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From the President:

Welcome!

I congratulate you on your decision to attend Broward College. You have chosen an institution that has provided more than 50 years of academic excellence, and we are proud of the foundation our rich tradition has created for you and future students.

Our curriculum and academic programs will provide you with a clear path towards your academic goals, complete with tailored course maps which will help you amass the skills needed to build a satisfying career in the profession of your choice. I encourage you to take advantage of the available resources to ensure you keep on your path such as our Academic Success Centers, Career Centers, advisors and counselors.

At the center of our institution is our distinguished faculty. They are individuals who embody our core values and dedicate their lives to the success of our students through excellent instruction and integrated teaching styles which incorporate creative methods. You will find that their mentorship will go well beyond the classroom and open new avenues for personal growth.

In addition to our academic programs Broward College offers a wide selection of opportunities and activities designed to enhance your academic experience. I invite you to take advantage of our various interest, service, honors, and fellowship organizations; join our fun intercollegiate sports activities; attend one of our many cultural events; and cheer on your Seahawks at one of our many sporting events.

As you begin on your pathway to success please use this handbook as your reference for important information, including your rights and responsibilities, college procedures, and the many resources available to help you reach your academic goals. I hope you find it a helpful resource.

I wish you the best of luck in your endeavors at Broward College, and I look forward to celebrating your successes at a future graduation.

Sincerely,

J. David Armstrong, Jr.
President
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 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 members.

Innovation
Developing and implementing the most emergent technologies with teaching 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.

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 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. 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. Explain questions, problems, and/or issues.
1.2. Analyze and interpret relevant information.
1.3. Evaluate information to determine potential conclusions.
1.4. Generate a well-reasoned conclusion.

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.

For more information, visit www.broward.edu/sacs/qep/

Campus/Center Directory

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

Central
Dean of Students Bldg. 19, Rm. 130 954-201-6522
Associate Dean of Student Affairs Bldg. 19, Rm. 118 954-201-6374
Director of Student Life Bldg. 19, Rm. 106 954-201-6236
Student Success Coordinator Bldg. 19, Rm. 130 954-201-6359
Associate Dean of Enrollment Services Bldg. 19, Rm. 101 954-201-4595

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

Broward College Online
Dean of Students Bldg. 31, Rm. 610 954-201-7919
Associate Dean Bldg. 33, Rm. 117 954-201-7420

Downtown Center
Dean of Students Bldg. 31, Rm. 610 954-201-7919
Associate Dean Bldg. 33, Rm. 117 954-201-7420

Pines/Weston/Miramar
Dean Bldg. 3101, Rm. 210 954-201-8470
Associate Dean Bldg. 3101, Rm. 111 954-201-8458
Weston Center Bldg. 110, Rm. 204 954-201-7350
Student Life Coordinator Bldg. 3101, Rm. 132A 954-201-8696
Miramar Town Center Bldg. 109, Rm. 207 954-201-7350

Coral Springs
Dean of the Partnership Centers Room 232 954-201-2952
Student Success Coordinator Room 214 954-201-2957
1000 Coconut Creek Boulevard, Coconut Creek, FL 33066

North Campus

JA-1  Junior Achievement World
41  Health Sciences
42  Physical Plant
46  Admissions/Student Services/Campus
Safety
47  English/Communication/Fine Arts/College Academy
48  Engineering Technology/Computer Science
49  Administrative Offices
50  Business Administration/Fine Arts-Studios
51  Dr. Peggy Green Sustainability Institute/Bachelor of Applied Science Program/
Teacher Education
52  Classrooms
56  Social/Behavioral Sciences
57  Mathematics/Science
60  Omni Auditorium/Wellness
62  BC/North Regional Library/Academic
Success Center (ASC)
63  Early Childhood Demonstration
Laboratory School

Central Campus

3501 S.W. Davie Road, Davie, FL 33314

1  Administration, Social Sciences, Behavioral Sciences
2  Classrooms, College Academy
3  General Classrooms
4  Bailey Concert Hall, Performing Arts, Music, Classrooms
5  Classrooms
6  Fine Arts Theatre, English
7  Biological/Physical Science, Math
8  Health Sciences
9  Business Administration, Communications, Nursing BSN
10  Gym, Classrooms
11  Wellness
13  Computer Sciences, Engineering
14  Classrooms/ESL/Offices/EAP/Reading/SLS
15  Classrooms
16  Buehler Planetarium
17  University/College Library,
Academic Success Center (ASC)
18  Buehler Observatory
19  Robert E. Ferris Admissions & Student Affairs Center,
Admissions, Bookstore, Cashier’s Office, Counseling,
Registration, Security, Student Financial Services, Student Life,
Testing & Dean’s Office
20  Printing Services
21, 22  Institute for Public Safety
23  Physical Plant
24  Vehicle Maintenance
Grounds, Building Maintenance, Facilities
25  27  Campus Safety
28  Aquatic Complex
29  Parking Garage
30  Health Science Simulation Center
31  32  33  34  FAU Facilities
### Academic Calendar

#### Fall 2016 (Term 20171)

<table>
<thead>
<tr>
<th></th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Aug. 22</td>
<td>Aug. 22</td>
<td>Sept. 7</td>
<td>Oct. 18</td>
</tr>
<tr>
<td>Weekend College</td>
<td>Aug. 26</td>
<td>Aug. 26</td>
<td>Sept. 9</td>
<td>Oct. 21</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 29</td>
<td>Aug. 29</td>
<td>Sept. 14</td>
<td>Oct. 24</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Aug. 30</td>
<td>Aug. 30</td>
<td>Sept. 15</td>
<td>Oct. 25</td>
</tr>
<tr>
<td>Verification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holidays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sept. 5</td>
<td>Sept. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(60 percent point)</td>
<td>Oct. 29</td>
<td>Sept. 22</td>
<td>Oct. 30</td>
<td>Nov. 21</td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Oct. 29</td>
<td>Sept. 22</td>
<td>Oct. 30</td>
<td>Nov. 21</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>Nov. 11</td>
<td>Nov. 11</td>
<td>Nov. 11</td>
<td>Nov. 11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Nov. 23</td>
<td>Nov. 23</td>
<td>Nov. 23</td>
<td>Nov. 23</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Nov. 24-27</td>
<td>Nov. 24-27</td>
<td>Nov. 24-27</td>
<td>Nov. 24-27</td>
</tr>
<tr>
<td></td>
<td>Dec. 7-13</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
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</tr>
</tbody>
</table>

#### Spring 2017 (Term 20172)

<table>
<thead>
<tr>
<th></th>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
<th>Session IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>Jan. 9</td>
<td>Jan. 9</td>
<td>Jan. 23</td>
<td>Mar. 15</td>
</tr>
<tr>
<td>Weekend College</td>
<td>Jan. 13</td>
<td>Jan. 13</td>
<td>Jan. 27</td>
<td>Mar. 17</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Jan. 18</td>
<td>Jan. 18</td>
<td>Jan. 31</td>
<td>Mar. 23</td>
</tr>
<tr>
<td>Verification</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holidays</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Martin L. King Jr. Birthday</td>
<td>Jan. 16</td>
<td>Jan. 16</td>
<td>Mar. 6-12</td>
<td>Mar. 6-12</td>
</tr>
<tr>
<td>(No day classes. Evening classes only after 5 p.m.)</td>
<td>Feb. 24</td>
<td>Feb. 24</td>
<td>Feb. 24</td>
<td>Mar. 6-12</td>
</tr>
<tr>
<td>Last day to withdraw from any class (60 percent point)</td>
<td>Mar. 24</td>
<td>Feb. 11</td>
<td>Mar. 21</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Mar. 24</td>
<td>Feb. 11</td>
<td>Mar. 21</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>May 7</td>
<td>Mar. 5</td>
<td>Apr. 23</td>
<td>May 7</td>
</tr>
<tr>
<td>Final exams</td>
<td>May 1-7</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
</tr>
</tbody>
</table>
Academic Calendar

Summer 2017 (Term 20173)

<table>
<thead>
<tr>
<th>Session I</th>
<th>Session II</th>
<th>Session III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>May 15</td>
<td>May 15</td>
</tr>
<tr>
<td>Weekend College Classes Begin</td>
<td>May 19</td>
<td>May 19</td>
</tr>
<tr>
<td>Last day for 100 percent refund for dropped classes</td>
<td>May 22</td>
<td>May 22</td>
</tr>
<tr>
<td>Enrollment Verification Begins</td>
<td>May 23</td>
<td>May 23</td>
</tr>
<tr>
<td>Holiday (Memorial Day) No day or evening classes</td>
<td>May 29</td>
<td>May 29</td>
</tr>
<tr>
<td>Mid-Semester Break</td>
<td>Jun. 26</td>
<td></td>
</tr>
<tr>
<td>Holiday (Independence Day) No day or evening classes</td>
<td>Jul. 4</td>
<td>Jul. 4</td>
</tr>
<tr>
<td>Last day to withdraw from any class (60 percent point)</td>
<td>Jul. 5</td>
<td>Jun. 9</td>
</tr>
<tr>
<td>Last day to change from credit to audit</td>
<td>Jul. 5</td>
<td>Jun. 9</td>
</tr>
<tr>
<td>Last day of Classes</td>
<td>Aug. 8</td>
<td>Jun. 25</td>
</tr>
<tr>
<td>Final exams</td>
<td>Last class meeting</td>
<td>Last class meeting</td>
</tr>
</tbody>
</table>

Student Services

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:

Campus/Center Student Services Administrators

James Evans  jevans@broward.edu  954-201-2301
Frank Kurz  fkurz@broward.edu  954-201-6522
Yolanda Brown  ybrown1@broward.edu  954-201-8890
Lisa Barnes  lbarnes@broward.edu  954-201-7420
Donald Astrab  dastrab@broward.edu  954-201-2954

College-wide Student Services Administration

Dr. Marielena DeSanctis  Mdesanct@broward.edu  954-201-6510

Neil Cohen  ncohen@broward.edu  954-201-6743

Janice Stubbs  jstubbs@broward.edu  954-201-6274
Now that you’ve decided on Broward College, what will you study? Broward College offers more than 100 degree, certificate, and diploma programs with day, evening, and weekend classes plus numerous online course options. With four campuses and six centers in Broward County, you can achieve your higher education goals without commuting far from home.

In 2013, the State of Florida established eight ‘meta-major’ academic pathways to better support your selection of the academic/career path that is best for you and take the guesswork out of degree requirements, course sequencing, and career opportunities. A meta-major is a cluster of academic majors that have related courses with similar career fields. At Broward College, the eight meta-majors are more commonly referred to as ‘career pathways.’ Upon your selection of a career pathway, you will become a member of what we at Broward College, call a ‘pathway community.’ Pick a program today and meet with your academic advisor to create an educational plan that suits you perfectly.
Career Pathways and Programs of Study

Arts, Humanities, Communication & Design (AHCD)
Get ready to take the stage with your ability to perform, publish, design, and entertain. You can find your career in the arts, humanities, communication & design field by investing in your education at Broward College. Take your creativity to the next level and start your career path today.

**Majors of study include:**
Liberal arts, digital media, multimedia, graphic design, music technology, web development, and mass communication.

Business
What’s your passion? Are you a strategic thinker, do you have a knack for selling or are you more analytical and structured? If this sounds like you, you need to explore the options Broward College has for you in the business field. In today’s fast-paced environment, a degree or a certificate from Broward College is what could set you apart from the rest of the crowd.

**Majors of study include:**
Accounting, business administration, entrepreneurship, supply chain management operations, marketing, paralegal studies, hospitality and tourism, supervision and management

Education
Do you like to influence and improve the learning opportunities of others; are you passionate about making a difference for the next generation? If so, learn more about what a degree in education can do for you. Education is one of the greatest equalizers of poverty. A great teacher in the classroom starts with the right training.

**Majors of study include:**
Early childhood education, child care center management, infant/toddler/preschool, education, exceptional student education, secondary education, middle grades education

Health Sciences
Do you like to help people? As our population ages, the need increases for more healthcare professionals trained in the latest technologies. Get hands-on training and participate in clinical internships in a variety of health care career paths that will help you gain direct patient care, imaging and diagnostics, or health informatics experience.

**Majors of study include:**
Diagnostic medical sonography, emergency medical services, dental assisting/hygiene, health information technology, nursing, pharmacy tech, physical therapy, vision care, nuclear medicine

Industry, Manufacturing, Construction, & Transportation (IMCT)
Transform your ideas to plans and your dreams into reality by taking your analytical skills to the next level. Your dream to fly an airplane or to help plan a beautiful building can be achieved when you enroll in one of Broward College’s exciting programs. Get started today.

**Majors of study include:**
Aviation, professional pilot, marine engineering, engineering technology, automotive technology/service management, building construction

Public Safety
Take your passion for safety and crime prevention to the next level. Check out the programs Broward College has to offer you that can make your desire to help others and maintain order a career you’ll enjoy for years to come.

**Majors of study include:**
Crime scene, criminal justice, law enforcement, corrections officer, fire science technology

Science, Technology, Engineering & Math (STEM)
One of the most exciting industries to be part of is the STEM industry. If you have good analytical skills, are interested in computers and high tech, cutting-edge innovations this is where you want to focus your energy. Take on your next big challenge and get your degree or certificate at Broward College.

**Majors of study include:**
Engineering, computer information technology, computer programming/analysis, pre-med, life sciences, Internet/networking, environmental science

Social Behavioral Sciences & Human Services (SBSHS)
Are you interested in making an impact on your community? Do you enjoy fitness, sports, recreation and interaction with those around you? Do you like working with people? Learn how Broward College can take your passion to impact people’s lives to the next level through the programs we offer. Sign up for classes today and get on track to achieve your goals.

**Majors of study include:**
Counseling, psychology, sociology
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/or meet with career center staff and academic advisors to discuss careers and majors.

To schedule an appointment with an academic advisor go to:
1. www.broward.edu
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

To schedule an appointment to meet with Career Center staff, please use the information below:

North   Bldg. 46, Rm. 238  954-201-2355
Central  Bldg. 19, Rm. 117   954-201-6612
South    Bldg. 68, Rm. 100   954-201-8865
Downtown Bldg. 33, Rm. 107   954-201-7411
Pines, Weston,
Miramar Centers Bldg. 3101, Rm. 101  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 Career Coach and FOCUS. Visit the Career Center Network tab under Student Resources for more information.

Career Coach not only allows you to complete a career assessment, but also allows you the opportunity to access real-time, current job listings in Broward and Dade counties, career-specific salary projections, job demand and Broward College’s related degree programs.

Additionally, the FOCUS Assessment contains Personality, Work Interest, and Skills Assessments (create an account, access code is WOLF) which will provide you with:

- Specific Occupations
- National Average Salary
- Job Tasks
- Work Conditions and Environment
- Education Requirements
- Outlook
- Professional Associations

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 at www.broward.edu/studentresources/career for more information.

Degrees and Programs at Broward College

Associate in Arts Degree: Complete this 60 credit hour degree in as few as two years (as a full-time student) and you will be guaranteed transfer into one of Florida’s four-year public universities. (Please note that it may not be your preferred university and limited access programs require a separate admissions process). See an academic advisor to create your educational plan and receive additional university transfer information including lower level prerequisites for your intended major.

Associate in Science Degrees: Complete a 60-88 credit hour degree, dependent upon the program, in as few as 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. You may also choose to continue your education by transferring to a Bachelor’s program such as Broward College’s BAS, BS, or BSN degrees. To maximize the transfer of credits, students are encouraged to pursue a bachelor’s program that is closely aligned to their earned AS degree.

Associate in Applied Science Degrees: Complete a 68-74 credit hour degree, dependent upon the program, in as few as two years (as a full-time student) of specialized training, designed to prepare you for entering the workforce in a high-demand career.
Bachelor Degrees:
• BS in Education
• BS in Environmental Science
• BAS in Information Technology
• BAS in Supervision and Management
• BAS in Technology Management
• BAS in Supply Chain Management
• BSN in Nursing: RN-to-BSN program

Educator Preparation Institute (EPI): After earning your bachelor’s degree, in a field other than education, enroll in our EPI program to prepare for Florida’s Professional Teaching Certificate.

Certificates: Complete these short but comprehensive training programs designed for entry into highly competitive fields, while earning credits toward an Associate’s degree.

Advanced Technical Certification: Continue your education, post Associate’s degree by earning an advanced training certificate designed to supplement your AS degree.

Applied Technology Diploma: Earn a diploma in a specific occupation on the path toward Associate’s degree completion.

Post-Secondary Adult Vocational Certificate (PSAV): Complete comprehensive training programs for immediate entry into career fields such as health science, public safety, and aviation.

Gainful employment information is available on individual program websites. For a complete look at the types of degrees and majors available, please visit www.broward.edu/academics/programs.

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 at www.broward.edu. It is strongly recommended that students change their passwords when first signing on to myBC. On myBC, students have many resources at the click of the mouse:

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

College Communication to Students

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

1. Log onto myBC
2. Click on the Login at the top right hand side of the screen
3. Enter Student ID
4. Enter PIN – Birth month and year - ex. 091972
5. On the right hand side you will see my Details
6. Your institutional email will be listed (Your BC username@mail.broward.edu)

How to Access Your BC E-mail Address

You can access your email directly at mail.broward.edu
Enter your student email address – ex. username@mail.broward.edu
Enter PIN – Birth month and year – ex. 091972 (MMYYYY).

When you are on the BC website, you can access your e-mail in these places:

From the home page:
1. Click on the login arrow
2. Select Email login
3. Enter your student email address – ex. username@mail.broward.edu
4. Enter PIN – Birth month and year – ex. 091972 (MMYYYY).

From myBC
1. Log into myBC
2. Under Quick Links: Click on E-mail and More or Click on the word Institutional email on the right hand side under my Details
3. You will be prompted to login again
4. Then you will be taken directly into your email account

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 “Update.”

Privacy of Your Records

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Broward College, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your education records. However, Broward College may disclose appropriate 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 admissions office at any Broward College campus.

The following information may be designated as directory information:
- Student name
- Major field of student
- Dates of attendance
- Enrollment status (full or part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletics teams
- Degrees, honors, and awards received
- Graduation Programs
- Photograph (Student ID cards, media releases, and graduation photos only)

To opt out, visit http://www.broward.edu/academics/registrar/Pages/default.aspx and click on the FERPA release form. Students should email the completed form to fepa@broward.edu from his/her BC email account.

Student ID Cards

All degree-seeking students are given a student ID card, which may be obtained in the Student Life area of each campus/center. 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. Veterans of the United States armed forces will receive an ID card with a special “V” designation honoring their service. For more information, visit www.broward.edu/studentlife/Pages/Photo-ID-Office.aspx
Your student ID card provides you access to:

- Student services
- Academic Success Center materials
- Student activity center
- Bookstore/Financial Aid verification
- Wellness Center

North  Bldg. 46, Rm. 134  954-201-2325  
Central  Bldg. 19, Rm. 106  954-201-6756  
South  Bldg. 68, Rm. 189  954-201-8316  
Downtown Center Bldg. 33, Rm. 111  954-201-7377  
Pines Center Bldg. 100, Rm. 119  954-201-3630  
Miramar West Bldg. 3101, Rm. 109  954-201-8449

**Title IX and Sex Discrimination**

Broward 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, domestic violence, dating violence, sexual assault, stalking, sexual harassment, or retaliation for reporting such offenses, will not be tolerated. Sexual misconduct also applies in instances where consent cannot be given (e.g. student’s age, or use of drugs or alcohol, or other disability). Students are afforded protections from sexual misconduct, and any hostile education environment resulting from such misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged perpetrator or complainant, including when both are members of the same sex.

Students who believe they are victims of sexual misconduct should contact the dean of students on their campus:

Central  Frank Kurz  Bldg. 19, Rm. 132  954-201-6522  
South  Yolanda Brown  Bldg. 68, Rm. 207  954-201-8903  
North  James Evans  Bldg. 46, Rm. 222  954-201-2301  
Downtown Center, BC Online  Lisa Barnes  Bldg. 31, Rm. 610  954-201-7420

Depending on the circumstances, students may also contact Campus Safety at 954-201-4357 (HELP), and/or local law enforcement.

You may also contact the Title IX Coordinator:

Neil A. Cohen  
Vice President for Student Services/Student Life and Title IX Coordinator  
Bldg. 19, Rm. 133  
TitleIXCoordinator@broward.edu  
954-201-6743

For additional information, please see the student sexual misconduct website at [www.broward.edu/titleix](http://www.broward.edu/titleix)

A complete version of the College Policy and Procedure regarding student sexual misconduct can be found on page 75 of this Student Handbook.

**Smoke and Tobacco-Free College**

Broward College is smoke and tobacco free. The use of all smoke and tobacco products is prohibited, including, but not limited to the following:

- Cigarettes
- Cigars
- Pipes
- Smokeless tobacco
- Snuff
- Snus
- Chewing tobacco
- Smokeless pouches
- E-cigarettes
- Any other form of loose-leaf, smokeless tobacco
- Any other nicotine or tobacco delivery device (including vaping devices) are prohibited on all Broward College campuses.

This smoke and tobacco free policy is in effect for all indoor spaces, outdoor locations, including parking lots on campus. To learn more about Broward College’s policy regarding smoke and tobacco please visit [www.broward.edu/tobaccofree](http://www.broward.edu/tobaccofree).
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 located on all 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.

Reporting a Crime or Incident

Procedures for Reporting a Crime or Incident
1. Call: 911 (for Police, Fire, or Medical Emergency)
2. Call: 954-201-HELP (4357)

All students, faculty/staff members, and guests of Broward College are encouraged to report criminal activity, suspicious activity of any nature, and emergencies of any sort that occur at any of Broward College’s campuses or learning centers directly to the Campus Safety Department as soon as possible to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the College community, when appropriate. Students, faculty/staff, and guests should immediately report crimes in progress and other emergencies by dialing 911.

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). 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 www.broward.edu/safety to access the Annual Security Report, active shooter information, safety policy information, the College’s emergency plans, helpful brochures and pamphlets, and much more. The 2015 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 2014, the following criminal offenses occurred at Broward College:

- Aggravated Assault - 1
- Arson - 0
- Burglary - 3
- Robbery - 3
- Stalking - 7
- Motor Vehicle Theft - 9
- Sex Offenses, Non-Forcible - 0
- Sex Offenses, Forcible - 0
- Drug Violations - 2
- Hate Crimes - 0
- Negligent Manslaughter - 0
- Motor Vehicle Theft - 9
- Murder - 0
- Sex Offenses, Non-Forcible - 0
- Stalking - 7
- Liquor Violations - 1

Safety and Security Awareness, Education, and Prevention Programs & Campaigns

Broward College enhances safety and security to the College community through the development of an extensive annual educational campaigns consisting of a wide range of primary and ongoing programs, seminars, presentations, and events which are offered on a continual basis. A common theme of all awareness, education, and prevention programs and campaigns is to encourage students, faculty, and staff to be aware of their part in developing a safe and secure community. Included within these programs are those which center on Crime Prevention Programs, which include sexual assault, dating violence prevention, and active shooter. Programs Include but are not limited to: New Student Orientation and Safety at Broward College, How to Be Safe on Campus, Understanding the Signs & Symptoms of Abusive Relationships, CPR/AED, Campus Safety Days, If You See Something, Say Something, National Campus Safety Awareness Month Campaign, Campus Safety Walks, and 360 Stay Safe.

Campus Safety Escort

Campus Safety provides safety escorts to the entire campus community via the Safety Escort Program. Safety Escorts are available to provide walking escorts for students, faculty members, or employees to and from their vehicle, office, or classroom 24 hours a day/7 days a week. Please contact your respective Campus Safety office or security desk officer to request this free service.

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 meet 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:

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Campus Bookstore</td>
<td>Bldg. 46, Rm. 125</td>
<td>954-201-2224</td>
</tr>
<tr>
<td>Central Campus Bookstore</td>
<td>Bldg. 19, Rm. 115</td>
<td>954-201-6830</td>
</tr>
</tbody>
</table>
Students can place an order for textbooks for pickup at the Downtown Center by visiting the bookstore website at broward.bncollege.com. Students may also purchase course materials at the Central Campus Bookstore. Online students can purchase books at the Central Campus Bookstore.

**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 www.broward.edu/studentresources/dining. 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 Food Court: Bldg. 19, Rm. 110 954-201-6459
- Central Campus Library Café: Bldg. 17, Rm. 130 954-201-6423
- North Campus Food Court: Bldg. 46, Rm. 115 954-201-2042
- South Campus Food Court: Bldg. 68, Rm. 172 954-201-8335
- Miramar West Center Café: 954-201-8480

**BC Student Pay-For-Print**

Broward College partnered with Ricoh to provide Pay-For-Print devices as a service to the students, faculty, administration and staff by providing print and copy services necessary for education. Broward College’s Student Pay for Print provides the easiest way for users to access, pay and print in a completely self-serve environment offering enhanced mobile and cloud capabilities. The new print kiosks utilize the EFI™ M500 Station with Ricoh MFD technology. Please note the following:

- Print from Email, Cloud Services, USB Drives and Mobile Devices
- Print from cloud services such as PrintMe, Microsoft One Drive, and Google Drive™
- Current payment options include: Visa, Mastercard and Discover
- Black and White Copy and Prints 8 1/2”x11”: $0.10 per page
- Color Copy and Prints 8 1/2” x 11”: $0.30 per page
- Devices are located in or near the Academic Success Centers or strategic locations across the college.

Visit www.broward.edu/studentresources/pay-for-print for the most updated information.

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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 choose a career pathway, 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 Central, South, the Downtown 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 www.broward.edu 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
- BC Online: Bldg. 31, Rm. 610 954-201-7900
- Downtown Center: Bldg. 33, first floor 954-201-7491
- Pines, Weston, Miramar Centers: Bldg. 3101, Rm. 101 954-201-3610
- International Student Admissions: Bldg. 31, Rm. 125 954-201-7468

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

**Educational Planning**

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

An appointment to develop an educational plan can be made online at www.broward.edu. 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 also can access the educational plan online tutorial at www.broward.edu/studentresources/advising by selecting “accessing your educational plan online.”

### College Transfer Guarantee

Students who graduate from the Florida College System 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 a Florida State University System Institution, although it may not be the student’s preferred choice Institution; 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 University System Institution.
- Adherence to the State University requirements and policies, based on the catalog in effect at the time the student first enters a State College, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System (SCNS).
- Acceptance by the State University 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 State 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.

### Testing Centers

Broward College’s Testing Centers administer college placement testing and other proctored assessment services for students and the community. The tests available include (but are not limited to): 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), the Computer Literacy Exam, the BYU Foreign Language Achievement Test Service (FLATS), and American Council on the Teaching of Foreign Languages (ACTFL) exams.

For more information including the hours of operation for each of the five campus/center Testing Center sites and the specific services each of them provides, please visit the testing website at www.broward.edu/admissions/testing or visit/call:

- North Bldg. 46, Rm. 245 954-201-2345
- Central Bldg. 19, Rm. 102 954-201-6982
- South Bldg. 68, Rm. 213 954-201-8884
- Downtown Center Bldg. 33, Rm. 107B 954-201-7491
- Miramar West Center Bldg. 3101, Rm. 123 954-201-3610

Additionally, e-Testing Centers, at which students may be administered proctored exams for fully online and blended courses, are located in the Academic Success Centers (ASCs) on Central Campus (Bldg. 17, 2nd floor) and North Campus (Bldg. 62, Rm. 135). Other testing services are also available within Central Campus’ e-Testing Center, such as the Health Education Systems Inc. (HESI) exam, Pearson VUE and Certiport exams, CTC-CIW, NOCTI, and more. Additional information may be found within the Central and North Campuses’ Academic Success Center webpages.

### Finding a Job or Internship

If you are looking for a job or internship, register for the College’s new online job board at www.broward.edu/ccn. 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. For more information on internships, visit www.broward.edu/internship. Students and alumni are also encouraged to use Employ Florida Marketplace. You may also qualify for a work-study position. For more information and a listing of work-study jobs at Broward College, visit www.broward.edu/financialaid.
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. “Excess hours” are defined as hours that go beyond 110 percent 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 percent 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.

Course Withdrawals

Students are required to drop courses before the 100 percent refund date (College Policy 6Hx2-5.36) or they could owe any associated tuition and fees and/or receive a failing grade. In some cases, financial aid will cover tuition and fees for students resulting in courses not being dropped for non-payment. With this in mind, in all cases, students bear full responsibility for dropping courses before the 100 percent refund date. Students should not assume that their classes will drop for non-payment or non-attendance.

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. 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.

Financial Aid

For office hours and additional information visit www.broward.edu/financialaid or call 954-201-2330.

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 additional forms and/or documents that will need to be completed and submitted. Students should log into their myBC account to confirm exactly which forms/documents, represented as red flags, need to be submitted to complete the financial aid process. Students should try to complete this process as soon as possible. Failure to do so could result in awards not being posted ahead of the tuition due date. In such instances the student would have to pay out of pocket and await reimbursement (if eligible) or risk losing their classes. Conversely, given enough time, the Student Financial Aid Office will have awards posted ahead of payment due dates, and if sufficient, tuition and fees will be covered by the tuition due date. Students should always confirm, in advance of their payment due date, whether or not their financial aid awards have been posted as well as whether or not said awards are enough to fully cover their tuition and fees; if not, again, students are required to pay the balance by the fee due date.
The Broward College Financial Aid website, www.broward.edu/financialaid, provides detailed information on the following:

- How to apply for financial aid with a direct link to the FAFSA
- Scholarships
- Student loan types and process
- Student employment opportunities
- Veterans Affairs programs
- Your award status
- Satisfactory Academic Progress (SAP)
- Attendance and withdrawal requirements
- Useful resources and contacts

Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant. Pell Grants have a Lifetime Eligibility Usage (LEU). Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student’s eligibility includes all semesters that a student received Federal Pell Grant funding. For further information visit the Federal Student Aid website at https://studentaid.ed.gov/sa/types/grants-scholarships/pell/calculate-eligibility

Loans

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

On-Campus Student Employment

Work-study programs provide on and off campus part-time jobs for students to earn part of their college expenses while gaining valuable job experience. Students may work up to a maximum of 25 hours a week depending on eligibility and funding. Off-campus opportunities place students in areas of career interest, such as teacher aides in local public schools.

Scholarships

Scholarships are funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College. Each scholarship has its own criteria and does not require repayment. Scholarships are based on the availability of funds and cannot be guaranteed. For more information, go online to Broward College Scholarships at www.broward.edu/financialaid. Scholarships administered by the Student Financial Aid Office are either awarded in the financial aid package or students may complete the online Broward College Scholarship Application. Students should have a completed financial aid file (FAFSA and all requested documents). Available scholarships are advertised on the Broward College website in July of each academic year.

Florida Bright Futures Scholarships

These merit-based funds are available to students seeking postsecondary education in Florida. Students must meet eligibility requirements while in high school, and must also notify the state at which school they would like to receive their funding. (The Bright Futures code for Broward College is 062.) Bright Futures funding does not fully cover tuition costs; students must confirm their unpaid balance each term and be sure to cover it by the payment due date (if other awards are not available to cover it). To learn about the rules pertaining to initial eligibility and maintaining eligibility, visit the Bright Futures website at www.floridastudentfinancialaid.org. To use and maintain your Bright Futures Scholarship at Broward College, read the following important information:

- 2016-17 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.

Program Objective Enrollment Compliance (POEC)

A Program Objective Enrollment Compliance (POEC) review is required for every student seeking federal student aid. The goal of POEC is to determine whether or not all classes within a student’s schedule for a given term are truly necessary for completion of that student’s declared degree. Classes which are identified as unnecessary for degree completion will be flagged as such, and excluded from financial aid coverage, i.e. any coursework that is not recognized as being required will be excluded when calculating eligibility for Title IV funds (Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, etc.). Students who qualify for aid, which exceeds the actual cost of their compliant coursework, may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student is responsible for the difference.

Refunds

If there is an aid balance once a student’s tuition, fees, books, and supplies for a term have been covered, a refund will be generated and sent to the student. These excess funds are disbursed to the student (by check) once the 100 percent refund date has passed and attendance is confirmed by the instructor(s). If a student is enrolled in multiple sessions, their refund amount may be split into multiple checks and disbursed after the 100 percent refund period has passed for each session.
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. The Veteran Administration approves courses that satisfy degree requirements. All veteran students and eligible dependents of veterans at Broward College who wish to receive veteran’s educational benefits must meet the admission requirements and complete a Broward College Veterans Certification Request Form (VCERT) and any required Department of Veterans Affairs (VA) forms. For more information, visit Broward College Veterans website at www.broward.edu/veterans.

Questions regarding the GI Bill can be directed to 1-888-GI-BILL (1-888-442-4551) or to the website at www.benefits.va.gov/gibill.

Return of Title IV Funds
If a student completes 60 percent or more of a term/payment period, the student earns all eligible aid during that term/payment period, and a Return to Title IV calculation is not required. If a student unofficially withdraws before 60 percent of the term/payment period, and fails to earn a passing grade in at least one course offered over an entire period, then that student is considered to have unofficially withdrawn. If a student officially withdraws, then this institution will use that date to determine the refund calculation and the amount of aid earned. If the student is considered to unofficially withdraw from the term/payment period, then this institution will use the midpoint of the term/payment period to determine the amount of aid earned.

This policy governs all Title IV funds including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Subsidized and Unsubsidized Stafford Loans.

Withdrawal 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)
All students (including veterans) must make satisfactory academic progress in order to maintain financial aid eligibility. Academic progress is calculated after each term. In order to be considered as having ‘passed’ i.e., met standards, a student must:

• Maintain at least a 2.0 GPA
• Be on track to complete their degree requirements within 150 percent 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 percent).
• Be at a 67 percent completion rate or higher for college-level coursework attempted.

Students who have received Warning Status concerning SAP, or have lost financial aid eligibility, should make an appointment with their academic advisor to develop an Academic Success Plan to determine how to remove the status of SAP Warning 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. The tuition payment plan is only available until the day before the term starts. Students who register for later sessions after the start of the term do not currently have this as an option.

Plans range from zero to 50 percent 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>$35</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$40</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$45</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 $35, $40 or $45 non-refundable enrollment fee will be due at the time of enrollment in the tuition payment plan, $5 of the enrollment fee is being collected on behalf of the institution. 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 www.broward.edu
• 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 visit www.broward.edu/studentresources/cashier or contact your campus cashier’s office. Enrollment periods are limited and typically close approximately one week prior to the start of the session.
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 the session. Broward College will issue tuition payment plan refunds to students upon receipt.

Federal Student Financial aid Penalties for Drug Law Violations
Under the Higher Education Act (HEA) a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of an offense involving the possession of a controlled substance, the ineligibility period is:

- First offense: 1 year
- Second offense: 2 years
- Third offense: Indefinite

If convicted of an offense involving the sale of a controlled substance, the ineligibility period is:

- First offense: 2 years
- Second offense: Indefinite

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period if the student satisfactorily completes a qualified drug rehabilitation program that complies with criteria determined by the Department of Education and includes two unannounced drug tests OR the conviction is reversed, set aside, or otherwise rendered nugatory.

Academic Support

Academic Success Centers
Academic Success Centers (ASC’s) at each campus provide students with an array of academic support services provided in a comfortable, collaborative atmosphere specifically designed to advance academic achievement. Statistics show that students who use the ASC early and often are more successful than those who do not. Here are just some of the services provided at the ASC:

- Academic Support Labs (Science Center, Math Lab, Writing Center)
- Collaborative Project Space
- Graphing Calculators
- Open Computer Centers (Printing)
- Study Groups
- Textbook Reserves
- Tutoring by Certified Tutors (All subject areas)

Please visit a location or online at www.broward.edu/ASC

North    Bldg. 62, Rm. 122  954-201-2454
Central   Bldg. 17, second floor  954-201-6660
South     Bldg. 72, second floor  954-201-8909
Downtown Center Bldg. 33, Rm. 430  954-201-7595
Pines Center Bldg. 101, Rm. 148  954-201-3619
Miramar West Center Bldg. 3101, Rm. 130  954-201-3610

Online Tutoring Services
Every BC student has access to free online tutoring services in most subjects, where tutors and students work in an interactive and engaging virtual learning environment. Log into your myBC account and select “smathinking.” Tutoring is available in math, science, English (submit your papers), accounting and much more.

Libraries
Through joint partnerships with Broward County and Florida Atlantic University, there are three campus libraries that provide academic support for programs of study. 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.

North    Bldg. 62  954-201-2600
Central   Bldg. 17  954-201-6648
South     Bldg. 81  954-201-8825
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 Downtown Center near the Broward County Main Library, 954-357-7444.

**Student Mental Health Counseling**

BC Policy 5.32
Are you dealing with stress, anger, alcohol or substance 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 at www.broward.edu/studentresources/Pages/assistance.aspx 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 Advisor on your campus:

North  Bldg. 46, Rm. 209  954-201-2313  
Central  Bldg. 19, Rm. 116  954-201-6527  
South  Bldg. 68, Rm. 263  954-201-8913  
Downtown Center  Bldg. 33, Rm. 109  954-201-7517  
Deaf Services  Bldg. 19, Rm. 116  954-201-6766  
Video Phone  954-635-5850/954-607-3942

**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 or visit www.broward.edu/StudentLife.

North  Bldg. 46, Rm. 138  954-201-2325  
Central  Bldg. 19, Rm. 106  954-201-6756  
South  Bldg. 68, Rm. 275  954-201-8973  
Online  Bldg. 31, Rm. 610  954-201-7900  
Downtown 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**

To get a flavor of the kinds of student organizations at Broward College, these clubs are active as of Spring 2016.

- **4th Wall Theatre** - Central
- **Accounting Students Association** - South
- **Acts of Random Kindness** - Central
- **African Student Union** - North, Central, South
- **Alpha Eta Rho-Eta Phi Chapter** - South
- **AMC Club** - South
- **American Chemical Society (ACS)** - South
- **Art Club** - North
- **Asian American Club** - Central
- **BC Woman** - South
- **Best Buddies** - North
- **Caribbean Student Association (CSA)** - North, South, Central
- **Campus Christian Ministries** - Central
- **Cross Country** - Central
- **Circle K** - Central
- **Club Clio** - South
- **Club Driven** - North
- **Cultural Bridge** - Central
- **Computer Club** - North
- **DECA** - North, South
 Organizations Exclusive to Baccalaureate Students

Kappa Delta Pi International Honor Society in Education
International Society of Baccalaureate Scholars
Robert “Bob” Elmore Honors College and Honor Societies

Robert “Bob” Elmore Honors College

Qualified students who wish to enhance their college experience and participate in a dynamic learning community should consider applying to the Robert “Bob” Elmore Honors College. Current Broward College Associate’s degree students can apply for admission if they are eligible for college-level math, English, and reading courses and have earned at least a 3.5 Overall/Honors GPA in six credit hours or more of college-level coursework.

From English composition to anthropology to biology to statistics, the Honors College 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. Honors students who complete 18 credit hours of Honors coursework (including the HUM1020-Introduction to Humanities and IDH2121-Honors Interdisciplinary Studies courses) can also earn the Honors Certificate. Honors students also receive the benefit of priority registration and many receive Honors Term Scholarships. The Honors College also sponsors extracurricular activities and service opportunities.

For more information, contact 954-201-7645 or honorsinfo@broward.edu. Students can also stay informed or ask questions about Honors via Twitter, Facebook, or YouTube and at the following campus locations:

North Campus           Bldg. 47, Rm. 225
Central Campus         Bldg. 3, Rm. 101
South Campus           Bldg. 68, Rm. 246
Broward College Online Bldg. 31, Rm. 610
Downtown Center        Bldg. 32, 5th Floor
Honors Student Committee
This club promotes scholarship, leadership and service among honors students and faculty. 
Location: North, Central, South

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

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

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

Phi Theta Kappa
This is the international honor 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, Downtown Center

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 3.0 GPA, at least 12 college credits, and a grade of a B or higher in a college-level English course, plus the lifetime membership fee. 
Location: North, South

Competitive Academic Teams
The Robert “Bob” Elmore Honors College is pleased to help facilitate three highly competitive academic teams which maintain an active presence across the campus, state and country. Membership is open to honors and non-honors students from all campuses. Each group attends team-based competitions where they compete for certificates and trophies.

Brain Bowl
The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournament, usually held in February or March. Brain Bowl members also participate in the National Academic Quiz Tournaments (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.

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. 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 at www.broward.edu/honors

Forensics (Speech/Debate)
The Broward College Forensics Team competes in the Florida College System 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. 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
Downtown 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.

Community Volunteerism

If you’re interested in volunteering in your community, contact the Office of Volunteerism and Leadership:
North   Bldg. 46, Rm. 138   954-201-2325
Central   Bldg. 19, Rm. 106   954-201-6568
South   Bldg. 68, Rm. 275   954-201-8973
Downtown Center   Bldg. 33, Rm. 111   954-201-7377
Pines Center   Bldg. 100, Rm. 118   954-201-3630

BCBrothers en Hermandad (BCBH)

BCBrothers en Hermandad is a college-wide initiative that partners with college student success resource providers and the broader community, to promote minority male academic success via authentic engagement, holistic development of the individual, and through building a sense of community. To partner with BCBrothers en Hermandad, or for more information about the program generally, contact Hugh Charles-Walters (Central) hcharle1@broward.edu, Frantz Craft (Online/Downtown) frcraft@broward.edu, and Joseph Metts (North) at jmetts@broward.edu.

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 at www.broward.edu/studentlife/publications/observer.

Student Literary Magazine - P’an Ku

P’an Ku is the biannual student-produced BC Student Literary/Arts Magazine. Its mission is to represent the evolving artistic community at Broward 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, comic strips, architectural design, sculptures, 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. For more information, check out the magazine’s website at www.broward.edu/panku.

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 canceled 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:

North   Bldg. 46, Rm. 138   954-201-2484
Central   Bldg. 19, Rm. 106   954-201-6756
South   Bldg. 68, Rm. 188   954-201-8911
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>Campus</th>
<th>Building</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>60</td>
<td>954-201-2431</td>
</tr>
<tr>
<td>Central</td>
<td>11</td>
<td>954-201-6948</td>
</tr>
<tr>
<td>South</td>
<td>65</td>
<td>954-201-8972</td>
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</table>

Tigertail Lake Recreational Center

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

Open 6 Days a Week – Go sailing, windsurfing, stand-up paddleboarding, 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 and a nominal fee for BC employees.

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 at www.broward.edu/tigertail. Tigertail is located at 580 Gulf Stream Way, Dania Beach, FL 33004.

Intercollegiate Athletics

Broward College is a member of the National Junior College Athletic Association and the Florida College System Activities Association, where it competes in eight sports as a member of the FCSAA’s Southern Division.

Men’s & Women’s Basketball – Central Campus (Played November 1 - March 15)
Women’s Softball – South Campus (Played February - May 1)
Women’s Volleyball – Central Campus (Played September 1 - October 15)
Women’s Tennis – Central Campus (Played February - May 1)
Men’s Baseball – Central Campus (Played February - May 1)
Men’s and Women’s Soccer – South Campus (Played September 1 - November 1)

Athletic schedules can be found at www.broward.edu/studentlife/athletics.
Student Rights and Responsibilities

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 at www.broward.edu/legal/policies/

Family Educational Rights and Privacy Act (FERPA)

BC Policy and Procedure 5.03

Broward College ("the 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 10 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 re-disclose personally identifiable information without the Colleges consent as allowed by an authorized FERPA exception.
FERPA and other Educational Institutions

Student records will be released at the request of the student if the student is seeking or intending to attend another educational institution.

FERPA and Health and Safety

In cases where there is a health and safety emergency, all College personnel are authorized to utilize any information as necessary to protect the health and safety of persons and property. Such release of information will not be considered a violation of College Policy. To the extent possible, the College will attempt to share information regarding the presence of students who may have a communicable disease (i.e. H1N1) without disclosing personally identifying data about the infected student. In instances where members of the College community have been exposed to a communicable health risk from a student, the College will, on a case-by-case basis, make a determination whether a disclosure of the infected student’s name is necessary to protect the health or safety of other persons or whether a general notice is sufficient.

Law enforcement unit officials or safety officials employed or contracted by the College are designated as “school officials” with a “legitimate educational interest.” As school officials, the College may disclose without consent personally identifiable information from students’ education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline and other matters related to official duties at the College. Law enforcement may not re-disclose 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.

Violation of Policy

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.

Definitions

CUSTODIAN OF RECORDS - Vice President for Student Affairs and Enrollment Management

DIRECTORY INFORMATION - name, enrollment status, degrees and awards received, and statistics pertaining to a student’s participation in officially recognized sports and activities.

ELIGIBLE STUDENT - a student who has reached 18 years of age or is attending an institution of postsecondary education

ELIGIBLE PARENT - a natural parent, an adoptive parent, or a legal guardian of the student as defined in the Internal Revenue Code of 1954. An individual invoking the Code must present evidence showing his/her compliance with this provision.

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 that person;
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 officials of the College or law enforcement officials of the same jurisdiction;
3. records made and maintained by the College in the normal course of business which relate exclusively to a student in his/her capacity as an employee/student worker and which are not available for any other purpose;
4. records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment/or services being provided to the student and which are not available to anyone other than persons providing such treatment and/or services in accordance with Title II of the Health Insurance Portability and Accountability Act (HIPAA).
5. directory information as defined in the Florida Statutes, Chapter 1002.22 and the FERPA;
6. other information, files, or data which do not permit the personal identification of a student;
7. letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the student’s educational records prior to July 1, 1977;
8. copies of the student’s fingerprints; and
9. working records, which consists of material used in the course of daily College business, which is not a “permanent record.”

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 not to schedule major college events, such as major class assignments, major examinations and official ceremonies, on major religious holy days, whenever possible. The student is responsible for making up missed classwork as quickly as possible. Reasonable alternatives shall be provided for students to carry out their responsibilities as
students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies. Students shall notify instructors in advance of absences to observe religious holy days in their own faith and the absence shall be considered as a non-penalized absence.

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

When possible, faculty shall provide reasonable alternatives for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies. All absences shall be subject to the provisions of Broward College Policy 4.18 Class Attendance.

Grade Appeals

BC Policy and Procedure 4.19

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

The basis for an appeal of the final course grade shall be evaluated in terms of the standard established by the faculty member as stated in his/her syllabus, in accordance with institutional policies and state rules/statutes. The appeal must demonstrate that the faculty member did not assign the final course grade in accordance with the grading policy outlined in the course syllabus, which meets the standard defined in the Faculty Handbook.

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

Grades          Points Awarded  Requires Last Date and Documentation

A  Excellent    4            No
B  Good         3            No
C  Average      2            No
D  Below Average 1*          No

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

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

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

Total Attempts – All Courses

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

Forgiveness

In accordance with Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student’s record only for the purpose...
of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State’s Articulation Agreement does not allow courses to be repeated for the purpose of changing a student’s grade point average after the associate degree has been awarded.

Students seeking to appeal a provision of this policy may do so in accordance with the College’s Grades and Grade Appeal Process.

Class Attendance Policy

BC Policy 4.18

Faculty Responsibilities
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, 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/domestic partner, child, brother, sister, grandparents or grandchildren. Statutory governmental responsibilities - Refers 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.

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.

Non-Class Days - Regularly scheduled class days on which classes are not held. Owing to unanticipated circumstances that are beyond anyone’s control or when 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).

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements or other instructional requirements. The makeup of laboratory or clinical classes may not be possible. However, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

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

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 non-disabled 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 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.

Student Code of Conduct Policy

BC Policy 5.02

Upon admission to Broward College (“the College”), students and student organizations agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students must observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward College Student Handbook, the College Catalog, other official publications of the College, and the College website at www.broward.edu. If there is a conflict with any of the aforementioned sources, this policy shall prevail.

When a student exhibits disruptive behavior that appears to pose a threat to the health and safety of the student or others, the College may direct the student to participate in a psychiatric and/or psychological evaluation. The psychiatric and/or psychological evaluation process will assess the student’s ability to safely participate in the educational programs at Broward College as part of the due process for students who are alleged to have violated this policy and procedure. Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs, including but not limited to health sciences programs, Institute for Public Safety, aviation, etc. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines provided by their programs to learn more about the standards of professional conduct that are applicable to them.

Bias-Motivated Conduct (Commonly referred to as “Hate Crimes”): The College believes that members of the College community have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, the College will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this policy, if the College determines that the perpetrators’ actions were motivated by the actual or perceived affiliation of the victim with a particular social group, race, gender, religion, sexual orientation, ethnicity, national origin, disability, age, marital status, and/or gender identity. Additionally, the College will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with Florida Statutes 775.085, Federal Statutes 18 U.S.C. § 245 & 249, and other applicable laws.
The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any College-sponsored activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:
   a. Unwanted teasing
   b. Threatening or intimidating behaviors
   c. Stalking
   d. Public humiliation
4. Dishonesty, including but not limited to:
   a. Cheating, plagiarism, or other forms of academic dishonesty
   b. Using electronic devices to store, retrieve, search for answers, and/or share answers in testing environments when the use of the device is not permitted
   c. The acquisition or use of teaching or testing materials, including test banks and answer keys, or access to online resources provided by textbook publishers or others, without the express permission of the instructor
   d. 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
   e. Forgery, alteration, or the misuse of any College document, record, or instrument of identification
   f. Tampering with the election of any recognized College student organization
   g. Violation of copyright as defined in College Policy 6Hx2.8.05
5. Disposition, including but not limited to:
   a. Note: Complaints against faculty and staff are not covered under this policy. Students should refer to BC Policy 6Hx2-3.34 – Discrimination, Harassment and Retaliation if they believe they have been the victim of discrimination or retaliation by a College faculty or staff person.
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, 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
12. Misuse of College Identification as defined in College Policy 6Hx2-5.24
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
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
   c. Disruption or interference with the orderly conduct of a Student Conduct Hearing
   d. Knowingly making false accusations of student misconduct without cause
   e. Attempting to discourage an individual’s proper participation in, or use of, the student discipline system
   f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
   g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
   h. Failure to comply with the sanction(s) imposed under the Student Code
   i. Influencing or attempting to influence another person to commit an abuse of the student discipline system
15. Obstruction of Pedestrian or Vehicular Movement
16. Public Intoxication/Disorderly Behavior
17. Smoking and tobacco use in accordance with College Policy 6Hx2-7.21
18. Sexual Misconduct as defined in College Policy 6Hx2-5.39
   a. The Family Educational Rights and Privacy Act (FERPA) permits a postsecondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
27. Unauthorized Use of College Property or Facilities
26. Unauthorized Recording - Students may not make an audio or video recording
25. Unauthorized Possession, Use, or Distribution of Controlled Substances or
24. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
23. Unauthorized Demonstration - participation in a campus demonstration
22. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01,
21. Student Organization Misconduct - Student organizations (as well as members
19. Sexual Harassment as defined by College Policy 6Hx2-5.39 by students against
18. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
17. Theft or Damage, or Attempted Theft or Damage, to a Person’s or the
16. Unauthorized Possession, Duplication, or Use of Keys to College Property
15. Unauthorized Possession, Use, or Distribution of Controlled Substances or
14. Unauthorized Use of College Property or Facilities
13. Violation of Published College Policies/Procedures, Rules or Regulation.
12. Violation of Campus Rules - Specifically prohibited conduct at a College
11. Breaches of the College’s policies pertaining to academic dishonesty may result in
10. Sexual Harassment as defined by College Policy 6Hx2-5.39
9. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
8. Unauthorized Possession, Use, or Distribution of Controlled Substances or
7. Unauthorized Possession, Duplication, or Use of Keys to College Property
6. Unauthorized Possession, Use, or Distribution of Controlled Substances or
5. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01,
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2. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01,
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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.

RETRIBUTORY 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.
procedure serves as the general process followed in most situations to adjudicate and sanction student conduct. In cases where reasonable deviations to these procedures occur, such deviations will not invalidate the process or outcomes.

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, with the approval of the Campus President or the chair of the Behavioral Intervention Team, 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. If an immediate sanction is imposed, reasonable attempts should be made to accelerate the formal disciplinary process.
   b. Support for Complainant: The College will take immediate interim steps to support the complainant and other impacted members of the College community pending the final outcome of the investigation. Interim measures are available to address safety as well as any hostile education environment resulting from the alleged 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, student affairs support such as assistance with financial aid issues, visa and immigration assistance, and the issuance of no-contact orders, assisting the student in notifying law-enforcement, recommending appropriate community support, recommending options for counseling, and assisting the student with initiating a College complaint and investigation regarding the allegation in accordance with applicable College policies. Interim measures are temporary and may be removed, enhanced, or otherwise altered upon final determination of the issue.
   c. Trespass: In accordance with 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. With the approval of the Campus President, trespass may occur prior to due process being extended to the student or student organization.
   d. Review by dean of students or designee: Upon receiving a complaint, an initial inquiry will be conducted consisting of reviewing the complaint and other available information to determine if an investigation is warranted. If an investigation is initiated, appropriate steps will be taken to ensure that the investigation is adequate, reliable, and impartial, and includes the opportunity for all parties to present witnesses and evidence. Persons called to present information as part of an investigation will be notified of the allegations and possible violations of the Student Code of Conduct, and will receive a copy of the Student Code of Conduct Policy and Procedure. At the conclusion of the investigation, an investigative report will be prepared outlining: 1) a description of the specific behavior that occurred that allegedly violated the Code of Conduct; 2) the specific sections of the Code of Conduct that the student or student organization is alleged to have violated; 3) a summary of all statements, interviews, evidence, etc.; 4) a finding as to whether it is more likely than not (preponderance of the evidence standard) that the student or student organization violated the Code of Conduct; 5) sanctions imposed or recommended (depending on jurisdiction); and 6) if applicable, steps taken to stop the offending conduct, prevent recurrence, and mitigate risks to the community. During the investigation, 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 part of the investigation. Either the complainant or the referred student may question the impartiality of the review with 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 culpability and sanctions imposed upon the referred students, and will share such evidence with appropriate law enforcement entities as required by law.
   e. Authority of Student Dean and Student Conduct Committee: 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, & c above.
   f. Review by Student Conduct Committee: In cases involving possible suspension or expulsion, the matter will be heard by the Student Conduct Committee in accordance with the guidelines set forth in Article II of this procedure. In cases where the matter is referred to the Student Conduct Committee, the dean of students or designees will still conduct the inquiry and or investigation described above.
   g. Disruptive Students: In instances where student behavior manifests symptoms of possible psychological/psychiatric issues, the Campus Behavioral Intervention Team (BIT) chair or the dean of students may recommend to the Campus President that a student complete a psychiatric and/or psychological evaluation based on the student’s behavior. The Campus President, in consultation with the Vice President for Student Affairs and Enrollment Management shall determine if an evaluation is warranted. The results of the psychiatric and/or psychological evaluation will assist the College in determining the student’s ability to continue participation in educational programming at the College in accordance with the provisions of this procedure. Students deemed to pose an immediate threat to themselves or others will be subject to immediate sanction and/or may be trespassed from all college locations in accordance with item A and B above pending the outcome of full due process rights afforded by this procedure.

3. Students are responsible for their conduct. Students may not invoke their official or informal complaint or grievances against other persons or departments as part of their defense against allegations of having violated the
ARTICLE II: STUDENT CONDUCT COMMITTEE HEARING PROCEDURES

1. The Student Conduct Committee is a sub-committee of the Academic Standards Committee as codified in 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.

5. The complainant, the referred student or student organization, and the Student Conduct Committee will have the privilege of presenting witnesses, subject to inquiry or questioning by the Student Conduct Committee. In cases of alleged sexual misconduct, the referred student or student organization is not permitted to introduce evidence or ask questions regarding the complainant’s prior sexual conduct with anyone other than the referred student. It should be noted that evidence of a prior consensual relationship between the parties does not imply consent. Additionally, the hearing officer may prohibit the referred student from directly interacting with or cross examining the complainant in cases of alleged sexual misconduct or in other instances where it is deemed to not be appropriate.

6. The complainant and referred student or student organization must notify the Hearing Officer of any witnesses and/or items for review they wish to present, at least 3 business days prior to the hearing. All parties shall have equal and timely access to information and evidence.

7. At the discretion of the Hearing Officer, pertinent records, exhibits, and written statements may be accepted for consideration by the 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.
   e. Restitution – Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.

8. All procedural questions are subject to the final decision of the Hearing Officer.

9. All communication at a student conduct hearing shall be directed through the hearing officer.

10. The College will create an audio recording of all hearings before a Student Conduct Committee. Participants and guests are not permitted to record the hearing. The record will be the property of the College. In the case of an appeal, the complainant and referred students or student organizations, and appropriate college administrators, have a right to review the recording by scheduling an appointment with the appropriate dean of students. The recording may be listened to but may not leave the office of the dean of students and may not be copied in any form by any person.

11. After the hearing, the Student Conduct Committee will determine by majority vote if the student or student organization has violated specific sections of the Student Code of Conduct.

12. The Student Conduct Committee’s determination will be made on the basis of whether it is more likely than not that the referred student or student organization violated the Student Code of Conduct, commonly referred to as a preponderance of the evidence standard.

13. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, will recommend sanction(s) within 5 business days to the dean of students. The dean of students may accept, reject, or modify the recommendation offered by the Student Conduct Committee and will simultaneously communicate the disposition of the matter to the complainant and the referred student or student organization in writing within 10 business days after receiving the recommendation of the Student Conduct Committee.

14. The Hearing Officer and committee members shall keep confidential the recommendations of the committee and only the sanction imposed by the dean of students will be communicated to the student or student organization.
ARTICLE IV: APPEALS

1. A referred student, student organization, or complainant may appeal to the Vice President for Student Affairs and Enrollment Management the sanctions imposed by the dean of students. Such appeals must be in writing and must be delivered to the Vice President for Student Affairs and Enrollment Management within 5 business days of the receipt of sanctions from the dean of students.

2. Sanctions imposed by the dean of students go into effect immediately unless a student or student organization appeals the decision. In such cases, the dean of students in consultation with the Vice President for Student Affairs and Enrollment Management will decide if sanctions will be enforced immediately or pending the outcome of an appeal process.

3. In considering the appeal, the Vice President for Student Affairs and Enrollment Management will 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 or the Student Conduct Committee 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 will generally limit her/his review to the written appeal and the record of the hearing. In exceptional circumstances, 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 including the rationale for the decision. Communication indicating the outcome of a disciplinary proceeding shall include a summary of the alleged behavior, the specific parts of the Code of Conduct allegedly violated, a finding as to whether or not the student or student organization was found to have violated the Code of Conduct including the rationale for the decision, the sanctions imposed, and opportunities for appeal.

Student Sexual Misconduct Policy

BC Policy 5.39

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.

The 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 participate in mandated training and report allegations of sexual misconduct in accordance with the procedure accompanying this Policy.

The President has the authority to establish procedures to implement this policy. The Vice President for Student Affairs and Enrollment Management is responsible for the development and review of this policy. Responsibility for implementation and oversight of policy compliance is vested with the Dean of Students on the campus/center where the infraction is alleged to have occurred (or the student’s main campus if the misconduct occurred off-campus), while under the direction of the appropriate campus president and in consultation with the Title IX Coordinator (Associate Vice President for Student Affairs/Student Life).

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 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 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 Procedures A6Hx2-5.39 – Sexual Misconduct and A6Hx2-5.02 – Student Code of Conduct, and Policy 6Hx2-5.32 – Student Assistance Program.

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 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 – All Broward College full-time staff are designated as Responsible Employees in accordance with Title IX. Additionally, the following categories of part-time staff are also Responsible Employees: Part-time instructional faculty, athletic coaches, and security personnel.

RETAILIATORY 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. Within 24 hours of the report, a Responsible Employee is obligated to make reasonable attempts to notify the College’s Title IX Coordinator and appropriate Dean of Students of the specifics of the allegation. A Responsible Employee must report all relevant details about the alleged incident shared by the reporting party – including the names of the reporting party, the alleged perpetrator(s), any witnesses, and any other relevant information, including the date, time, and specific location of the alleged incident. If the reporting party wants to tell the Responsible Employee what happened but also wants the College to maintain confidentiality, the employee should tell the reporting party that the College will consider the request but that s/he cannot guarantee the College will be able to honor it.

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 interim steps to protect the complainant and other impacted members of the College community pending the final outcome of the investigation. Interim measures are available to address safety as well as any hostile education environment resulting from the alleged 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, student affairs support such as assistance with financial aid issues, visa and immigration assistance, and the issuance of no-contact orders, assisting the student in notifying law-enforcement, recommending appropriate community support, recommending options for counseling, and assisting the student with initiating a College complaint and investigation regarding the allegation in accordance with applicable College policies. Interim measures are temporary and may be removed, enhanced, or otherwise altered upon final determination of the issue.

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 COMPLAINANTS
The Title IX coordinator will consider requests for confidentiality. 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.

Substance Abuse Policy
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.

Meningitis and Hepatitis B
Florida Statute, 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 is available at the following websites from the Centers for Disease Control:

Meningitis: www.cdc.gov/meningitis/index.html
Hepatitis B: www.cdc.gov/hepatitis

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).

In accordance with Florida Statute 1006.68, the student life offices on the campuses and centers shall implement a program that addresses the provision of instruction, information, and activities regarding human immunodeficiency virus infection and acquired immune deficiency syndrome. Such instruction, information, or activities shall emphasize the known modes of transmission of human immunodeficiency virus infection and acquired immune deficiency syndrome, signs and symptoms, associated risk factors, appropriate behavior and attitude change, and means used to control the spread of human immunodeficiency virus infection and acquired immune deficiency syndrome.

Equity Coordinator
Broward College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, marital status, sex, disability, or age in its programs, activities, and employment. Inquiries regarding non-discrimination policies may be directed to: Equity Coordinator Dr. Denese Edsall, Executive Director, Human Resources, 6400 NW 6th Way, Ft. Lauderdale, FL 33309, (954) 201-7502, dedsal@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.

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; 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.

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.

Complaint Process for Students for Non-Instructional Issues Policy

BC Policy 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 concerns 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. With the exception of student conduct complaints, formal complaints must be made in writing and the student is entitled to an appropriate response at each level within the College structure.

Staff will address student complaints at their level of authority in the complaint process as outlined in the procedure. Staff will document their response to the complaint in writing to the student and maintain copies of such resolution and/or action in a central location within the department. This ensures proper application of the College’s policies and procedures throughout the College. Any complaints that allege violations of Federal and State laws, including but not limited to, harassment of any kind, discrimination, ADA compliance, Title IX etc., should be referred to the College Equity Officer/AVP Human Resources and Equity. Any violations of privacy law, FERPA, should be directed to the Vice President for Student Affairs and Enrollment Management.

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 6Hx2.5.02). 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 a 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.
**Complaint Process for Students for Non-Instructional Issues Procedure**

**BC Procedure 5.23**

Broward College (“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 Policy and Procedure 6Hx2-4.19 – 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 a counselor or advisor, or other staff member that is not a member of the complaint resolution hierarchy. 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.

After exhausting all institutional complaint processes, students and/or prospective students who believe their issue(s) are unresolved, may file a complaint with the Florida Department of Education’s Division of Florida Colleges and/or the Southern Association for Colleges and Schools Commission on Colleges, who will assist in accordance with their policies. For more information on how to contact the Florida Department of Education regarding a Complaint, students may access information at the following website:  http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml.

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### Areas of Concern

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<tr>
<td>Florida Residency</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Grade Appeal See Policy &amp; Procedure 4.19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>Advisor/Counselor</td>
<td>Associate Registrar</td>
</tr>
<tr>
<td>Immigration Status 1-20</td>
<td>Coordinator International Admissions</td>
<td></td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>Athletic Director</td>
<td></td>
</tr>
<tr>
<td>Library/Academic Success Center (ASC)</td>
<td>Associate Dean Academic Resources</td>
<td>Dean of Academic Resources</td>
</tr>
<tr>
<td>Parking</td>
<td>Campus Safety Lieutenant</td>
<td>Campus Safety Captain of Operations</td>
</tr>
<tr>
<td>Petition for Refund Requests</td>
<td>Petition for Refund Committee</td>
<td></td>
</tr>
<tr>
<td>Sexual Assault, Sexual Harassment, Stalking, Dating Violence, Domestic Violence, Discrimination, Hate Crimes, Bullying and/or Retaliation (if student is the alleged perpetrator)</td>
<td>Campus Dean of Students (Refer to Student Code of Conduct 6Hx2-5.02), under the direction of the Campus President</td>
<td></td>
</tr>
</tbody>
</table>

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

Executive Director of 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</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/Student Life</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Coordinator or Associate Dean of Enrollment Services</td>
<td>Associate Registrar</td>
<td>AVP for Student Affairs/College 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 (Procedure A6Hx2-5.23). 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. Please note that entities external to Broward College will review complaints in accordance with their own policies and are not formally part of the Broward College complaint resolution process.

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/schools/higher-ed/fl-college-system/about-us/complaints.shtml
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 http://www.broward.edu/online.