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## General Academic Information

### Academic Honors

The College recognizes exceptional scholastic achievement at the end of each regular term and posts them to transcripts and grade reports.

The **President's List** includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 4.0.

The **Dean's List** includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 3.50 to 3.99.

The **Honor Roll** includes the names of students carrying 12 or more college credit semester hours who have a grade point average of 3.25 to 3.49.

### Academic Load

To be considered full-time, students must carry a minimum load of 12 semester hours per academic term or an equivalent number of clock hours for an educational program using clock hours per the United States Code of Federal Regulations.

The maximum load that may normally be carried is 18 credit hours per academic term or an equivalent number of clock hours. However, students who earn a grade point average of 3.2 or above may carry an extra course, but in no event shall the maximum load exceed 21 credit hours per academic term or an equivalent number of clock hours. The maximum load for a six-week summer session is nine credit hours or an equivalent number of clock hours. The normal load for a six-week summer session is six credit hours or an equivalent number of clock hours, except through a request for an exception by petitioning the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management who shall make the final determination. Petitions must be received by the College Registrar, at least 5 business days prior to an Academic Standards Committee meeting.

If the student must have the hours in order to graduate, a student in the last term of residence prior to graduation may carry an overload even though his/her grade point is not high enough under the above policy. In no event should the student enroll for more than 21 credit hours, except with approval

from the Academic Standards Committee review process.

**Lower Division:** A student who has earned 25 or more semester hours credit is classified as a sophomore. Lower Division coursework is denoted as 1000 and 2000 level.

**Upper Division:** A student who has earned 61 or more semester hours credit is classified as a Junior. A student who has earned 91 or more semester hours credit is classified as a senior. Upper Division coursework is denoted as 3000 and 4000 level

### Transcript Evaluation

Transfer students must provide official transcripts from all previously attended colleges or universities. Transcripts should be sent to Broward College, College Registrar's Office, 225 East Las Olas Blvd., Fort Lauderdale, Florida, 33301, prior to the students' term of enrollment. Students who have completed post-secondary work outside of the United States are required to provide a commercial evaluation of all course work completed. An official evaluation of credit courses' transferability is made after the student is admitted to the College. All official transcripts from previously attended institutions must be received before an official evaluation is considered complete. Transfer credits may be accepted from regionally accredited colleges or universities and/or from institutions belonging to the Florida State Common Course Numbering System or from out-of-country universities when commercial evaluations of those transcripts are provided. In some instances, transferability of credits is done on a course-by-course analysis.

Upper Division coursework is evaluated for students pursuing Baccalaureate degrees. BC honors 2+2 with Florida Public Colleges and Universities for earned Associate in Arts degrees. According to the College's transfer credit policy 5.34, previously earned credits may transfer in, but may not be accepted for a specific degree program. Grades earned from other colleges are not computed in the cumulative grade point average at BC.

Broward College shall honor suspension and dismissal sanctions imposed by institutions from which students transfer. Consequently, students seeking admission to the college should meet with an academic advisor to submit an Academic Standards Petition. Transfer students who have

already completed an A.A. or baccalaureate degree at another college or university, cannot enroll in an A.A. degree program at BC.

### **Academic Standards of Progress**

Broward College strives to provide the highest quality of instructional and support services. Students accepted into certificate and degree programs will be continually evaluated to ensure that standards of progress are achieved and to identify and provide assistance to students who experience academic difficulties. BC is committed to providing assistance for all students in order to provide an optimal learning experience so that students will be able to succeed in achieving their educational goals.

College regulations regarding academic standards of progress apply to all degree and certificate students and it aligns to eligibility requirements for continued Federal financial aid (see policy on Student Financial Services Programs 6Hx2-5.11). In determining academic progress, college credit, vocational credit and college preparatory credit are combined in the term and cumulative grade point averages. "Earned Credit" is defined as all courses in which the student receives a grade. Courses taken for audit, courses for which a student receives a refund, and courses in which a student has withdrawn during the withdrawal period will not be included in the determination of academic standing.

### **Academic Warning**

Any student who does not achieve a degree GPA or cumulative GPA of 2.0 or higher in a term will be placed on academic warning. Students on academic warning will be notified and should see an academic advisor or counselor prior to registering for the next term. A student will be removed from academic warning when he/she earns both degree and cumulative GPAs of at least a 2.0. A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic probation, which is the next level of academic intervention.

### **Academic Probation**

A student on academic warning who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic probation. Students on academic probation will be required to see an academic advisor or counselor prior to registering for the next term. The status of students who demonstrate forward progress by earning two successive term GPAs of at least a 2.0 will be changed from probation status to warning status. A

student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms will be placed on academic suspension, which is the next level of academic intervention. To be removed from academic probation, a student must earn a term GPA of 2.0 GPA or higher for two successive terms of enrollment.

**Academic Suspension** A student on academic probation who fails to achieve a term GPA of 2.0 or higher for two successive terms of enrollment will be placed on academic suspension. Any student on academic warning and who earns less than a 1.0 term GPA and/or cumulative GPA for two successive terms will be immediately placed on academic suspension for a minimum of one year.

After the first academic suspension and after the student has satisfied the penalty, the student must see the Dean of Student Affairs or designee. The student must follow the instructions pertaining to course selection. Any subsequent suspensions and students who were suspended due to term and cumulative GPAs of less than 1.0 will require the student to petition and appear before the Academic Standards Committee before continued enrollment at the College can be considered.

### **Cancellation of Previous Unsatisfactory Record**

Students in Associate in Science, Associate in Applied Science, Certificate or Diploma Programs who have previous unsatisfactory academic records may petition for cancellation of their previous academic record per F.S. 1001.64. If, at the end of 24 credit hours, an Associate in Science and Associate in Applied Science Degree students have achieved a grade point average of 2.0 or above, they may be granted full admission and the previous unsatisfactory academic record cancelled, except in the case of students who were enrolled during or after Term 1, 1997-1998. Students enrolled in Certificate and Diploma programs must complete one third of the total program hours with a grade point average of 2.0 or above. Under normal circumstances, such a cancellation would not be approved unless the student's unsatisfactory performance was at least two (2) years old.

Canceled academic records will be completely disregarded in the calculation of credit hours and grade point average. However, permanent academic records will show all coursework attempted and all grades earned along with a notation about the cancellation granted by the College.

Under the articulation agreement binding the Florida public community colleges and state universities, this policy may not be applied to Associate in Arts degree students.

### Class Attendance Policy

It is the student's responsibility to attend classes to ensure that he/she is properly enrolled. Requirements for class attendance are determined by the instructor and will be outlined in the course syllabus. By staying in the class, students are agreeing to abide by that attendance policy.

If a student does not attend class within two weeks after the drop/add period in each session he/she will be reported as never attended and a WN enrollment status will be recorded for non-attendance. No refund will be granted.

Students will notify instructors in advance of absences(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. According to College policy 6Hx2-4.18 and F.S. 1001.64, there shall be no penalty for a student who is absent because of religious holy days, the student's serious illness, a death in the immediate family, or statutory government responsibilities. 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 at the next class meeting. The student shall present documentation for non-penalized absences should the faculty member request it. Students will be responsible for material covered during an absence. Excessive absences may result in withdrawal from the course by the professor and a F failing grade recorded for the course.

### Campus/Center Closing

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 facilities, a campus or the College may be closed. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each Faculty member shall determine how best to make up the lost class time.

### Final Grades and Records

Final grades for each term are retained permanently. Grade point averages for graduation and honors are

calculated only on college and vocational level academic work and include work attempted at all colleges. **The following grades are used to calculate the grade point average (GPA):**

Grade		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

**The following grades do not affect the GPA:**

Grade		Points
I	Incomplete	0
W	Official Withdrawal	0
WN	Non-Attendance	0
X	Audit	0
XW	Audit Withdrawal	0
NC	Non-credit course	0
NG	No Grade Assigned	0
NR	Grade not received	0
S	Satisfactory	0
U	Unsatisfactory	0

### Incomplete Grade "I"

An incomplete "I" grade may be given in courses for a student who has a reasonable chance of successfully completing the course. The student who has not completed the required course work by the end of the term may be required to provide documentation for extenuating circumstances. The student should make arrangements to complete the work prior to the end of the next major academic term. Summer terms are not considered in this time limit. If no change is initiated during the next major term, the "I" will automatically become an "F" on the student's permanent record. If the coursework is completed the grade and recalculated GPA will be placed on the student's transcript.

### Official Withdrawal "W"

Florida State Board of Education requires state colleges to adhere to the following procedures relating to the award of a "W" as a result of a student's withdrawal from a course.

- The student may withdraw without academic penalty from any course by the mid-point of the semester. A (W) will be recorded on the student's permanent record.
- The student will be permitted a maximum of two withdrawals per course.

- Upon the third attempt, the student will not be permitted to withdraw and will receive an A, B, C, D, or F grade for that course.

**Advisement TIP:** Withdrawals from classes affect the timeframe to complete the program and will impact a student's continued eligibility for Federal Student Aid.

#### **Withdrawal for Non-Attendance "WN"**

A student who does not attend class within two weeks after the drop/add period in each session will be withdrawn from classes for non-attendance. No refund will be given.

#### **Audit-X and XW**

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change from credit to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements. No grade will be assigned and no credit will be awarded. An audit will count as an attempt whether or not such enrollment status is declared after the drop/add period.

The transcript will indicate a course was audited by listing an "X" grade, but an "XW" indicating withdrawal may be given to the student at the discretion of a Faculty member for failure to adhere to attendance or class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit.

The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

#### **Non-credit Course "NC"**

The "NC" is assigned automatically for any non-credit hour course. "NC" is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

#### **No Grade Assigned "NG"**

The "NG" is used to indicate that a student has not satisfied the requirements for a non-credit class. It

is also used for certain self-paced courses and continuing education classes.

#### **No Grade Reported "NR"**

The "NR" is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

#### **Satisfactory/Unsatisfactory "S"/"U"**

The "S" and "U" grades are used only for those courses that have received prior approval through the curriculum review process to award the satisfactory/unsatisfactory grades.

#### **Grade Appeal Process**

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure 6Hx2-4.19 provides procedural due process to students.

#### **Grade Appeal Process For Final Course Grades**

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.

Each Faculty member shall communicate, in writing, his/her grading policy within the first week of class meetings of each course. The elements to be considered in calculating the student's final course grade shall be clearly articulated and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the faculty member's grading policy as stated in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

#### **Grade Appeal Process For Academic Dishonesty**

The appeal shall only be based upon the student's claim that academic dishonesty did not occur.

**Preliminary Action:** If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty

member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process.

The complete grade appeal procedure can be found in the Student Handbook and in the Grade Appeal Brochure. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

### Applicable Catalog

A student who is continuously enrolled in degree, certificate or diploma programs (except summer terms) from initial enrollment to graduation may choose to meet graduation requirements specified in either the BC catalog in effect when initially enrolled or the catalog in effect at the time of graduation. If a student's attendance is interrupted by two or more major terms (summer terms excluded), the student must meet the requirements of the catalog in effect at the time of re-entry, or at the time of graduation. A student cannot graduate under a catalog in effect at the time of initial enrollment if the College has eliminated the degree, certificate or diploma program.

Students entering specialized programs, such as the health science programs, may graduate under the provision of the catalog in effect when the student was admitted to the specialized program.

### Recency of Credit

College courses completed more than 10 years ago may require validation by examination.

### Graduation Honors

The calculation of the grade point average for honors includes the Broward College record and any previous credit transferred to Broward College. Students may graduate with honors in three grade point categories.

Bachelor's Level:

Cum Laude: overall GPA of 3.250-3.499

Magna Cum Laude: overall GPA of 3.500-3.749

Summa Cum Laude: overall GPA of 3.750-4.000

Associate and Certificate Levels:

Honors: overall GPA of 3.250-3.499

High Honors: overall GPA of 3.500-3.749

Highest Honors: overall GPA of 3.750-4.000

Honor Students are recognized at graduation and honors designations will be shown on final transcripts.

### Semester Credit Hour

For degree, technical certificate and Applied Technology programs the unit of credit is the semester credit hour, representing 15-16 hours of lecture instruction with 50-minute class periods. Generally, 30-32 hours of laboratory work count as one unit of credit. Clinical courses will vary in the number of hours per semester credit hour. For Vocational Certificates the unit of credit is the vocational credit. Each vocational credit represents 30 clock hours of instruction. Short sessions, Weekend College, and classes that meet less than three times per week are adjusted to include the same time equivalent as the 16 week terms.

### Semester System

The academic year is divided into three semesters, also known as Terms. Each Term contains several Sessions of varying lengths to provide flexibility in the scheduling of courses. To earn a comparable unit of credit, class meeting times are adjusted during the abbreviated Sessions.

Terms I (fall) and II (winter) are approximately seventeen weeks in length. Each of these terms includes a Session 2, and a Session 4 of approximately eight weeks in length; and a Session 3 of approximately twelve weeks in length.

Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is twelve weeks in length, and Sessions 2 and 3 which are six weeks in length.

### Grade Forgiveness Policy

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. Repeating a course removes the previous grade only from a student's grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the grade point average. The State University System 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.

### Maximum Attempts Per Course

Per State Board of Education Rule 6A-14.0301, a student may have only three attempts per course. An attempt is defined as enrollment after the 100% refund deadline for courses beginning Term 1, 1997. Attempts include the original grade, repeat of

courses, withdrawals and audits. Courses taken at other institutions are not counted as an attempt.

A student may repeat only those courses in which a "D" or "F" grade was earned. A fourth attempt may be allowed only when a student can provide documentation of extenuating circumstances aligned to specific term dates. When documentation can be provided, the students must meet with an academic advisor and submit a petition to the Academic Standards Committee.

This rule does not apply to repeatable courses, such as applied music, choir, etc., 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 those that are being repeated as part of the regulatory requirement for continuing education to stay current in a field such as teacher education.

**Florida law requires colleges to assess students the full cost of instruction** upon the third attempt. The law also provides for exceptions to this extra fee if there are extenuating circumstances that can be documented by the student, such as a student's serious illness, involuntary call to active military duty, changes of employment, or other extraordinary situations. Petitions for exception to the full cost of instruction based on extenuating circumstances can be obtained from any campus Registration or Advisement office.

**Advisement TIP:** Students are strongly encouraged to discuss the effect(s) of withdrawing or repeating a course with their advisor/counselor and financial services officer to determine the potential impact on their academic programs and financial aid status.

### Course Pre-requisites and Co-requisites

Pre-requisite and co-requisite courses are listed with each course description. Pre-requisites are academic requirements that must be completed before enrolling in the next subject level. Students are responsible for knowing and satisfactorily completing pre-requisite requirements. If a student registers for a course for the next term while currently enrolled in a pre-requisite course, then the student must satisfactorily complete the pre-requisite course or withdraw from the higher-level course. Otherwise, the student may be dropped from the course for which he/she is ineligible. Students, who have completed a pre-requisite course at another

institution, must furnish proof before registering for the higher-level course.

Co-requisites are courses that must be completed together such as a science course and the associated laboratory. Students cannot take one without the other. If you drop one, you must drop the other. Co-requisite academic requirements are stated within the course description section of this catalog.

Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions in this catalog.

### Excess Credit Hours

Florida law F.S. [1009.286](#) requires colleges to encourage students, who intend to enroll in a state university, to complete their respective degree program with only credit that can be applied to their degree program of study to avoid excess hours..

Effective July 1, 2009 and amended 2011, state universities shall require a student to pay an excess hour surcharge equal to out of state tuition rates for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program. The law also provides for exceptions to this extra fee if the credit hours were earned under certain circumstances and are not calculated as hours required to earn a baccalaureate degree.

Review 1009.286F.S for more detailed information. The statute is available online at [www.flsenate.gov](http://www.flsenate.gov).

### Student Ombudsman

The Campus Dean of Student Affairs shall serve as the campus and associated center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus Dean of Students will guide students to appropriate personnel, and provide students with appropriate College policies and procedures. The College Ombudsman is the Vice President for Student Affairs and Enrollment Management.

If a student's issue is related to academic standards of progress, graduation requirements, access to courses, or other academic policies, the Campus Dean of Student Affairs, or program Dean for limited access programs, will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to

the Vice President for Student Affairs and Enrollment Management upon reviewing the student's petition and/or after requiring the student to appear before the committee and interviewing the student regarding the circumstances. The Vice President for Student Affairs and Enrollment Management may accept the committee's recommendations or make a different determination based on the facts and information presented by the student and/or the committee.

#### **Academic Standards Committee**

Broward College students, who seek exceptions to the rules, regulations, and requirements of the College, or revocation of dismissal from the College or other institution for academic or disciplinary reasons, must submit their requests in writing to the Student Academic Standards Committee. The Academic Standards Committee reviews petitions for exceptions from students on matters related to college rules, regulations and requirements, including but not limited to: standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs and Enrollment Management.

The following procedure shall apply to requests for exceptions to established academic policies:

1. The student shall complete the Academic Standards Petition that is available online and at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, or medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward College from the previously attended institution.
2. All requests for fourth (4<sup>th</sup>) course attempts must include documentation that is in compliance with State Statute and aligned to the course date of the course failures and withdrawals.
3. The Campus Dean of Student Affairs or designee must sign the petition and forward it to the Associate Vice President for Student Affairs/College Registrar's Office no later than five (5) business days prior to the scheduled meeting. Any exceptions to the deadline must be approved by the Campus Dean of Students or Center Dean based on extenuating circumstances.

4. The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
5. In cases involving entering new or re-entering Broward College students who are requesting re-entry after academic suspension or a code of conduct violation that caused suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of in the student's scheduled appointment.
6. After careful review of the petitions, the Committee shall make recommendations to the Vice President for Student Affairs and Enrollment Management. The Vice President for Student Affairs may accept the recommendations from the Committee or make a different decision based on the facts and information presented by the student and/or the committee.
7. The student shall be notified of decisions in writing by the Vice President's office.

#### **Academic Honesty**

Broward College expects its students to be honest in all of their coursework and activities. Breaches of academic honesty include, but are not limited to, cheating, plagiarism, misrepresentation, bribery, and the unauthorized possession of examinations, papers, or other class materials that have not been formally released by instructors. A student's academic work must be the result of his or her own thought, research, or self-expression.

The term "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, looking at text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work formation to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone 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.



The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, 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. Plagiarism also includes 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 the intent of this policy.

Breaches of Broward College’s policy on academic honesty may result in academic penalties and/or disciplinary action. At the discretion of the

instructor, academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for the course. In addition, the instructor or another BC employee may refer a student to the Dean of Student Affairs for student disciplinary action in accordance with the BC Student Handbook. Such discipline may include suspension or expulsion from the College.

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

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information about FERPA, please review the Section on Student Rights and Responsibilities in this Catalog.

