STUDENT RIGHTS AND RESPONSIBILITIES

**Campus Security Authorities:**
Campus Security Authorities (CSAs) are responsible for responding to campus crimes and incidents. Reporting crimes/incidents to CSAs allows 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.

**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
- Larceny: 152
- Drug Violations: 2
- Weapons Violations: 2

**Family Educational Rights and Privacy Act (FERPA):**

**Student Code of Conduct:**

-HIV/AIDS:

**Complaint Process for Non-Instructional Issues:**

**Student Records and Responsibilities:**

**Students Right to Know:**

In response to a lawfully issued court order or a properly prepared subpoena, 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 in outside sources. In accordance with the provisions of Florida Statute, 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; those 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 10 Section 985 and Florida Statutes Section 1004.09, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, academic major, degrees received, and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to the definition that the College has established for “directory information” as defined in this Policy. Students who opt out of the release of College directory information will also be considered to have opted out of the release of military recruitment information.

**FERPA and Outsourcing:**

The College may enter into agreements with outside vendors to provide services to the College that the College cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make available student records only to those individuals where there is a contractual relationship to provide such services. The
College will ensure that the contracted vendor will not disclose personally identifiable information without the Colleges consent as allowed by an authorized FErPA exception.

FErPA and other Educational Institutions
Student records will be released at the request of the student if the student is seeking or intending to attend another postsecondary institution.

FErPA and Health and Safety
Every time 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 have a communicable disease (H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to an infectious 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.

Violations of Policy
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 personal personally identifiable information from students’ education records to official duties at the College. Law enforcement may not redisclose any directory information without the Schools consent as allowed by an FErPA and other educational institutions.

Student Record - files, documents, electronic images, and other formats which contain information directly related to a student and which are maintained as a permanent record at the College. Drafts or notes are not considered student records. The term “Records” does not include:

1. records of instructional, supervisory, and administrative personnel, which are in the sole possession of such personnel and which are not accessible or revealed to any other person except as a replacement for the person serving in that capacity;
2. records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than law enforcement officials of the same jurisdiction;
3. records made and maintained by the College in the normal course of business where the records are not the student’s education record or the education record of another student; or such records are necessary for the operation of the College, including, but not limited to, meeting health or safety requirements of students who may have a communicable disease (i.e. H1N1) without students record or whether a general notice is sufficient.

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2. records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than law enforcement officials of the same jurisdiction;
20. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more of its members or officers of the organization and any one or more of the following conditions apply:
   a. The offense occurred at an event that was sanctioned by an officer of the organization.
   b. Organizational funds are used to finance the activity.
   c. The event where the offense occurred is substantially supported by the organization.
   d. Members with knowledge of the forthcoming violation did not attempt to prevent or stop the violation.
   e. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

21. Theft of or Attempted Theft or Damage - to a Person’s or the College’s Property

22. Unauthorized Computer Usage as Defined in College Policies 8.01, 8.02, 8.03

23. Unauthorized Demonstration - participation in a campus demonstration where the students behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College 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, other pedestrian or vehicular

24. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility/Property

25. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol as defined in College Policy 5.18

26. Unauthorized Use or Possession and/or Video or Audio recording of an instructor or speaker’s seminar, lecture, tutorial or other instructional setting without prior consent from the instructor or speaker.

27. Violation of Published College Policies/Procedures, Rules or Regulations

28. Violation of WEB and Dangerous Materials - Possession of firearms, dangerous chemicals and/or other weapons not deemed necessary for College purposes is forbidden at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy.

29. Violation of College Network and Internet usage policies prohibiting students from initiating, promoting, or engaging in any activity; additionally, this specifically revokes an individual’s right to store a firearm in a vehicle at any College location or at any College-sponsored activity. Law enforcement personnel authorized to possess a firearm in the discharge of their duties are exempt from this policy.

30. Violation of College Policies

31. Disruption - disruption or obstruction of teaching, research, administration, student or College purposes is forbidden at any College location or at any College-sponsored activity; additionally, this specifically revokes an individual’s right to engage in an excessive volume, obstruction of movement or access to College property.

32. 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.

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

34. Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College. Code of Conduct violations are considered serious in nature and are intended to protect the rights and interests of all members of the College community. 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.

35. Definitions

Abuse - the use or threat of violence.
Abusive conduct - conduct that is likely to cause a reasonable person to experience fear of physical harm.
Aggravated harassment - harassment that results in or is likely to result in a significant disruption of the教育教学 environment.
Bullying - behavior that inflicts physical or psychological abuse or violence on one or more members of the College community. Such behavior may occur in person or via electronic communication.

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

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 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 work. In addition, 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 test or giving or selling a term paper, report, project or other restricted written materials to another student.

Discipline - 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 - the making of loud, disorderly, or disruptive noise or actions, or disruptive or obstructive conduct.

Harassment - any oral or physical conduct that is likely to cause a reasonable person to experience fear of physical harm.

Inappropriate College Network and Internet usage will result in the loss of network access and possible disciplinary actions. When such a violation occurs, it increases the risk of College-domain services and BC佩带者. Students will be referred to the Dean of Students or center student life office in accordance with the provisions of this policy and procedure.

Acceptable use of Technology and Email

Broward College Policy 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. When such a violation occurs, it increases the risk of College-domain services and BC佩带者. Students will be referred to the Dean of Students or center student life office in accordance with the provisions of this policy and procedure.

The following activities are prohibited: Storing, posting, or displaying obscene or pornographic images, data, or data files, or any item otherwise deemed obscene or pornographic by the College, or displaying or posting offensive sexually suggestive pictures or materials on campus.

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 pornographic images, data, or data files, or any item otherwise deemed obscene or pornographic by the College, or displaying or posting offensive sexually suggestive pictures or materials on campus.

 juniors and seniors, or other verbal or physical conduct of a sexual nature which (1) has the purpose or effect of substantially 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 his or her own thoughts, regardless of whether the work has been published, quoted, paraphrased or otherwise used. A student who violates the rules of a College partner is also subject to BC Policy. The following activities are prohibited: Storing, posting, or displaying obscene or pornographic images, data, or data files, or any item otherwise deemed obscene or pornographic by the College, or displaying or posting offensive sexually suggestive pictures or materials on campus.

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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 resolution of any kind shall be taken against a student for participation in a complaint.

This policy ensures that students’ 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 College, as indicated in the procedures for this policy. If a resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate Vice President or Campus President. Complaints may be made verbally or in writing and the student is entitled to an appropriate response at each level within the College structure. After exhausting all internal complaint processes, students may file a complaint with the Florida Department of Education Division of Florida Colleges, and with the Southern Association of Colleges and Schools Commission on Colleges, the College’s regional accrediting agency.

Violations of Policy

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.

Definitions

Complaint - is a dispute or disagreement raised by a student, group of students, or the student government, concerning the application of the specific provision of a policy, rule or regulation, the application of a policy, rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the policy, rule or regulation.

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 College is to provide a resolution process for students 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 may discuss the concerns 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 adviser, 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 should can make a written complaint with the appropriate Vice President or Campus President as indicated below.

After exhausting all institutional complaint processes and students and/or prospective students feel their issue(s) are unresolved, a complaint may be filled 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 how to contact the Florida Department of Education regarding a complaint, students may access information at the following website: http://www.fldoe.org/cc/complaint.asp.

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, http://www.broward.edu/online, email: bconline@broward.edu

954-201-6564

3501 SW Davie Road, Davie Florida 33314

Florida Department of Education, Division of Florida Colleges; http://www.fldoe.org/cc/complaint.asp

850-245-0407

325 West Gaines Street, Room 1544, Tallahassee, Florida 32399-0400

Southern Association of Colleges and Schools, Commission on Colleges http://www.sacscoc.org/pdf/8517h0/fic/complaintpolicy.pdf

1866 Southern Lane, Decatur, GA 30033-4097

For students residing outside of Florida, contact information for other state regulatory agencies may be found at http://www.broward.edu/academics/online/Pages/default.aspx.
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<td>Intercollegiate Athletics</td>
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</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.

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