete college credit instruction.

**Educational Support Services** - non-cognitive support services such as assistance relating to social and communication concerns that pose barriers to academic or career success.

**History:** Revised as Policy 5.21 (Counseling) on September 21, 1982; revised on October 15, 1985; revised on December 16, 1986; revised, combined with Policy 5.12 (Career Services), and re-numbered on July 23, 1997; revised on August 29, 2001; revised August 26, 2008; revised on August 17, 2010; revised on September 24, 2013; revised June 25, 2019

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