

A photograph of three students, two women and one man, looking at a book together. The image is overlaid with a blue tint. The text 'ACADEMIC AFFAIRS' is centered in a white box.

ACADEMIC AFFAIRS

### 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 enroll in an extra course, but in no event shall the maximum load exceed 21 credit hours each 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 College-wide ombudsperson, who shall make the final determination. Petitions must be received by the Associate Vice President for Academic Affairs/College Registrar's Office, 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 are required to provide official transcripts from all previously attended post-secondary institutions. Prior to the students' term of enrollment, transcripts should be sent to:

Broward College Registrar's Office  
4205 Bonaventure Blvd.  
Weston, FL 33332

Students who attended a post-secondary institution outside of the United States are required to provide transcripts in English.

If the transcripts were not issued in English, the applicant must also provide a certified English translation from a certified translator. A minimum Grade Point Average (GPA) of 2.0 or its equivalent is required. A commercial evaluation is required for all course work completed, with upper and lower level course distinctions.

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 participating in the Florida State Course Numbering System or from out-of-country post-secondary institutions when commercial evaluations of those transcripts are provided. Transferability of foreign credits is completed using a course-by-course analysis. Upper Division coursework is evaluated for students pursuing Baccalaureate degrees.

According to the College's transfer credit policy [5.34](#), previously earned credits may transfer but are not accepted for a specific degree program. Grades earned from other colleges are not computed in the cumulative grade point average at BC.

Transfer students who are dismissed from another college or university for disciplinary reason will be required to submit a petition and appear before the Academic Standards Committee. Students who are dismissed for academic reasons will be required to meet with their Academic Advisor. Transfer students who have already completed an Associate of Arts or baccalaureate degree at another college or university, cannot enroll in an Associate of Arts 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 [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. Refer to Academic Standards of Progress policy [4.23](#).

### **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 [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 or a failing grade recorded for the course.

**Campus/Center Closing**

Due 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
CR	Credit	0
PR	Progressing at a satisfactory pace but has not completed the course	0
W	Official Withdrawal	0
WN	Non-Attendance	0
X	Audit	0
XC	Audit status after drop/add period and prior to audit deadline except on a third attempt	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.

**NOTE:** 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**

Students must show a definite pattern of attendance and participation during the enrollment verification period during the first two weeks of the term. When students do not adhere to these guidelines, a WN for non-attendance will be recorded during the verification period. No refund will be given.

### **Audit - X, XC 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 Associate Vice President for Academic Affairs/College 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.

<b>Grade Appeal Process</b>
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The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal process described in Procedure [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 GradGre Appeal Brochure. A copy of the brochure can be obtained in the Academic Advisement offices on each campus/center.

<b>Applicable Catalog</b>
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A student who is continuously enrolled in courses during all major terms may choose to meet either the requirements in effect when initially enrolled, or those in effect at the time of graduation.

If a student’s enrollment is interrupted by two or more major terms the student must meet either the requirements of the catalog in effect at the time of re-entry, the requirements of the catalog in effect at the time of graduation or must be granted an exception by petition.

If a program is eliminated due to a lack of interest, viability, and/or demand while a student is currently enrolled, the College will offer an alternate educational plan to be completed within a specific period of time to replace the applicable Catalog. The revised teach-out plan will ensure that the program is phased-out over a gradual five-year period in order for currently enrolled students to complete the remaining program requirements and graduate in a timely manner.

College courses, including but not limited to those in the health sciences, completed more than ten years prior to the date of enrollment (or re-admission) at Broward College may require the approval of the appropriate instructional dean to ensure that course work satisfied graduation requirements. Or, the student may be required to demonstrate an acceptable level of competency in the course by completing an examination.

### **Recency of Credit**

College courses completed more than 10 years ago may require approval of the appropriate Pathway Dean or 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.

Short sessions, Weekend College, and classes that meet less than three times per week are adjusted to include the required equivalency of credit hour instruction.

### **Semester System**

The academic year is divided into 3 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 (spring) are approximately 16 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 12 weeks in length. Term III (summer) is approximately twelve weeks in length. Term III includes Session 1, which is 12 weeks in length, and Sessions 2 and 3 which are six weeks in length.

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. Attempts include the original grade, repeat of courses, withdrawals and audits. 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.

**NOTE:** 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 provided in the Course Information Table included as an Appendix to the Catalog. 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 provided in the Course Information Table included as an Appendix to the Catalog. Students should know what the academic requirements are before attempting to register for a course. Check the course descriptions and the Course Information Table.

### 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 150 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 Ombudsperson

The campus Ombudsperson or designee will assist student requests for exceptions to the College academic policies in accordance with College policy and procedure [6Hx2-5.28](#) – Academic Standards Committee. The College-wide ombudsperson shall render final decisions on Academic Standards petitions as well as serve as the appellate authority in Student Code of Conduct appeals in accordance with College policy and procedure [6Hx2-5.02](#) – Student Code of Conduct.

<b>Academic Standards Committee</b>
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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 College-wide ombudsperson.

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 (4th) 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 Services or designee must sign the petition and forward it to the Associate Vice President for Academic 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 of the Academic Standards Committee meeting 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 dismissal, 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 College-wide ombudsperson. The College-wide ombudsperson 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 College-wide ombudsperson..

<b>Academic Honesty</b>
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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.

### **Developmental Education Program**

Broward College is committed to the philosophy that all students should be offered the opportunity to achieve their maximum potential. To help students acquire and/or refresh the communication and computational skills necessary to be successful in college-level coursework, BC offers a multifaceted Developmental Education Program. It provides students with assorted skill remediation options, including: developmental education courses in mathematics, writing, and reading; non-credit accelerated skill refresher options offered by the Office of Continuing Education; and a free, self-paced college readiness massive open online course (MOOC) available for students to take at almost any time. Students are strongly encouraged to confer with an academic advisor to choose a method of remediation that best suits their skills and abilities.

The following are Broward College's developmental education courses:

***Mathematics***

MAT0018C  
MAT0028C  
MAT0022C  
MAT0057

***Writing***

ENC0015C  
ENC0025C  
ENC0017C\*

***Reading***

REA0007C  
REA0017C  
REA0055  
REA0056

\*ENC0017C is an integrated writing/reading course that is equivalent to ENC0025C and REA0017C.

### **Exemption from Developmental Education Program**

Fulfillment of one or more of the following 5 criteria will exempt a student from the placement test and developmental education course requirements at BC:

1. Entered 9th grade in a Florida public or charter high school during the 2003-2004 school year or thereafter AND earned a Florida standard high school diploma
2. Currently serving as an active duty member of any branch of the United States Armed Services

3. Possess test scores (SAT, ACT, CPT, PERT, or FCAT 2.0) not more than two years old that meet or exceed the Florida statewide [minimum score](#) requirement. [Note: To request scores from the College Board be sent to Broward College, use the school code 5074]
4. Have successfully completed developmental education course requirements in writing, reading, and mathematics
5. Completed college-level English Composition and Mathematics courses with a grade of ‘C’ or better at a regionally accredited college or university

### **Non-Exemption from Developmental Education Program**

All students who meet one or more of the following nine criteria are required to complete placement testing:

1. Earned a Florida public high school Certificate of Completion (state code W8A or W53)
2. Began 9th grade in a private school or non-Florida high school then moved to Florida and entered a Florida public high school
3. Earned a high school equivalency diploma or GED
4. Received high school level instruction from a “Home Education Program”, as defined in [Florida Statute 1002.01\(1\)](#)
5. Graduated from a private high school
6. Graduated from a high school located outside of Florida
7. Graduated from a Florida public high school prior to 2007
8. Is a prospective dual enrollment student
9. Is a military veteran who is not an active duty member of a branch of the United States Armed Services

### **Developmental Education Credit**

Developmental education courses carry credit, but the credits cannot be used to satisfy degree requirements.

Consequently, there are federally mandated credit-hour (and equivalent clock-hour) restrictions on the extent to which a student may use veteran’s benefits and/or federal financial aid to assist in paying for these developmental education courses, in addition to any EAP courses. Additionally, it is important to note that some other forms of financial aid awards may not be used to pay tuition/fees for developmental education courses. For more detailed information, students are advised to: (a) first read the Student Financial Aid section of this catalog, along with the extensive financial aid information provided on the Broward College website; and then (b) consult with a financial aid advisor within the Office of Student Financial Services.

### **Non-Exempt Student Enrollees in Developmental Education Courses**

A non-exempt student whose placement test scores fall below the minimum in writing, reading, and/or mathematics shall not be permitted to enroll in college-level English or Mathematics courses until successfully completing the appropriate developmental education courses or achieving placement test scores that meet or exceed the statewide required minimum.

All such students are required to enroll in at least one developmental education course each term in which they are enrolled until all developmental education requirements have been satisfied.

To increase academic success, non-exempt developmental education students who are seeking degrees and have not previously attended college must adhere to the following restrictions:

- Students who test into two or more developmental education disciplines (ENC, MAT, and REA)

are limited to no more than four classes (maximum of 14 credit hours) in a full 16-week fall/spring term. In a 12-week summer term, such students are limited to a maximum of two courses per 6-week mini-session or a maximum of four courses in the 12-week full session. Prior to summer term registration, students are strongly recommended to meet with an Academic Advisor.

- Students who test into REA0007C are required to register for the course during their first term.
- Students who test into REA0017C are required to register for either this course or ENC0017C during their first term.
- Students are required to take the highest level of developmental reading (REA0017C or ENC0017C) the term immediately after successful completion of the lowest level of developmental education reading (REA0007C)
- Students testing into three developmental education disciplines (ENC, MAT, and REA) are advised to satisfactorily complete the developmental education reading sequence (REA007C and/or either REA0017C or ENC0017C) either prior to or while concurrently enrolling in a developmental education math course (MAT0018C, MAT0022C, MAT0028C or MAT0057).
- Students testing into at least two developmental education disciplines (ENC, MAT, and REA) are advised to enroll in a student success skills course within their first semester.

Students must meet with an Academic Advisor in any campus Office of Academic Advisement regarding proper course selections, sequencing, and requirements.

### **Maximum Attempts per Course**

Based on state regulations, students may enroll no more than three times in any particular developmental education course. Students may not “audit” developmental education courses. Students will be assessed the full cost of instruction for the third attempt, which is the non-resident tuition rate.

### **Alternative Providers for Developmental Instruction (Offered at BC)**

Broward College’s Office of Continuing Education provides a wide variety of [refresher options](#), including:

- EDI0753 Start Smart Integrated Reading/Writing Boot Camp
- EDI0754 Start Smart Mathematics Boot Camp
- EDI0339 Algebra Refresher Online Course
- EDI0534 P.E.R.T. Test Prep

Students interested in this option should obtain additional information from any campus Office of Academic Advisement. Non-exempt students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

### **Alternative Providers for Developmental Instruction (Outside of BC)**

Students have the option of improving their college readiness skills by pursuing developmental education instruction through programs offered by private providers. Prior to doing so, students interested in this option should obtain additional information from any campus Office of Academic Advisement. Non-exempt students exercising this option must retake and pass the appropriate sections of the PERT, the Postsecondary Education Readiness Test, prior to enrolling in college-level courses.

**NOTE:** Private providers are not affiliated with BC and the College neither endorses nor warrants their services. BC assumes no responsibility related to the operations of these providers, and specifically disclaims any and all liabilities resulting from, or arising out of, or in connection with, students’ use of their products and services.

## English for Academic Purposes (EAP)

The purpose of the EAP Program is to prepare non-native English-speaking students to function successfully in BC courses.

### Communication

EAP0100C  
EAP0200C  
EAP0300C  
EAP0400C

### Reading

EAP0120C  
EAP0220C  
EAP0320C  
EAP0420C

### Composition

EAP0185C  
EAP0285C  
EAP0385C  
EAP0485C

### EAP Course Sequences

#### **Non-Credit Courses: do not carry college credit:**

Level 1: EAP0100C, EAP0120C, and EAP0185C  
Level 2: EAP0200C, EAP0220C, and EAP0285C  
Level 3: EAP0300C, EAP0320C, and EAP0385C  
Level 4: EAP0400C, EAP0420C, and EAP0485C

#### **Credit-Bearing Courses: carry elective credit:**

Level 5: EAP1520C; EAP1540C\* and Level 6: EAP1640C

**\*NOTE:** An EAP student must successfully complete all three Level 4 courses before entering EAP1540C.

### Academic Service Learning

Broward College proudly offers service learning opportunities for students. Academic Service-Learning is a course-based teaching and learning approach that integrates traditional study with community service to:

- Enrich learning
- Teach civic responsibility
- Strengthen communities

Academic Service Learning connects the *curriculum* -what students learn in class – with relevant and meaningful *service* in the community through collaboration with local agencies.

Students enhance their academic learning, civic responsibility and interpersonal relationships by participating in real world projects. They are engaged as active and informed citizens knowing that their contribution matters.

### Blended Learning Opportunities

Many courses at Broward College are offered in a blended format. Typically in blended courses some portion of campus face-to-face time is replaced with online learning activities. This provides students with flexibility, making education accessible to the working individual.

Blended courses are the “best of both worlds” and a good choice for students who enjoy both online and on-campus learning but cannot spend as much time on campus as would be required for a traditional face-to-face course. Class time may be used for small group work, review of difficult concepts or assistance with assignments. Students submit work online or in class. In a blended course a learning management system is used to submit work and communicate online with instructor and the class.

Some blended courses are offered in an accelerated format, such as 8-week sessions, permitting students to complete courses in a shortened time frame.

To learn more about how blended learning can help you successfully complete your educational goal, please email [ctel@broward.edu](mailto:ctel@broward.edu) or call the Center for Teaching Excellence and Learning at 954-201-4537.

## Credits for Prior Learning

Broward College values the college-level knowledge students acquire while in high school, at work and other life experiences, and military experience. Credit for Prior Learning options afford students the opportunity to accelerate the time it takes to complete a degree.

Students interested in these options must first apply to BC and pay the non-refundable application fee.

### **Advanced Placement**

Advanced placement exams are taken after students complete the corresponding Advanced Placement courses, which are available to juniors and seniors in most Broward County high schools. To qualify for college credit, students must earn an appropriate passing score on the nationally administered exam. Credits will not be awarded for examinations that duplicate course work or other exam credits previously posted to a student's academic record. In order to award credit, Broward College requires an official grade report, sent directly to the college from College Board, not a student copy. More information about Advanced Placement, including descriptions of courses and sample examination questions, is available online at [www.collegeboard.com/ap](http://www.collegeboard.com/ap).

### **Armed Services Educational Credits**

Broward College will conduct an evaluation of educational experiences in the Armed Forces and award postsecondary level credits at the freshman and/or sophomore levels when appropriate. The evaluation procedure will be comprised of two categories of military experiences. TYPE I will be the evaluation of military courses listed in the Guide to the Evaluation of Educational Experience in the Armed Forces, American Council on Education. The Associate Vice President for Academic Affairs/College Registrar's Office will receive and evaluate petitions for military courses in the same manner as other incoming transfer credits. TYPE II will be the evaluation of other military training and experiences by the Department of Experiential Learning. The standard fee for the assessment of Prior Learning Assessment (PLA) will be applied to TYPE II evaluations.

Students interested in this option should see an Academic Advisor to complete the "Request for Evaluation of Military Courses" form.

### **Cambridge AICE (British AS-Level and A-Level)**

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels." Students who wish to receive AICE credits should submit official transcripts to the Associate Vice President for Academic Affairs/College Registrar's Office. Information about the program, including course syllabi, can be found on-line at [www.cie.org.uk/countries/usa](http://www.cie.org.uk/countries/usa).

### **College Level Examination Program (CLEP)**

The College-Level Examination Program (CLEP) program provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without enrolling in classes. Students seeking CLEP credit at Broward College but do not wish to become BC students must submit a non-credit admissions application to the Admissions/Registration Office. Individuals wishing to become BC students and receive CLEP credit must apply to Broward College and pay the non-refundable application fee. Former BC dual enrollment students must submit a Re-Entry application but do not pay the application fee. Broward College's CLEP code number is 5074. CLEP tests are administered throughout the year at any of the three campus testing centers and the Miramar West Center testing center. Check the Testing Center webpage for CLEP testing opportunities. CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination. This credit is also not included in determining the qualitative or quantitative measures for student financial

aid standards of academic progress annual review. Courses for which credit is awarded is not included in BC enrolled credit hours and are not eligible to meet in residence requirements for graduation. Visit [www.broward.edu/testing](http://www.broward.edu/testing) for more information.

### **DSST Examination Program**

The DSST exams, unlike Advanced Placement, are not built around curriculum, but rather are designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Exams are developed by committees of college faculty. More information about DSSTs, including descriptions of test content and sample examination questions, is available at <http://www.getcollegecredit.com/>.

### **Dual Enrollment**

The Dual Enrollment Program is an accelerated program that allows eligible secondary students to take postsecondary coursework and simultaneously earn both high school and college credits. Early Admission, a form of dual enrollment, allows eligible high school seniors to enroll full time with a minimum of 12 credits in each major term. Dual Enrollment students are exempt from the payment of application, tuition and laboratory fees.

### **Eligibility Requirements**

- Be enrolled as a student in a Florida public or nonpublic secondary school or home education program in Broward County
- Minimum 3.0 unweighted high school grade point average (GPA)
- Place college level on placement test (PERT, ACT or SAT) in all areas – English, Reading and Math
- Earn a grade of “C” or higher in each college level course. (Early Admission students who do not earn a grade of “C” or higher in each course may only continue in the dual enrollment program if they have maintained a college GPA of 2.0, still meet eligibility requirements and have approval from their high school guidance counselor.)

Students should contact their high school guidance counselor to complete the dual enrollment admissions and course selection process. Additional program expectations and dual enrollment guidelines and information for guidance counselors, students and parents can be found at [www.broward.edu/dual](http://www.broward.edu/dual).

### **College Academy @ BC**

The College Academy is a joint venture between the School Board of Broward County and Broward College. It is an accelerated college program that provides students an opportunity to receive a high school diploma and an Associate of Arts (A.A) degree concurrently. For specific program information and admissions requirements, please contact The College Academy @ BC at [collegeacademy.browardschools.com](http://collegeacademy.browardschools.com) or 754-321-6900.

### **Excelsior College Examinations**

Excelsior College Examinations (formerly known as Regents College Exams or the Proficiency Examination Program), are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual college courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College itself is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations can be found on-line at [www.excelsior.edu/Excelsior\\_College/Excelsior\\_College\\_Examinations](http://www.excelsior.edu/Excelsior_College/Excelsior_College_Examinations).

### **Foreign Language Exams**

Broward College accepts languages exams taken through the Brigham Young University's Foreign Language Achievement Tests Services (FLATS). This service allows speakers of other languages to fulfill the foreign language

requirement by passing a computerized foreign language exam. Exams are offered in over 50 languages: Dutch, Japanese, Portuguese-Brazilian, Haitian-Creole, and more. Course credits are not awarded. The foreign language requirement will be fulfilled on the students' degree audit. For more information visit [www.broward.edu/testing](http://www.broward.edu/testing).

### **High school and Technical College Career Programs**

Broward College has specific agreements with Broward County Public Schools that links secondary and postsecondary technical education programs of study. High school or Technical College (Atlantic, Sheridan or McFatter) students who complete a technical program of study will receive training for high skill, high wage occupations and could receive college credit for their course work. Students must complete a technical program at the high school or Technical College and meet the articulation agreement requirements, which may include a comprehensive assessment to validate required technical competencies. The number of credits that will be awarded and the type of assessment that will be used are outlined in the technical education articulation agreements established between Broward College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credits for two years after high school/technical college graduation.

### **Industry Certifications**

Students who earn an industry certification may receive college credit. The number of credits that will be awarded are outlined in the Statewide Career and Technical Education Articulation Agreements and individual agreements between Broward College and Broward County Public Schools. Credit will be awarded once the student has been accepted to Broward College and enrolled in a program of study. Students are eligible to receive credits for three years after receiving their industry certification.

### **International Baccalaureate (IB)**

The International Baccalaureate program is a challenging curriculum offered in high schools around the world that is designed to prepare students for advanced work in many countries' postsecondary systems. Because it is international, the curriculum is not always as closely aligned with courses in American colleges and universities as Advanced Placement courses, and students and teachers often choose topics within a fairly wide range. Students frequently conduct independent projects as part of the curriculum. Many subjects have both Standard Level and Higher Level versions, which typically require additional specialized research or independent work. International Baccalaureate assessments are conducted worldwide, so that an American student's work may be evaluated by a teacher in Singapore or vice-versa, and they often include substantial long-answer components or assessment of student research projects or portfolios. It may be helpful for institutions to talk with the student or to review the student's projects in order to assign appropriate credit. More information about the IB program is available at [www.ibo.org/](http://www.ibo.org/).

### **Prior Learning Assessment Program**

The Prior Learning Assessment Program, developed primarily for working adults, is designed to recognize the academic value of what students have learned through experiences outside the college classroom. Credit for prior learning may result from work experience, employment related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. If students have gained BC course equivalent knowledge, competencies, and/or skills as a result of prior learning experiences, they may be able to earn academic credit through the Prior Learning Assessment Program.

Prior learning credits are not available for all BC courses. Students who have been admitted and who have decided on an academic program may challenge courses through Prior Learning. Students who receive permission to challenge a course from an authorized faculty assessor must pay the required assessment fees and satisfactorily pass a faculty-administered learning assessment before credit can be awarded.

Although there is no limit to the number of hours that students can receive through Prior Learning, 25% of credits required for a degree must be earned by taking classes at BC to satisfy in residence requirements for graduation.

Prior Learning credits appear on student transcripts as "CR." Letter grades are not awarded for Prior Learning. Credits earned through Prior Learning satisfies graduation requirements but may not be accepted as transfer credits at another

institution. Students planning to transfer to other institutions should contact the college or university to determine if Prior Learning credits are accepted.

For more information on **Credit for Prior Learning** visit [www.broward.edu/cpl](http://www.broward.edu/cpl).

### Internship EDGE

The College defines an internship as any short term, supervised work experience specifically related to a student's declared major, for which the student earns (3) academic credits. The internship should provide students with a meaningful experience directly related to their course of study. Students are guided through their internship experienced by a credentialed faculty member who assists in developing measurable learning outcomes, grades mid-term and end-of-term projects, and serves as the intern's advocate.

**NOTE:** The College only supports internships that award college credit, and/or paid internships.

#### **Eligibility Requirements**

To qualify for an internship, the student must be currently enrolled in a degree program, be in good academic standing (minimum 2.0 GPA) and have completed at least 24 credits.

#### **International Students**

International students in F1 visa status are eligible to participate in an internship if they meet the following requirements:

Have one year in valid F1 status.

1. Must be in good academic standing.
2. The internship is an integral part of the student's degree program.
3. Students must be enrolled in the internship class for the term they will be employed.
4. Must have been offered a job and have the name and address of the employer.

*International students should contact the International Student Admissions Office for an approval*

Interested students should register and upload a resume to BC's online job board [www.broward.edu/ccn](http://www.broward.edu/ccn), and attend a mandatory internship orientation.

For more information on requirements and program eligibility, please visit [www.broward.edu/internship](http://www.broward.edu/internship) or contact the Internship EDGE Office at:

3501 S. W. Davie  
Road Building 19,  
Room 116  
Davie, FL 33314  
954-201-7515  
[internships@broward.edu](mailto:internships@broward.edu)

### Robert "Bob" Elmore Honors College

The Robert "Bob" Elmore Honors College is one of the most highly rated two-year Honors programs in the country, serving the College's best and brightest students in a vibrant learning community. The Honors College serves approximately 1,200 students annually. These students engage with dedicated faculty and with one another in a seminar-style environment that helps Honors students get the most out of their time at Broward College while

preparing them for the future. Honors College graduates have won 16 of the prestigious Jack Kent Cooke Undergraduate Transfer Scholarships, ranking second in the nation among institutions whose students have won this award. Honors students have also been awarded the Barry Goldwater Scholarship as well as many other scholarships, awards, and prizes. Our Honors graduates have transferred to and also received scholarships from some of the most prestigious colleges and universities in the country, including Harvard University, Georgetown University, Columbia University, New York University, The University of Texas at Austin, and The University of California, Berkeley, among many others. The mission of the Robert “Bob” Elmore Honors College of Broward College is to provide an enriched program in a vibrant, active community of students, faculty, and staff which:

- Stimulates independent and creative thought;
- Challenges the intellect;
- Enhances career and professional development;
- Builds self-confidence and empowerment; • Promotes opportunity for cultural enrichment; and • Promotes a global perspective.

### **Advantages of Becoming an Honors Student**

Honors Faculty teach dynamic, discussion-based classes which are capped at 20 students. Honors classes create an enriched and specialized learning experience for our Honors students and Honors College members receive special recognition and benefits, including but not limited to: priority registration privileges, orientation programming, designated Honors advisors at each major campus, and a variety of other opportunities such as participation in the annual Honors Colloquium and Honors conferences at the state, regional, and national level. Honors College students are also recognized each year for their academic, leadership, and service at the annual Honors Awards Celebration.

The Robert “Bob” Elmore Honors College also offers the following scholarship opportunities: Irm’s Honors Scholar Award, Honors Term Scholarships, and Honors Scholarship for International Studies.

The Honors College also supports a variety of extra-curricular activities which promote scholarship, leadership, and service, including the Honors Student Committee, Brain Bowl, Math Team, and Model United Nations. Many Honors College students are also invited to join the Phi Theta Kappa Honor Society and the Sigma Kappa Delta Honor Society.

Associate of Arts degree Honors students who maintain a minimum 3.5 Overall/Honors GPA and complete the required number of Honors courses, including Honors Introduction to the Humanities and Honors Interdisciplinary Studies, can also take advantage of a specialized degree program and earn the Honors College Certificate. Honors courses are noted on the official transcript and eligible students receive Honors College graduation regalia to wear at the Broward College commencement ceremony. Students who are pursuing Associate in Science, Associate in Applied Science, and Bachelor’s degrees at Broward College should contact the Honors College or visit the Honors website (see below) for information about earning an Honors College Certificate.

In addition to all of the benefits described above, the Robert “Bob” Honors College also offers Associate’s students support and guidance for their transfer to a four-year degree program. Honors College students are assisted in the transfer process with specialized seminars and workshops to prepare them for the transition to a four-year degree upon their graduation from Broward College and to match them to transfer scholarships available from our regional partner institutions such as Florida Atlantic University, Florida International University, and Nova Southeastern University.

### **Honors College Eligibility Information**

Students entering Broward College as freshmen are eligible to apply for admission to the Honors College based on their unweighted high school GPA, SAT, ACT, or PERT scores. Current Broward College Associate’s degree students who have completed 6 college-level credit hours, are eligible for college-level courses, and have earned a minimum 3.5 Overall/Honors GPA are also eligible to apply for admission to the Honors College. Eligibility information, campus contact information, and the Honors admissions application are available on the Honors College website: <http://www.broward.edu/honors>.

For more information about the Honors College experience at Broward College, please visit the Honors website

(<http://www.broward.edu>) or contact the Honors College main office as listed below.

**Robert “Bob” Elmore Honors College**

A. Hugh Adams Central Campus Bldg. 3, Room 101 954-201-7645 [honorsinfo@broward.edu](mailto:honorsinfo@broward.edu)  
[www.facebook.com/honorsbc](http://www.facebook.com/honorsbc) [www.twitter.com/honorsbc](http://www.twitter.com/honorsbc)