

I CAN

BROWARD COLLEGE®



About Broward College	4
Mission and Vision Statements.....	4
Core Values	4
Accreditation.....	5
Notice of Non-Discrimination.....	5
Campus Directories	6
Campus Maps.....	7
Academic Calendars.....	12
Academic and Student Services Administrators	15
Career Pathways	16
Career Pathways and Areas of Study.....	17
Choosing a Program and a Career.....	23
Degrees and Programs at Broward College	23
Attend Classes Your Way	25
Navigating Broward College	26
Virtual Queue.....	26
Student ID Numbers	26
What is BC One Access.....	26
How to access your account.....	25
What is BC One Access.....	26
Email Scam Protection	27
What is myBC	28
Technical Support	28
College Communication to Students.....	28
BC Navigate	29
BC Alert Emergency Mass Notification System	30
Privacy of Your Records.....	30
Student ID Cards.....	31
Title IX and Sex Discrimination.....	31
BC Tobacco-Free and Smoke-Free Environment.....	32
Public Safety	32
Campus Security Authorities.....	32
Student Right to Know.....	33
Academic and Student Support Services.....	35
Student Financial Aid.....	35
Tuition Payment Plan	39
New Student Orientation	41
Student Ombudsperson Web Portal.....	41
Recording of Classroom Lectures	41
Academic Advising.....	42
Academic Planning	43
Employment Solutions	43
Finding a Job or Internship.....	44
Academic Success Centers.....	45
Online Tutoring Services	45
Libraries.....	46
Accessibility Resources: Services for Students with Disabilities.....	46
Seahawk Outreach Services	47
Information Technology.....	47
Broward College Pay-for-Print.....	48
Testing and Assessment Services.....	48
Student Clubs and Organizations.....	49
Student Government.....	49
Student Publications	50
Student Journalism - The Observer.....	50

Student Literary Magazine- P'an Ku	50
Competitive Academic Teams.....	50
Tigertail Lake Recreational Center	51
Student Mental Health Counseling	52
Dining/Cafeterias and Vending Services	52
Bookstores	53
Fitness Centers.....	53
Organizations Exclusive to Baccalaureate Students	53
Robert "Bob" Elmore Honors College and Honor Societies	54
Honor Societies	54
Student Rights and Responsibilities	56
College Transfer Guarantee.....	56
Excess Hours Advisory Statement	56
Course Withdrawals.....	57
Family Educational Rights and Privacy Act	57
Religious Observances.....	61
Grades and Grade Appeals Policy.....	62
Grades and Grade Appeals Procedure.....	65
Class Attendance Policy.....	71
Disability Services and Academic Accommodations for Students Policy.....	73
Disability Services and Academic Accommodations for Students Procedure.....	75
Student Code of Conduct Policy.....	77
Student Code of Conduct Procedure.....	85
Student Sexual Misconduct Policy.....	93
Student Sexual Misconduct Procedure.....	96
Substance Abuse Policy	104
Meningitis and Hepatitis B.....	105
HIV/AIDS.....	105
HIV/AIDS Education	107
Student Ombudsperson.....	107
Acceptable use of Technology and Email.....	108
Copyright Compliance.....	109
Complaint Process for Students for Non-Instructional Issues Policy.....	109
Complaint Process for Students for Non-Instructional Issues Procedure	111
Refund of Tuition and Fees Policy	114
Refund of Tuition and Fees Procedure.....	116
Academic Standards Committee Policy	118
Academic Standards Committee Procedure	119
Unlawful Discrimination and Retaliation Policy	120
Unlawful Discrimination and Retaliation Procedure	121



About Broward College

Mission Statement

Transforming students' lives and enriching our diverse community through academic excellence, innovation, and meaningful career opportunities.

Vision Statement

Broward College will be a destination for academic excellence, serving students from local communities and beyond. The College will embrace diversity — student, faculty, staff, and business partnerships — and foster a welcoming, affirming, and empowering culture of respect and inclusion. The College will stand at the leading edge of technological and environmentally sound innovation, providing attainable, high-quality educational programs. Broward College will be recognized for its recruitment and retention of diverse, outstanding faculty and staff whose primary focus will be to promote the success of each individual student while supporting lifelong learning for all students. As a model post-secondary institution, the College will connect its students to diverse local and global communities through technical, professional, and academic careers.

Core Values

Academic Excellence and Student Success

Achieving student success through high-quality, learning-centered programs and services while continuously evaluating and improving student learning outcomes that reflect the highest academic standards. This is accomplished by providing flexible educational opportunities accessible to all students, regardless of time or place.

Diversity and Inclusion

Creating a community that celebrates diversity and cultural awareness while promoting the inclusion of all members.

Innovation

Developing and implementing the most emergent technologies and teaching/learning methods and strategies to create learning environments that are flexible and responsive to local, national, and international needs.

Integrity

Fostering an environment of respect, dignity, and compassion that affirms and empowers all its members while striving for the highest ethical standards and social responsibility.

Sustainability

Ensuring effective, efficient use of college resources while implementing fiscally sound practices and environmentally sustainable initiatives that can be modeled in collaboration with our community.

Lifelong Learning

Promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.

Broward College Accreditation

Broward College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate in Arts, Associate in Science, Associate in Applied Science, Bachelor of Science, and Bachelor of Applied Science degrees. Broward College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Broward College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on [SACSCOC's website](https://www.sacscoc.org/).

Notice of Non-Discrimination

Broward College does not discriminate on the basis of race, color, gender, national origin, religion, age, disability, marital status, sexual orientation, gender identity, genetic information or other legally protected classification in its programs and activities.



Campus/Center Directory

A. Hugh Adams Central Campus

Dean, Student Services	Bldg. 19, Rm. 106	954-201-6522
Associate Dean, Student Services		
Academic Advising	Bldg. 19, Rm. 154	954-201-6874
Director, Student Life	Bldg. 19, Rm. 101	954-201-8709
Student Life/Photo ID Office	Bldg. 19, Rm. 101	954-201-6756
Manager, Student Services		
Seahawk Outreach Services	Bldg. 19, Rm. 170	954-201-4859
Associate Dean, Student Services		
Admissions/Registration	Bldg. 19, Rm. 137	954-201-4595
Assistant Director, Financial Aid	Bldg. 19, Rm. 168	954-201-4456
Cashier's Office	Bldg. 19, Rm. 141	954-201-6937

North Campus

Dean, Student Services	Bldg. 46, Rm. 222	954-201-2300
Associate Dean, Student Services		
Academic Advising	Bldg. 46, Rm. 223	954-201-2661
Director, Student Life	Bldg. 46, Rm. 146	954-201-2325
Student Life/Photo ID Office	Bldg. 46, Rm. 133	954-201-2325
Manager, Student Services		
Seahawk Outreach Services	Bldg. 46, Rm. 230	954-201-2310
Associate Dean, Student Services		
Admissions/Registration	Bldg. 46, Rm. 229	954-201-2470
Assistant Director, Financial Aid	Bldg. 46, Rm. 252	954-201-2493

Judson A. Samuels South Campus

Dean, Student Services	Bldg. 68, Rm. 206	954-201-4595
Associate Dean, Student Services		
Academic Advising	Bldg. 68, Rm. 213	954-201-8932
Director, Student Life	Bldg. 68, Rm. 270	954-201-8676
Student Life/Photo ID Office	Bldg. 68, Rm. 190	954-201-8316
Manager, Student Services		
Seahawk Outreach Services	Bldg. 68, Rm. 130	954-201-4767
Associate Dean, Student Services		
Admissions/Registration	Bldg. 68, Rm. 138	954-201-8838
Assistant Director, Financial Aid	Bldg. 68, Rm. 117	954-201-8882

Broward College Online

Dean, Student Services	Bldg. 46, Rm. 222	954-201-2300
Associate Dean, Student Services		
Academic Advising	Bldg. 46, Rm. 223	954-201-2661
Director, Student Life	Bldg. 46, Rm. 146	954-201-2325
Student Life/Photo ID Office	Bldg. 46, Rm. 133	954-201-2325
Manager, Student Services		
Seahawk Outreach Services	Bldg. 46, Rm. 230	954-201-2310
Associate Dean, Student Services		
Admissions/Registration	Bldg. 46, Rm. 229	954-201-2470
Assistant Director, Financial Aid		Qless

Central Campus

**BROWARD
COLLEGE**

A. HUGH ADAMS CENTRAL CAMPUS
3501 S.W. DAVIE ROAD, DAVIE, FL 33314



3501 SW Davie Road, Davie, FL 33314

1	Not in use	17	University College Library and the Center for Teaching Excellence & Learning
2	Not in use	18	Buehler Observatory
3	Robert "Bob Elmore Honors College	19	Student Services
4	Bailey Hall/Visual and Performing Arts	20	Public Safety
5 West	Florida Children's Theatre/College Academy	21, 22	Institute of Public Safety
5 East	Chester Handleman Hall and Classrooms	27	International Student Enrollment Services Office (ISSO)
6	Fine Arts/Arts Gallery	108	Parking Garage
7	John H. Payne Hall/Physical and Biological Sciences & Mathematics	1008	Health Sciences Simulation Center (HSSC)
8	Center for Health Science Services		Florida Atlantic University
9	Gene A. Whiddon Hall/Business Administration, Speech, Language and Journalism	49	Liberal Arts
10	George E. Mayer Gymnasium	50	Chiller Building
11	Fitness Center	51	Student Wellness Center
13	Computer Sciences	52	Education and Science Building
16	Buehler Planetarium	53	Davie Greenhouse
		54	Student Union

North Campus

**BROWARD
COLLEGE**

NORTH CAMPUS
1000 COCONUT CREEK BLVD, COCONUT CREEK, FL 33066



1000 Coconut Creek Boulevard, Coconut Creek, FL 33066

JA-1	Junior Achievement World - Huizenga Center at Broward College	52	Classrooms
41	Health Sciences Center/Eido's Café & Bookstore	56	Dr. Paul W. Cauffiel Building Social and Behavioral Sciences
42	Utility/Physical Plant	57	Dr. Stephen C. Barker Building/Biological/Physical Sciences/Mathematics
46	Admissions/Student Services/ Campus Safety/Cafe/Bookstore/ Testing/Career Center/SOS	60-100	Omni Auditorium/Dance Studio
47	English/Communication/ Reading/EAP/ESL/ College Academy	60-300	Classrooms/Offices
48	Computer Science/ Engineering	60-400	Classrooms
49	Administrative Offices/ Classrooms	60-500	Wellness
50	Business Administration/ Fine Arts	62	North Regional Library/ Academic Success Center (ASC)
51	Dr. Peggy Green Sustainability Institute/ Teacher Education Program/ Business		

South Campus

**BROWARD
COLLEGE**

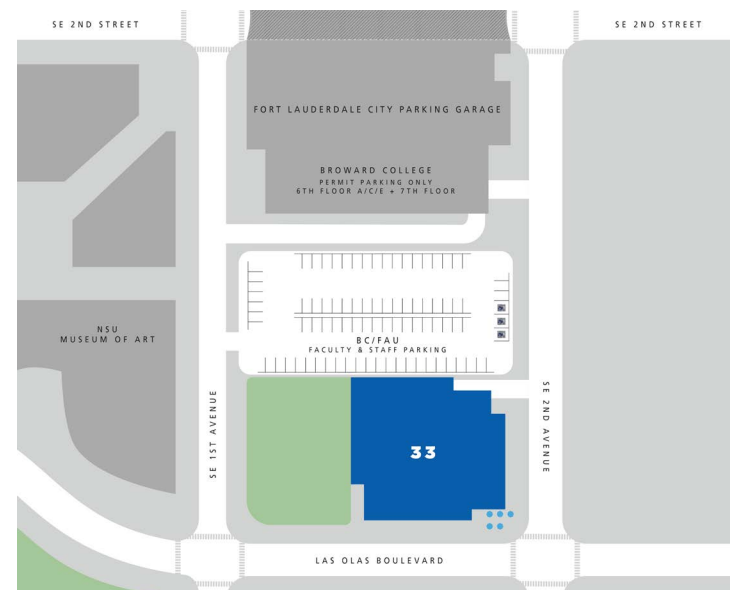
JUDSON A. SAMUELS SOUTH CAMPUS
7200 PINES BLVD., PEMBROKE PINES, FL 33024



7200 Pines Boulevard, Pembroke Pines, FL 33024

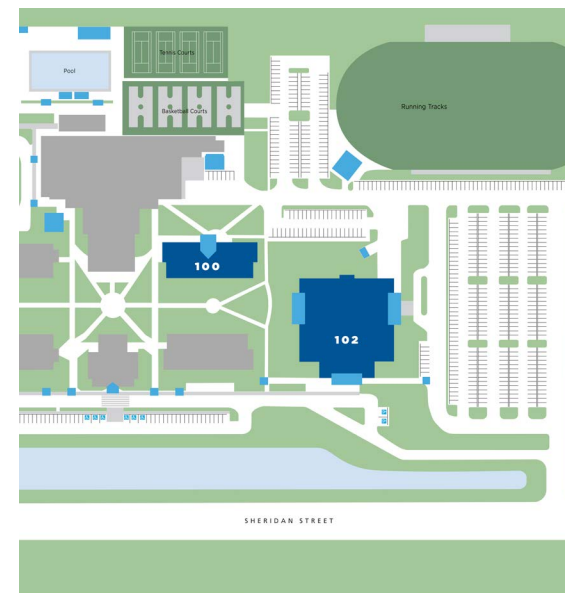
- 64 Campus Facilities
- 65 Gymnasium
- 66 Science Pathway and Classrooms
- 67 Bookstore
- 68 Student Services/Seahawk Marketplace/
Performing and Cultural Arts Theatre (PCAT)/
Robert "Bob" Elmore Honors College/Cafeteria
- 69 Social & Behavioral Sciences & Human Services
& Mathematics Pathways & Classrooms
- 70 Technical and Mathematics Building
- 71 Schlesinger Hall -Administrative Offices/Business
Pathway/Accessibility Resources and
Classrooms
- 72 English and EAP/Nursing Pathway/Academic
Success Center (ASC) and Classrooms
- 73 Facilities Support Services
- 81 Broward College and South Regional Library
- 82 Grounds Maintenance
- 97 Chiller Plant
- 98 Automotive/Marine Center
- 99 Emil Buehler Aviation Institute

Willis Holcombe Center



111 East Las Olas Boulevard, Fort Lauderdale, FL 33301

Pines Center



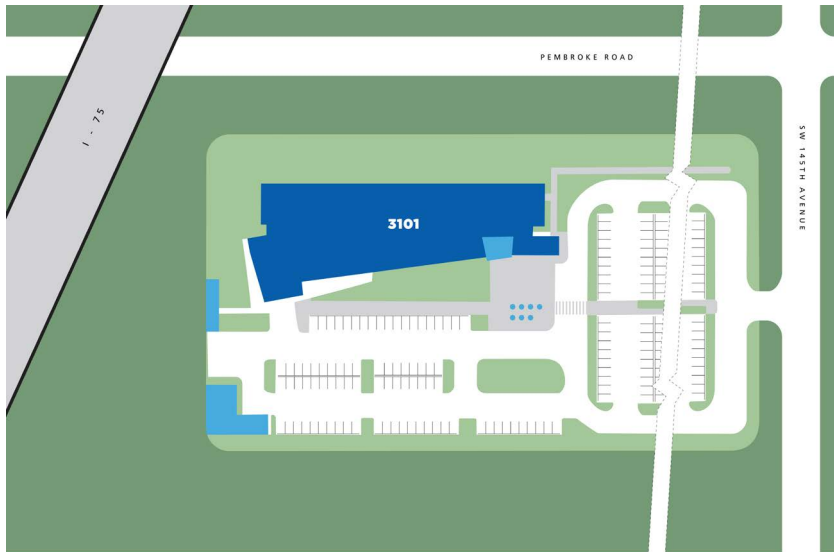
16957 Sheridan Street, Pembroke Pines, FL 33331

Miramar Civic Center



2050 Civic Center Place, Miramar, FL 33025

Miramar West Center



1930 SW 145th Avenue, Miramar, FL 33027

Academic Calendar

Fall 2023 (Term 20241)

	Session I	Session II	Session III	Session IV
Classes begin	Aug. 18	Aug. 18	Sept. 6	Oct. 16
Weekend College classes begin	Aug. 19	Aug. 19	Sept. 9	Oct. 21
Last day to add a class	Aug. 24	Aug. 20	Sept. 12	Oct. 18
Last day to drop with 100% refund	Aug. 25	Aug. 25	Sept. 13	Oct. 23
Attendance verification period begins	Aug. 26	Aug. 26	Sept. 14	Oct. 24
Holiday (Labor Day) No day or evening classes	Sept. 4	Sept. 4		
Last day to change from credit to audit	Oct. 25	Sept. 21	Oct. 26	Nov. 17
Last day to withdraw from any class with "w"	Oct. 25	Sept. 21	Oct. 26	Nov. 17
Holiday (Veteran's Day) No day or evening classes	Nov. 10		Nov. 10	Nov. 10
Holiday (Thanksgiving) No day or evening classes	Nov. 22-26		Nov. 22-26	Nov. 22-26
Classes end	Dec. 12	Oct. 11	Dec. 1	Dec. 12
Grades available on the web	Dec. 14	Oct. 13	Dec. 14	Dec. 14

Academic Calendar

Spring 2024 (Term 20242)

	Session I	Session II	Session III	Session IV
Classes begin	Jan. 8	Jan. 8	Jan. 22	Mar. 14
Weekend College Classes Begin	Jan. 13	Jan. 13	Jan. 27	Mar. 16
Last day to add a class	Jan. 14	Jan. 10	Jan. 28	Mar. 16
Last day to drop with 100% refund	Jan. 16	Jan. 16	Jan. 29	Mar. 21
Attendance verification period begins	Jan. 17	Jan. 17	Jan. 30	Mar. 22
Holiday (Martin L. King, Jr. Birthday) No day or evening classes	Jan. 15	Jan. 15		
Professional Development Day No day classes. Evening classes only 5 p.m. start	Feb. 23	Feb. 23	Feb. 23	
Holiday (Spring Break)	Mar. 4-Mar. 10		Mar. 4-Mar. 10	
Last day to change from credit to audit	Mar. 22	Feb. 12	Mar. 19	Apr. 16
Last day to withdraw with "w"	Mar. 22	Feb. 12	Mar. 19	Apr. 16
Classes end	May 5	Mar. 3	Apr. 19	May 5
Grades available on the web	May 97	Mar. 12	May 7	May 7

Academic Calendar

Summer 2024 (Term 20243)

	Session I	Session II	Session III
Classes begin	May 14	May 14	Jun. 27
Weekend College classes begin	May 18	May 18	Jun. 29
Last day to add a class	May 20	May 16	Jun. 29
Last day to drop with 100% refund	May 21	May 21	Jul. 5
Attendance verification period begins	May 22	May 22	Jul. 6
Holiday (Memorial Day) No day or evening classes	May 27	May 27	
Holiday (Juneteenth) No day or evening classes	Jun. 19	Jun. 19	
Holiday (Independence Day) No day or evening classes	Jul. 4		Jul. 4
Last day to change from credit to audit	Jul. 5	Jun. 7	Jul. 23
Last day to withdraw with "w"	Jul. 5	Jun. 7	Jul. 23
Classes end	Aug. 6	Jun. 24	Aug. 6
Grades available on the web	Aug. 8	Jun. 26	Aug. 8

Academic and Student Services Administrators

Broward College welcomes you and hopes that you will use your time, talents and efforts to become successful in all your endeavors. The Student Services staff, faculty and administration will help you to develop and achieve your goals. Student Services has unique services and functions to provide students with a total package of information, assistance and enrichment. The following people are available to help you achieve your highest degree of success:

Campus/Center Student Services Administrators

David Kenton	Central Campus	dkenton@broward.edu	954-201-6522
Luz Negron Alvarez	North Campus	lnegrona@broward.edu	954-201-2300
	BC Online		
Kimberly Adams-Goulbourne	South Campus	kadamsgo@broward.edu	954-201-4595
	Pines, Weston, Miramar, WHC		

College-wide Academic and Student Services Administration

Dr. Jeff Nasse
College Provost and Senior Vice President, Academic Affairs
jnasse@broward.edu
954-201-7519

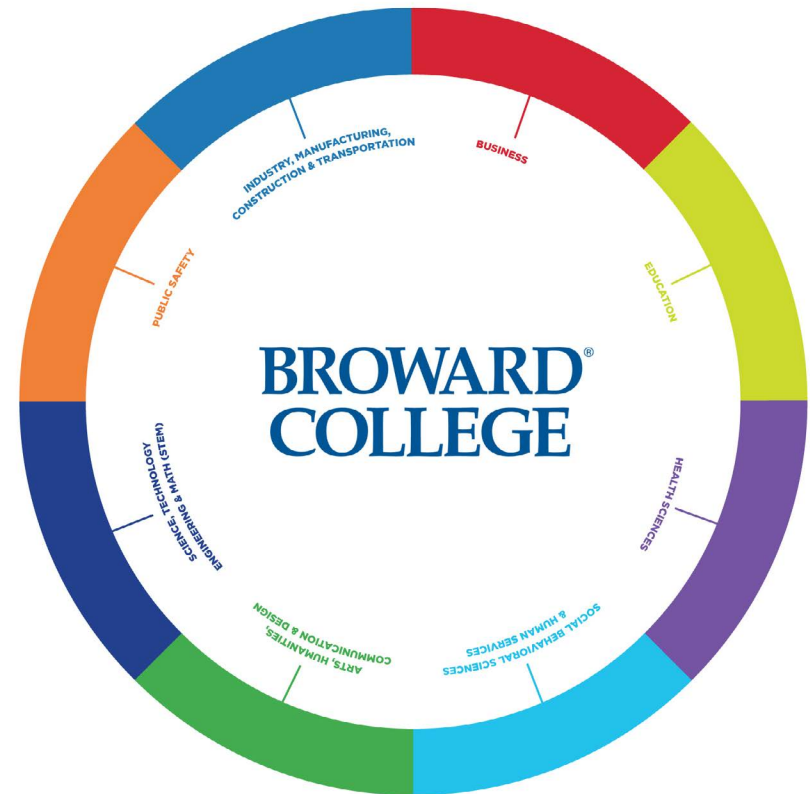
Janice Stubbs
Vice President Student Services
jstubbs@broward.edu
954-201-6464

Tara Jones
Associate Vice President, Student Financial Services
tjones10@broward.edu
954-201-7554

Karen Lee Murphy
Associate Vice President, Academic Affairs/College Registrar
kmurphy@broward.edu
954-201-7471

Esmeralda Sweeney
Associate Vice President, Student Success
esweeney@broward.edu
954-201-8129

Bryan Anderson
Associate Vice President, Enrollment Management
954-201-4336
banders1@broward.edu



Career Pathways

Now that you've decided on Broward College, what will you study? Broward College offers 67 academic programs of study with additional embedded certificates and diplomas with day, evening, and weekend classes plus numerous online course options. With four campuses and five centers in Broward County, you can achieve your higher education goals without commuting far from home.

Broward College has eight meta-majors, more commonly referred to as pathway communities or pathways. Each pathway offers areas of study in several programs that may have common pre-requisites and explore the same interests. Choosing a pathway will provide you with insight into the entire field of study of your interest.

To help you with selecting a pathway and creating an academic plan, make an appointment to see an academic advisor. To schedule an appointment, log in to [myBC](#) - click on BC Navigate and then select "Advising Appointment."

In addition, online advisors are available to answer general academic questions [online](#).

Here's the list of Broward College career pathways, programs, and transfer plans to help transition you to a bachelor's degree and to help you get started in your career exploration journey.

Career Pathways and Areas of Study

Arts, Humanities, Communication and Design (AHCD)



Get ready to take the stage with your ability to perform, publish, design, and entertain. You can find your career in the arts, humanities, communication and design field by investing in your education at Broward College.

Areas of study include:

Architecture, art, dance, film, graphic design, liberal arts, mass communication, new media communication, music performance, music technology, and theatre

Pathway Deans

Scott Miller	wmiller1@broward.edu	954-201-6722
Amoy Reid	areid@broward.edu	954-201-8723

Pathway Associate Deans

Daniela Wancier (Visual & Performing Arts Central Campus)	dwancier@broward.edu	954-201-6193
Ed Cornejo (Arts, Humanities, Communication and Design South)	ecornejo@broward.edu	954-201-8892
Rhonda Bobb (Liberal Arts Online)	rbobb@broward.edu	954-201-5207
Jamie Martin (English, Central)	jmartin5@broward.edu	954-201-6642
Ariana Bianchi (English, North)	abianchi@broward.edu	954-201-2381
Ariel Hernandez, (English, South)	aherna10@broward.edu	954-201-8683

Vacant (Arts, Humanities, Communication and Design, North)

Pathway Dean of Students

Kimberly Adams-Goulbourne	kadamsgo@broward.edu	954-201-4595
---------------------------	----------------------	--------------

Pathway Associate Dean of Students

Jose Lopez	jlopez1@broward.edu	954-201-8838
Mayte Jaime	mjaime@broward.edu	954-201-8932

Institute of Public Safety



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

Areas of study include:

Crime scene technology, criminal justice, law enforcement, corrections officer, fire science technology, homeland security

Pathway Dean

Wayne Boulrier	wboulrier@broward.edu	954-201-6789
----------------	-----------------------	--------------

Pathway Associate Dean

Rudy Jean-Bart (IPS Criminal Justice)	rjeanbar@broward.edu	954-201-4594
Michael De Leo (Professional & Executive development)	mdeleo@broward.edu	954-201-6693
Robert Voss (Criminal Justice Training)	rvoss@broward.edu	954-201-6396

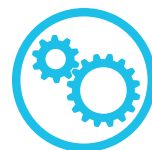
Pathway Dean of Students

David Kenton	dkenton@broward.edu	954-201-6523
--------------	---------------------	--------------

Pathway Associate Dean of Students

Donica Young	dyoung1@broward.edu	954-201-4562
Adam Derosa	aderosa@broward.edu	954-201-6874

Industry, Manufacturing, Construction, and Transportation (IMCT)



Transform your ideas into plans and your dreams into reality. Your dream to fly an airplane or to help manage complex global supply chains can be achieved when you enroll in one of Broward College's exciting programs.

Areas of study include:

Aviation, professional pilot, supply chain management, marine engineering, engineering technology, automotive technology, building construction

Pathway Dean

Russ McCaffery	rmccaffe@broward.edu	954-201-8077
----------------	----------------------	--------------

Pathway Associate Deans

Carla Pinto (Aviation, Automotive, and Marine)	cpinto@broward.edu	954-201-8075
--	--------------------	--------------

D. Preston Steele (Supply Chain Management, Building Construction Technology, & Engineering Technology)	dstele@broward.edu	954-201-8446
--	--------------------	--------------

Pathway Dean of Students

Kimberly Adams-Goulbourne	kadamsgo@broward.edu	954-201-4595
---------------------------	----------------------	--------------

Pathway Associate Dean of Students

Jose Lopez	jlopez1@broward.edu	954-201-8838
Mayte Jaime	mjaime@broward.edu	954-201-8932



Education

Are you passionate about making a difference for the next generation? If so, learn more about what a degree in education can do for you. A great teacher in the classroom starts with the right training.

Areas of study include:

Early childhood education, childcare center management, infant/toddler/preschool, education, exceptional student education, secondary education, middle grades education

Pathway Dean

Elizabeth Molina	ecarrand@broward.edu	954-201-2231
------------------	----------------------	--------------

Pathway Associate Dean

Juan Ospina	jospina@broward.edu	954-201-2500
-------------	---------------------	--------------

Pathway Dean of Students

Luz Negron Alvarez	lnegrona@broward.edu	954-201-2301
--------------------	----------------------	--------------

Pathway Associate Dean of Students

Vacant		
--------	--	--



Health Sciences

As our population ages, the need for more healthcare professionals trained in the latest technology increases. Get hands-on training and participate in clinical internships that will help you gain direct patient care, imaging and diagnostics or health informatics experience.

Areas of study include:

Diagnostic medical sonography, emergency medical services, dental assisting/hygiene, health information technology, nursing, physical therapist assistant, vision care, nuclear medicine, radiation therapy, respiratory therapy, radiography

Pathway Deans

Nora Powell	npowell@broward.edu	954-201-2060
-------------	---------------------	--------------

Sara Turpel	sturpel@broward.edu	954-201-6772
-------------	---------------------	--------------

Pathway Associate Deans

Nancy Gonzalez	ngonzale@broward.edu	954-201-8012
----------------	----------------------	--------------

Barbara Lovell-Martin (Nursing)	bblythel@broward.edu	954-201-2357
------------------------------------	----------------------	--------------

Aisha Tavares (Dental assisting/hygien Health Navigator, Health Information Technology, Health Services Management)	atavares@broward.edu	954-201-6243
--	----------------------	--------------

Julie Sant (EMT, Paramedic, Radiography, Mammography)	jsant@broward.edu	954-201-4379
--	-------------------	--------------

Mayra Limousin-Hernandez (Diagnostic Medical Sonography, Physical Therapist Assistant Vision Care, Radiation Therapy, Cardio-Respiratory Care, Nuclear Medicine)	mlimousi@broward.edu	954-201-2974
---	----------------------	--------------

Pathway Dean of Students

David Kenton	dkenton@broward.edu	954-201-6523
--------------	---------------------	--------------

Pathway Associate Dean of Students

Adam Derosa	aderosa@broward.edu	954-201-6874
-------------	---------------------	--------------

Donica Young	dyoung1@broward.edu	954-201-4562
--------------	---------------------	--------------



Business

Explore the options Broward College has for you in the business field. In today's fast-paced environment, a degree or a certificate is what could set you apart from the rest of the crowd.

Areas of study include:

Accounting, business administration, marketing, paralegal studies, hospitality and tourism management, medical office management, supervision and management

Pathway Dean

Vacant	954-201-2372
--------	--------------

Pathway Associate Deans

Patricia Alphonse (North)	palphons@broward.edu	954-201-2645
David Knopp (Central)	dknopp@broward.edu	954-201-6713
Anne Cardozo (South)	acardozo@broward.edu	954-201-8933
Angel Velez (Online)	avelez@broward.edu	954-201-5327

Pathway Dean of Students

Kimberly Adams-Goulbourne	kadamsgo@broward.edu	954-201-4595
---------------------------	----------------------	--------------

Pathway Associate Dean of Students

Jose Lopez	jlopez1@broward.edu	954-201-8838
Mayte Jaime	mjaime@broward.edu	954-201-8932

Science, Technology, Engineering and Math (STEM)



Some of the most exciting careers are in the STEM industry. If you have good analytical skills, are interested in computers and other high tech and cutting-edge innovations this is where you want to focus your energy. Take on your next big challenge and get your degree or certificate at Broward College.

Areas of study include:

Engineering, computer information technology, IT project management, data analytics, computer programming/analysis, pre-med, life sciences, Internet/networking, physical sciences, environmental science

Pathway Deans

Nichole Vaughan (Science & Wellness)	nvaughan@broward.edu	954-201-6553
Samar Swaid (Information Technology)	sswaid@broward.edu	954-201-2292
Jeffrey Guild (Mathematics)	jguild@broward.edu	954-201-8817

Pathway Associate Deans

Jonelle Orridge (Science, North)	jorridge@broward.edu	954-201-2339
Latanya Fisher (Science, Central)	lfisher@broward.edu	954-201-4404
Leuda Forrester (Science, South & Miramar West Center)	lforrest@broward.edu	954-201-8590

Nichole Vaughan, Dean (Science, Online & WHC)	nvaughan@broward.edu	954-201-6553
Alan Lebovitz (Math, North)	alebovit@broward.edu	954-201-2286
Sui Joo (Math, Central)	sjoo@broward.edu	954-201-6631
Claus Schubert (Math, South WHC, & Miramar West Center)	cschuber@broward.edu	954-201-8944
Kyla Williams (Math, Online)	kwillia3@broward.edu	954-201-3525
Mitch McBee (IT, North/Online)	cmcbee@broward.edu	954-201-7912
Brian Faris (IT, Central/South)	bfaris@broward.edu	954-201-6608

Pathway Dean of Students

Luz Negron Alvarez	lnegrona@broward.edu	954-201-2301
--------------------	----------------------	--------------

Pathway Associate Dean of Students

Frank Kurz	fkurz@broward.edu	954-201-2302
------------	-------------------	--------------

Social Behavioral Sciences and Human Services (SBSHS)



Expand your horizons and join a program that prepares you for a wide range of careers. Maximize your passion to impact the lives of others through the social and behavioral sciences and human services.

Areas of study include:

Human services, counseling, anthropology, geography, geographic information systems, history, international relations, political science, psychology, social work, and sociology

Pathway Dean

Lulrick Balzora	lbazora@broward.edu	954-201-6514
-----------------	---------------------	--------------

Pathway Associate Dean

Todd Bernhardt (North)	tbernhar@broward.edu	954-201-2275
Kisha King (Central)	kking@broward.edu	954-201-6593
Sonia Nieves (South)	snieves@broward.edu	954-201-8901
Rhonda Bobb (Online)	rbobb@broward.edu	954-201-5207

Pathway Dean of Students

David Kenton	dkenton@broward.edu	954-201-6523
--------------	---------------------	--------------

Pathway Associate Dean of Students

Donica Young	dyoung1@broward.edu	954-201-4562
Adam Derosa	aderosa@broward.edu	954-201-6874

Choosing a Degree, Transfer Plan and Career

Before deciding on a program and career, you need to know your interests, abilities, and strengths, as well as current and future labor market demands. Choosing the correct degree to help you transfer into the workforce, or on to a bachelor's degree and into a career is very important to your success at Broward College. Broward College's Employment Solutions department has professional staff and different self-assessment tools that can help you with your search. Some of these resources are outlined below:

Career Coach allows you to complete a career assessment, but also allows you the opportunity to access real-time, current job demand in Broward, Palm Beach, and Miami Dade counties, career-specific salary projections, and Broward College's related degree programs.

FOCUS 2 Career Assessment evaluates your personality traits, skills, and work interests, so you can compare them to careers, job tasks, and specific work conditions, as well as the education requirements needed to land a job and grow in that field. Overall, this tool helps users explore labor market information and compare careers based on their results.

Pathful Explore powered by Virtual Job Shadow allows users to virtually shadow professionals and learn about their day-to-day experiences. Users can also explore labor market information and search occupations by work interest.

Career exploration is a very important step to ensure you are pursuing the correct degree and major based on who you are. Luckily, you are not alone! Our dedicated Employment Solutions professionals have a wealth of knowledge, and numerous resources, to help guide your path. Appointments are available in-person and through Zoom (virtual) with the Employment Solutions team for any career-related topic. To make an appointment, please use the BC Navigate tile within myBC. You may also visit Employment Solutions to learn more about available services to assist with your educational and career goal.

Employment Solutions Career Center locations:

Central Campus	Bldg. 19, Rm. 130	954-201-6612
North Campus	Bldg. 46, Rm. 233	954-201-2355
South Campus	Bldg. 68, Rm. 116	954-201-8865

Degrees and Programs at Broward College

Associate of Arts Degree (AA): Complete this 60-credit hour degree in as little as two years (as a full-time student) and you will be guaranteed transfer into one of Florida's four-year public universities. Please note that it may not be your preferred university and

limited access programs require a separate admissions process. See an academic advisor to create your academic plan and receive additional university transfer information including lower-level prerequisites for your intended major.

Associate of Science Degrees (AS): Complete a 60-88 credit hour degree, dependent upon the program, in as little as two years (as a full-time student) of specialized training, designed to allow you to enter the workforce in a high-demand career with marketable job skills. You may also choose to continue your education by transferring to a Broward College bachelor's program to pursue a Bachelor of Applied Science (BAS), Bachelor of Science (BS), or Bachelor of Science Nursing (BSN) degree. To maximize the transfer of credits, students are encouraged to pursue a bachelor's program that is closely aligned to their earned AS degree.

Associate of Applied Science Degrees (AAS): Complete a 66-74 credit hour degree, dependent upon the program, in as little as two years (as a full-time student) of specialized training, designed to prepare you for entering the workforce in a high-demand career.

Bachelor's Degrees:

- BS in Aerospace Sciences
- BS in Education
- BS in Environmental Science
- BAS in Information Technology
- BAS in Supervision and Management
- BAS in Technology Management
- BAS in Supply Chain Management
- BSN in Nursing: RN-to-BSN program

Educator Preparation Institute (EPI): After earning your bachelor's degree, in a field other than education, enroll in our fully online EPI program to prepare to earn a Florida Professional Teaching Certificate and teach in a P-12 setting.

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

Advanced Technical Certificates: Continue your education, post associate degree by earning an advanced training certificate designed to supplement your AS degree.

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

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

Gainful employment information is available on individual program websites as well as the types of [degrees and majors available](#).

Attend Classes Your Way

These options require you to attend class at a physical campus:



Face to Face (on campus)

Students must go to a college building on a scheduled date and time.



Blended

Blended is a combination of on campus and required online activities. It requires travel to campus based on scheduled dates and times provided by the syllabus. Students must have a reliable internet connection.

These options do not require you to attend class at a physical campus:



Online

Online is 100% ONLINE. Every activity and class work or learning is done independently, online. There is no real-time interaction with the professor. It DOES NOT require travel to a campus location for class dates and times.



Online Live

Online Live meets via zoom based on scheduled dates and times provided by the syllabus. It DOES NOT require travel to a campus location for class dates and times.



Flexible

Flexible makes all course content available for both face to face and online experiences. Students may choose to participate using face to face methods, online methods, or a combination of both based on preferences.

Navigating Broward College

Students have a greater chance to succeed when they take responsibility for their learning and know how to navigate their educational experience while at college.

Virtual Queue

Prospective, new, transfer, and current students interested in speaking to a live representative from Student Services, including Academic Advising, Admissions and Registration, International Services, Career and Technical Education (CTE), Veterans Services, Cashier's Office or Financial Aid can visit our [Virtual Queue via Qless](#) by scanning the QR code below. Students can visit any of our three campuses for in-person assistance.



Student ID Number

All Broward College applicants are given a unique student ID number upon application. This number is used to identify the student at the College and used when communicating in person or virtually. The College stores limited academic record information with the social security number for the primary purposes of applying for financial aid, providing verification documentation to the federal government for aid, applying for employment, and the institution's obligation to federal and state reporting.

How to access your account

Once you have submitted the Broward College Admissions application, a communication will be sent to your personal email with your Broward College student ID, email address and username. Your Broward College student email will be in the format of username@mail.broward.edu. The email account will not be active until you have completed all the steps that apply to you on the [Steps to Starting College](#) at Broward College.

If you do not know your username or email address, go to the [Find my Username page](#). You will need your first name, last name and your date of birth or your student ID.

What is BC One Access?

BC One Access is a secure portal that provides access to your Broward College resources, www.broward.edu

for example: myBC, D2L, Office 365 and more.

Login to [BC One Access](#) or go to the BC website and select Login. You will use your BC email address and password to login, your password will be the one you created on the last step of the admissions application. Once you have entered your correct login and password, you will be guided and required to setup multi-factor authentication.

Please visit our knowledge base articles for [first time login assistance](#), for step-by-step instructions for setting up your account.

BC One Access provides multi-factor authentication as an extra layer of security to protect your personal information, which is highly recommended. Remember to add the OneLogin Protect app to your mobile device, set up your security questions, and create a strong password. For further assistance with BC One Access, please visit the [Information Technology Help Desk Knowledge Base](#) articles.

Email Scam Protection

Email is a great communication tool but also makes it an opportunity for malicious users to lure potential victims with phishing scams, bait and switch using fake websites, fabricated documents to engage with a victim, lowering their guard and having the user provide personal sensitive information and/or convincing them to perform an action.

Scams might involve unsolicited fake business opportunities, work from home, such as easy money for volunteering or minimal effort, “free” goods by providing information, receive money for making gift card purchases, investment opportunities, “guaranteed” loans or credit such as grants, scholarships, or other financial assistance.

Phishing emails are well crafted, convincing, spoofed emails attempting to appear to be legitimate from an individual or a company representative. Do not trust an unsolicited email and treat attachments with caution. These emails may attempt to deceive, request information and/or money, contain malicious links to harm the computer or insert/modify email rules, gather sensitive information or login credentials with a fake website or web form. In addition, these phishing tactics also come in other forms such as: text messages known as Smishing, phone calls known as Vishing.

Hovering the cursor over the link may reveal a misaligned URL link. Before providing information, verify the contents of the email by calling the organization from a reputable phone number, not with the contact information included in the suspicious email.

Install reputable anti-virus software on personal devices and keep it up to date; it will provide additional protection from malware when accidentally interacting with these emails. [AV Test](#) has the latest performance metrics and recommendations. A subscription plan often comes with technical support and protection for multiple devices.

Lastly, consider identity theft protection from your bank or credit card company. If personal information is provided to a scammer, this protection will alert when information is found on the dark web, or if someone is trying to open an account under your name and give the ability to freeze your credit score. Visit recognizing and [avoiding email scams](#) for more information.

What is myBC?

MyBC is the primary portal you will use as a student to manage your account, register for classes, review your academic records and financial aid, and pay for tuition and fees as well as access many important student resources and information.

Log in to myBC through [BC One Access](#) using your BC email address and password. Please visit our [First Time Login Assistance](#) knowledge base articles for instructions on how to login to myBC using BC One Access.

Technical Support

Broward College offers a range of technical services to support students in their academic pursuits. Here are some of the services provided:

1. Internet Access: Students have access to reliable internet connectivity throughout the college campus.
2. Printing, Scanning, and Copying: Broward College offers printing, scanning, and copying facilities to help students with their document needs.
3. Email using Office 365: Students are provided with email accounts powered by Office 365, which offers a reliable and feature-rich email service.
4. Microsoft Office Suite: Broward College provides access to the Microsoft Office suite, including applications like Word, Excel, and PowerPoint, to enhance students' productivity and facilitate their coursework.
5. BC One Access: BC One Access is a platform that offers various services to students, including access to productivity tools, academic resources, and other relevant information.
6. Desire to Learn (D2L): D2L is an online learning management system used by Broward College to facilitate online learning. It provides a platform for accessing course materials, submitting assignments, engaging in discussions, and more.
7. Wi-Fi Connectivity: Wi-Fi is widely available throughout the college campus, ensuring that students can connect their devices and access online resources seamlessly.

For technology assistance or to explore more services, you can access the [Service Portal](#), which serves as a comprehensive resource for students to seek technical support and find relevant information regarding technology services at Broward College.

College Communication to Students

All Broward College (BC) applicants are issued a username and student identification number at the point of application submission. When your identity is confirmed, the username issued becomes your Broward College email account, which is the official communication method used by Broward College.

College administration, staff and faculty will communicate with you through your Broward College email account. Please click [How to Use Student Email](#) for steps to use your email account.

Your personal email account will only be used for College business until the point of identity confirmation, so make sure your BC email can be accessed and viewed on your

handheld devices or accessed through other electronic means.

BC Navigate

Want to make college less complicated? Let BC Navigate help you. BC Navigate is your personalized navigational tool that will guide and support you from your first term through graduation at Broward College. It provides crucial resources and reminders to include: Academic Support, Career Planning, Financial Aid, etc. at your fingertips. Stay up to date regarding important deadlines and relevant information by opting-in for text messages.

Make appointments online with your assigned academic advisor in BC Navigate through myBC. You can find your assigned academic advisor by going to [BC Navigate](#) under the Resources tab.

Explore academic programs and careers that work for you and your goals. Monitor your academic plan and determine which classes to register for each semester. Updating and accepting your academic plan will make it much easier for you to register when you log into BC Navigate through myBC for One Click registration.

To-Dos, Events, and Personal Reminders: After logging in to Navigate, a student may first choose to examine his/her To-Do list. This list will show what a student should address that day.

Appointments: Students are strongly encouraged to make an appointment to meet with their assigned advisor to update their academic plan. Click the Appointments tab on the left side.

Resources: The Resources tab provides useful information about many aspects of the College to include Academic Support, Career Planning, Financial Aid, etc. The student can find contact information for their success team (e.g. advisors and locations).

Hand Raise: Allows students to “raise their hand” to ask for help. Hand Raise functions like an alert that students issue on themselves, connecting them directly to services at the college.

Surveys: Students can view College surveys and share feedback.

Holds: Students can view any holds that may hinder registration.

Class Schedule: Students can view the classes they are registered for as a list or in a calendar format. It should generally follow the academic plan.

My Major: Answer a few questions and explore majors and careers that fit your interests.

Account: Students can update their profile and notification settings to opt-in to receive text messages and email notifications.

Study Buddies: A student can opt into a study group for the course sections he/she is enrolled in. This allows the student to connect with other students who are enrolled in that same course section and arrange study groups and meetups.

Planner: Finally, by clicking on Planner at the top of the screen, the student can access his/her academic plan. The student can drag classes in and out of the terms that are shown. On the staff side of Navigate, advisors can also see this plan, and can make suggestions to the student. After a student has planned out their courses, they can register for the courses through Navigate using One Click Registration.

BC Alert Emergency Notification System

BC Alert combines all of our emergency notification systems into a single-system concept to aid in the awareness of students, faculty, staff, and visitors. Regardless of which notification methods/technologies are utilized, all emergency notification and warning messages come from BC Alert. In order to keep everyone informed of emergency incidents, it is critically important that everyone – all students, faculty, and staff be enrolled in notifications for the BC Alert system.

Updating Contact Information

In order for the BC Alert system to be most effective, users must review their contact information and update it as needed. Please see the instructions below.

Students:

1. [Login to One Access](#) and select the MyBC tile.
2. Bring the cursor to the “Personal” tab and select “Change Address.”
3. Review and update as necessary.
4. Scroll down to the bottom of the page and click “Update.”

Privacy of Your Records

FERPA and the Parent of the Student

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. According to Federal FERPA Regulations 34 CFR 99, and Florida Statute 1002.22, the parents of a student who has reached the age of 18 years, or is enrolled in a post-secondary program, no longer have any rights under the provisions of this policy, unless the student gives written consent to release the information.

Any student who would like to allow another person to access their education records must complete a [FERPA Release Form](#).

FERPA and Directory Information

FERPA also allows Broward College to release “directory information” without obtaining the prior consent of the student. The following is what Broward College considers directory information: name, enrollment status, degrees, and awards received.

Students have the right, under FERPA, to “opt-out” of the release of directory information by submitting a [FERPA Directory Information Opt-Out Form](#). Students who opt-out of the release of directory information will also be considered to have opted out of the release of military recruitment information.

If you have questions related to FERPA processing, please send an email to FERPA@broward.edu. For more information, please review the [Frequently Asked Questions \(FAQ\)](#).

Student ID Cards

For all degree-seeking students, it's essential to have a [Broward College ID card](#). You can obtain this card from the Student Life office on any campus. Whether you choose to get your ID virtually or in person, remember to always carry it while on campus and be prepared to present it when requested. Failure to show your ID upon request breaches Article 10 of the Student Code of Conduct, as per Policy 5.24. Some courses may specifically need a physical ID over the virtual one, so please consult with your program's Associate Dean for clarity. Your initial ID is provided at no cost. However, a \$15 fee applies for replacements if it's lost or stolen. For our veterans, your ID will proudly feature a "VETERAN" badge as a token of our appreciation for your service.

Your student ID card provides you access to:

- Student services
- Academic Success Center materials
- Student activity center
- Bookstore/financial aid verification
- Wellness center

Central Campus	Bldg. 19, Rm. 101	954-201-6756
North Campus	Bldg. 46, Rm. 133	954-201-2325
South Campus	Bldg. 68, Rm. 190	954-201-8316

Online Photo Submission

Use our online portal to easily submit the photo you would like included on your ID Card. You can submit your photo with a smartphone, tablet, or computer.

Our office will then review the photo and notify you via your Broward College email if it is approved or denied. BC Carding Office reserves the right to refuse any photos that do not meet our requirements.

Once approved, students can pick up their Student ID Card at any main campus Student Life office. All new students must be registered for classes to be eligible for an ID Card.

View Virtual Student ID

1. Log in to myBC
2. On the main menu select Personal > View Virtual Student ID

Title IX and Sex Discrimination

Students who believe they are victims of sexual misconduct should contact the Title IX Coordinator:

Jennifer Newell
Senior Director, Student Conduct & Integrity

Title IX Coordinator
TitleIXCoordinator@broward.edu
954-201-4886

Students may also report sexual harassment or sexual misconduct by completing the [Sexual Harassment/Sexual Misconduct Reporting Form](#).

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

For additional information, please see the [student sexual misconduct website](#). A complete version of the College Policy and Procedure regarding sexual misconduct can be found on page 93 of this handbook.

Broward College Tobacco-Free and Smoke-Free Environment

In accordance with the Florida Clean Air Act, the College has established a no smoking program. Broward College is committed to promoting a safe and healthy environment for its faculty, staff, students and visitors. Extensive research shows that tobacco use, including smoking and breathing secondhand smoke, is a health hazard. Accordingly, the District Board of Trustees has established a tobacco-free college environment.

The use, distribution or sale of tobacco or objects or devices intended to simulate tobacco use, is prohibited, including, but not limited to the following:

- Cigars
- Pipes
- Chewing tobacco
- Snuff
- Snus
- Vapor devices
- Water pipes
- Hookah electric cigarettes
- Any other nicotine or tobacco delivery devices (including vaping devices)

This tobacco and smoke free policy is in effect and the prohibited areas include, but are not limited to, atria, entranceways, enclosed hallways within buildings, parking lots, grounds, rooftops, courtyards and exit ways. Smoking is prohibited in College owned or leased vehicles, whether or not on College property, for all indoor spaces, outdoor locations, including parking lots.

Visit Broward College [Policy 6Hx2-7.21](#) regarding the tobacco and smoke environment policy to learn more.

Public Safety

The College's Public Safety phone number is 954-201-HELP (4357). The Public Safety office on each campus provides students, faculty, staff, and visitors with safety tips and information, and patrols, 24-hours/365-days per year.

Public Safety is radio-dispatched and provides parking/traffic enforcement, lost and found services, and fire response. Broward College Public Safety officers possess state and www.broward.edu

federal certifications and are also certified emergency first-aid, CPR/AED responders. Public Safety refers incidents of a criminal nature to the local law enforcement agency that has jurisdiction over a specific campus or learning center. Each Public Safety office maintains a daily incident log for that campus, which is made available upon request.

Reporting a Crime or Incident

Procedures for Reporting a Crime or Incident:

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

All students, faculty/staff members, and guests of Broward College are encouraged to report criminal activity, activity of a suspicious nature, and emergencies of any sort that occur at any of Broward College's campuses or learning centers directly to the Public Safety Department as soon as possible to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the College community, when appropriate.

Students, faculty/staff, and guests should immediately report crimes in progress and other emergencies by dialing 911. Crimes should be accurately and promptly reported to Public Safety or the appropriate law enforcement agency, the victim of a crime elects to, or is able to, make such a report.

Campus Security Authorities (CSAs)

For those who would prefer to report a specific incident or crime to someone other than Public Safety or local law enforcement officers, Broward College has designated certain members of its faculty and staff to serve as Campus Security Authorities (CSAs). Persons designated by the College as CSAs include: Public Safety personnel, Academic Deans and Associate Deans, Student Life Directors and Administrators, Faculty Advisors to student groups/clubs, and Student Services Officials.

All CSAs receive training and directives in accordance to their participation within the program and can respond to reported incidents. In compliance with the Clery Act, all crimes reported to a CSA are forwarded to Public Safety or the Clery Compliance Officer for inclusion in the Annual Security Report.

As a result of the negotiated rule-making process, which followed the signing into law of the 1998 amendment to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities (CSAs).

Pastoral and professional counselors acting in the scope of their professional license are not considered to be CSAs and are not required to report crimes for inclusion into Broward College's annual disclosure of crime statistics. Professionally licensed counselors can only encourage persons to report crimes to the appropriate authorities.

Broward College does not employ mental health counselors but instead has a partnership with Henderson Behavioral Health Services to provide services to students in need.

Student Right To Know

The College provides campus crime statistics as mandated by The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The current crime statistics

are available in our Annual Security Report located on our [Public Safety web page](#).

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

Broward College Public Safety enhances the safety and security of the College community through the delivery of educational campaigns that consist of a wide range of programs, seminars, presentations, and events which are offered on a continual basis. These awareness, education, prevention programs and campaigns empower students, faculty, and staff to be aware of their part in developing a safe and secure community by being responsible for their own security and the security of others.

During the 2022 calendar year, Broward College offered several different crime prevention, security, and safety awareness program pieces. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the 2022 academic year. Included within these programs are those which center on sexual assault, dating violence prevention, and active shooter. Specific program and campaign information can be found in our [2022-2023 Annual Security Report](#). In addition to programs, information is disseminated to students, faculty, and staff through crime prevention awareness packets, pamphlets, and other handouts available at all [Public Safety](#) offices and online.

Public Safety Escort

Public Safety provides safety escorts to the entire campus community via the Safety Escort Program. Safety Escorts are available to provide walking escorts for students, faculty members, or employees to and from their vehicle, office, or classroom 24 hours a day/7 days a week. Please contact Public Safety at 954-201-HELP (4357) to request this free service.

Annual Security Report

The Department of Safety, Security and Emergency Preparedness is committed to assisting all members of the Broward College community in providing for their own safety and security. The [2022-2023 Annual Security Report](#) & Safety Information is now available online and in each Public Safety Office.

This report, which is required by federal law, contains policy statements and crime statistics for the College. The policy statements address the College's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations.

Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the College and on public property within or immediately adjacent to the campus. This [report](#) is available online. The Department encourages individuals to print a copy to keep close at hand.

Visit the [Public Safety web page](#) to access the Annual Security Report, active shooter information, [safety policy information](#), the College's emergency plans, helpful brochures and pamphlets, and much more.

Academic and Student Support Services

Financial Aid

[Student Financial Services](#) departments include Financial aid, Bursar and Credit and Collections areas. These departments provide support to assist Broward College students who can benefit from furthering their education but cannot afford to attend school without financial support. For further information, please feel free to visit the campus offices or join [QLESS](#), [our virtual line to speak with a representative](#). For office hours and additional information, visit the [Student Financial Services web page](#) or call 954-201-2330.

Financial aid applications must be submitted each year. In order to be considered for the maximum aid available, students must apply for financial aid as early as possible. Filing for financial aid begins with completing the online Free Application for Federal Student Aid (FAFSA).

Broward College will supply students with an estimated Pell Grant award after receiving the FAFSA data in the Financial Aid office. The estimated Pell Grant is used to provide a temporary fund source for paying tuition and fees, however, the Pell Grant will be re-evaluated for eligibility prior to the start of the term to reflect actual enrollment status, actual credits attending, and appropriate eligibility.

It is the responsibility of the student to ensure that all appropriate forms and documentation are submitted to the Financial Aid office in order to confirm awards and eligibility. Students can see financial aid requirements when logged into their myBC account.

Any required documents are reflected as a “Red Flag,” and it is the responsibility of the student to confirm exactly which forms/documents need to be submitted to complete the financial aid process. Students should try to complete this process as soon as possible as failure to do so could result in awards not being posted ahead of the tuition due date.

In such instances, the student would have to pay out of pocket and await reimbursement (if eligible) or risk losing their classes. Conversely, given enough time, the Office of Student Financial Services will have awards posted ahead of payment due dates, and if sufficient, tuition and fees will be covered by the tuition due date.

Students should always confirm, in advance of their payment due date, whether or not their financial aid awards have been posted, adjusted or removed based on eligibility, and should also determine if awards are enough to fully cover their tuition and fees; if not, as stated previously, students are required to pay the balance by the fee due date.

The Broward College [Financial Aid web page](#) provides detailed information on the following:

- How to apply for financial aid with a direct link to the FAFSA
- Scholarships
- Student loan types and process
- Student employment opportunities

- Veterans Affairs programs
- Satisfactory Academic Progress (SAP)
- Attendance and withdrawal requirements
- Useful resources and contacts

Grants

Grants are funds provided by the federal and state government and are generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, and Florida Student Assistance Grant.

Pell Grants have a Lifetime Eligibility Usage (LEU). Students have the equivalent of 12 full-time semesters of Federal Pell Grant eligibility. The duration of a student's eligibility includes all semesters that a student received Federal Pell Grant funding. For further information, visit the [Federal Student Aid website](#).

Loans

Loans are financial assistance that must be repaid with interest. Often repayment is deferred while students are enrolled in a minimum of six or more credit hours. In some cases, the federal government pays the interest while the student is in school. Eligibility for Federal Direct Subsidized Loans disbursed prior to July 1, 2021 is limited to 150 percent of the published length of the academic program. As of August 13, 2021, the Department of Education repealed the subsidized usage loan limit restriction (SULA) for any borrower who receives a Federal Direct Stafford Subsidized Loan first disbursed on or after July 1, 2021, regardless of the award year associated with the loan.

On-Campus Student Employment

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

Scholarships

Scholarships are funded by Broward College, the Broward College Foundation or generous private donors or organizations. Scholarships are awarded based on various criteria such as academic achievement, financial need, and service to the College.

Each scholarship has its own criteria and does not require repayment. Scholarships are based on the availability of funds and cannot be guaranteed.

For more information, go online to [Broward College Scholarships](#). Scholarships administered by the Office of Student Financial Services are either awarded in the financial aid package or students may complete the online Broward College Scholarship Application.

Where applicable, students must have a completed financial aid file (FAFSA and all requested documents). Broward College Foundation Scholarship Application is available on the Broward College website for each academic year.

Florida Bright Futures Scholarships

Florida Bright Futures Scholarships are merit-based funds are available to students seeking postsecondary education in Florida. Students must meet eligibility requirements while in high school and must also notify the state at which school they would like to receive their funding. (The Bright Futures code for Broward College is 062).

Bright Futures funding only partially covers tuition costs; students must confirm their unpaid balance each term and be sure to cover it by the payment due date (if other awards are not available to cover it).

To learn about the rules about initial eligibility and maintaining eligibility, visit the [Bright Futures website](#). To use and maintain your Bright Futures Scholarship at Broward College, read the following important information:

- 2023-24 AWARDEES

Students must apply during their last year in high school (after December 1 and before graduation) for Bright Futures eligibility. Bright Futures Scholarships are packaged and awarded by the Financial Aid office.

- WITHDRAWALS

Students who drop or withdraw from courses who received a Bright Futures award will be responsible for reimbursing the postsecondary institution for the cost of course(s) dropped or withdrawn from. Failure to repay dropped or withdrawn courses will result in temporary suspension of Bright Futures eligibility.

- MAINTAINING ELIGIBILITY

The minimum GPA to remain eligible to receive Bright Futures is determined by the State and is based on the Bright Futures program from which funds have been awarded. Students should check their status and obtain more information online through their OSFA portal every June.

- APPEAL PROCESS

If a student does not meet annual renewal requirements, they can appeal in cases of a verifiable illness or circumstances beyond the student's control. The student must provide an explanation along with documentation related to the mitigating circumstances for the term(s) in question. An appeal must be filed within 30 days of the date of the ineligibility notice sent to the student or by the institution's deadline which is April 30th of the year following the loss of eligibility. Please get in touch with the Financial Aid Office at state@broward.edu to request an appeal form.

Program Objective Enrollment Compliance (POEC)

A Program Objective Enrollment Compliance (POEC) review is required for every student seeking federal student aid. The goal of a POEC is to determine whether or not all classes within a student's schedule for a given term are truly necessary for the completion of that student's declared degree.

Classes that are identified as not required to fulfill the degree requirements for graduation, or not part of the degree program, will be flagged as such, and excluded from financial aid coverage, i.e. any coursework that is not recognized as being required will be excluded when calculating eligibility for Title IV funds (Pell Grant, Direct Subsidized Loans, Direct Unsubsidized Loans, etc.). Classes that are not part of the degree completion requirement will need to be paid by the student out of pocket as federal, state and institutional aid will not apply.

Students who qualify for aid, which exceeds the actual cost of their compliant

coursework, may be able to apply that difference to non-compliant classes. If excess aid does not exist, the student is responsible for the difference.

Excess Funds on Student Accounts Refunds

If there are excess funds once a student's tuition, fees, books, and supplies for a term have been covered, a refund will be generated and sent to the student. These excess funds are disbursed to the student via direct deposit through Bank Mobile once the 100 Percent Refund Date has passed and attendance is confirmed by the instructor(s). Students must ensure they sign up for direct deposit with Bank Mobile through their myBC. If a student is enrolled in multiple sessions, their refund amount may be split into multiple checks and disbursed after the 100 Percent Refund period has passed for each session.

Veterans Affairs Information

Broward College has educational programs for Veterans which include pursuing approved Associate and Bachelor's degrees and some certificate programs. Enrollments are sent to the U.S. Department of Veterans Affairs each semester and attendance is monitored throughout the semester. To be certified by Broward College Veterans Services, all Veterans, Reservists, National Guardsmen, and eligible dependents of Veterans must submit a Veterans Benefits Certification request form each term they are enrolled. For more information, visit [Broward College Veterans web page](#).

Questions regarding the GI Bill can be directed to 1-888-GI-BILL (1-888-442-4551) or to the U.S. Department of Veterans Affairs [website](#).

Return of Title IV Funds

If a student completes 60 percent or more of a term/payment period, the student earns all eligible aid during that term/payment period, and a Return to Title IV calculation is not required. However, withdrawing will affect a student's Satisfactory Academic Progress and eligibility for financial aid.

The student must meet with their academic advisor or financial aid advisor to determine the proper procedures for withdrawing from classes and the consequences of withdrawing or stopping attendance.

A student who fails to earn a passing grade in any of the enrolled courses of a term/payment period is considered to have unofficially withdrawn. A student who notifies the school of the intent to withdraw from the enrolled courses of a term/payment period is considered to have officially withdrawn.

If a student officially withdraws, then this college will use the date of the official withdrawal to determine the refund calculation and the amount of aid earned. If the student is considered to unofficially withdraw from the term/payment period, then this college will use the midpoint of the term/payment period to determine the amount of aid earned, where a calculation for a return of Title IV financial aid funds is required.

As reauthorized and signed into law on October 7, 1998, the Higher Education Act established the return of Title IV Funds Policy. The revised Return of Title IV Funds policy reflects the changes to the regulations as of July 1, 2021. This policy governs all Title

IV funds, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Subsidized and Unsubsidized Stafford Loans.

Withdrawing could result in a debt to the school, the federal government, or both. Students should register for only the classes that they can successfully complete. By withdrawing from classes, the enrollment will change, and the financial aid award may be adjusted. Additional information on this policy is available on the [Broward College website](#).

Satisfactory Academic Progress Policy (SAP)

All students must maintain Satisfactory Academic Progress (SAP) to retain financial aid eligibility. Academic progress is calculated after each term. To be considered as having ‘passed’ i.e., met standards, a student must:

- Maintain at least a 2.0 Cumulative GPA
 - Be on track to complete their degree requirements within 150 percent of the required number of credit hours for the program. For example, if a program requires 60 credit hours, the student must complete the degree requirements within 90 credit hours (60 credits x 150%).
 - Be at a 67 percent completion rate or higher for college-level coursework attempted.
- Students who have received Warning Status concerning SAP, or have lost financial aid eligibility, should make an appointment with their academic advisor to develop an Academic Success Plan to determine how to return to a passing Satisfactory Academic Progress status to restore eligibility.

SAP Status and Appeal

If you are in a Failed SAP status, you may request an [appeal](#). Filing an appeal does not mean you are eligible to receive federal financial aid. Any institutional costs incurred will need to be paid by the student while in Failed SAP status. An appeal will only be reviewed if you have completed the Satisfactory Academic Progress Appeal form and have submitted all required documents. Please know that if you are approved, you will be limited to aid for only one term at a time until you have reached the three-consecutive term limit.

Listed below is the general processing information regarding the Appeal:

- The Financial Aid Office will notify the student of an appeal decision within 14 business days and the notification is sent to the student’s Broward email account.
- The Financial Aid Office will only consider up to 3 appeals during a student’s lifetime of enrollment at Broward College.
- The Financial Aid Office will only allow an appeal to be applicable for up to three consecutive terms in which a student has enrolled in each term and completed courses within those terms.
- The student will receive, within 14 business days, an explanation via email of why an appeal was denied, and if approved, what is required during the approved term(s).

Students can submit an appeal by completing the Satisfactory Academic Progress Appeal form on the [Broward College website](#).

Tuition Payment Plan

Broward College has partnered with Nelnet Business Solutions to offer a tuition payment plan to help students afford the cost of their education. Students may enroll in

a tuition payment plan for any term at Broward College; however, a new plan is required each term. The earlier a student enrolls, the more plan options the student will have to choose from. The tuition payment plan is only available until the day before the term starts. As a result, students who register for later sessions after the start of the term will not have this as an option.

Plans range from zero to 50 percent down payment with two to four monthly payments:		
Required Down Payment	Number of Monthly Payments	Enrollment Fee
None	4	\$35
25%	3	\$40
50%	2	\$45

Payments are processed on the 20th of each month and will continue for the duration of the selected monthly option until the balance is paid in full. There are no credit checks and no interest.

The student must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

The down payment, along with a \$35, \$40 or \$45 non-refundable enrollment fee will be due at the time of enrollment in the tuition payment plan, \$5 of the enrollment fee is being collected on behalf of the institution.

While most plans will pay the student’s schedule within minutes of completing enrollment, it may take up to one business day for processing, so students are advised to enroll before their fee payment due date.

Simple steps to enroll in the payment plan:

1. Log in to [myBC](#)
2. From “My Financials,” select “Sign Up Options” then “Tuition Payment Plan” or from “Payment,” select “tuition payment plan”

For additional information visit [tuition payment plan](#) or contact the cashier’s office on Central Campus. Enrollment periods are limited and typically close approximately one day prior to the start of the main session.

Schedule Changes

If you drop or add classes or receive financial aid or other tuition coverage, your tuition payment plan agreement amount will automatically be adjusted within the set enrollment dates scheduled by Nelnet Campus Commerce. The time frame in which increases may be made to plans are limited to the start of the enrollment period to the end of the enrollment period. Therefore, the very last day to increase agreement amount is usually the day before the start of the term. However, the last day to decrease is approximately 30 days after the start of the term. Please be aware of these dates as you drop and add classes once the term starts. Once the term has started, if you drop a class within the drop/add period for the session, your tuition payment plan amount will automatically be reduced. Should you add back a class, your payment plan amount will

not increase. If possible, it would be best to add the class you want first then drop the class you do not want to attend.

Tuition Payment Plan Refunds

The College’s tuition payment plan administrator will remit all payments to the College within 45-60 days after the end of the drop/add period for the session. Broward College will issue tuition payment plan refunds to students upon receipt.

Federal Student Financial Aid Penalties for Drug Law Violations

Drug convictions no longer affect federal student aid eligibility. When you complete the Free Application for Federal Student Aid (FAFSA®) form, you must answer whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will receive a worksheet. Please answer the questions on the worksheet; however, your answers will not affect your federal student aid eligibility.

New Student Orientation

As part of the [New Student Orientation](#) process, all degree-seeking students new to Broward College are required to attend an Advising and Registration (A&R) session. Prior to the session, an academic plan is created for each new student in BC Navigate.

At the A&R session they will register for their first term classes, learn how to register for future terms, schedule their first advising appointment, and asked to complete the New Student Orientation located in D2L, where students are informed about programs, types of degrees, support services, engagement opportunities, the use of technology platforms specific to Broward College, safety, code of conduct and Title IX information.

Student Ombudsperson Web Portal

The [web portal](#) for the Office of the Student Ombudsperson is where students can submit concerns online about their Broward College experience that have gone unresolved. The Office of the Ombudsperson will make sure that student concerns are routed properly and that a response is communicated to the student. The Office of the Student Ombudsperson will provide students with guidance about applicable College policy and procedure and will work with students to resolve even the most difficult issues.

Visit the [Office of the Student Ombudsperson](#) for more information.

Recording of Classroom Lectures

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when

incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the faculty member is prohibited. Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of Broward College’s Student Code of Conduct.

Academic Advising

Academic advising services are offered to all Broward College students. Our mission is to teach and empower you to achieve your academic, life, and career goals. For those who are First Time in College (FTIC) students, you are required to attend an advising session during your first term. During this session, advisors use career assessments to engage students in a conversation about their career and vocational goals.

In addition, academic advisors develop an academic plan for all new students in BC Navigate at this appointment. Transfer and continuing students are provided academic advising services through individual appointments either in person, by phone, or via Zoom. Degree-seeking students can access their academic plan to track their degree progress within their specific program of study.

Following New Student Orientation, students will be assigned an academic advisor based on their home campus, degree program, pathway, and last name. Academic advisors are available to all students by appointment at North, Central, South, and Online campuses. In addition, students will receive a welcome email from their academic advisor.

You can schedule your advising appointment through [myBC](#) by following a few simple steps:

- 1. Log in to [myBC](#) on the Broward College homepage.
- 2. Click the “Advising” link at the top of the page and then select “Advising Appointments.”
- 3. This will take you into BC Navigate (You can also click the BC Navigate icon under Quick Links.)
- 4. Click on Appointments to schedule an advising appointment. Follow the prompts. Click “Next” until complete, then click “Confirm” to confirm the appointment.
- 5. [PDF Version of these steps](#)

In addition, online advisors are available to answer general academic questions online. For more information, visit [QLess](#)

Contact Academic Advising on each campus:		
Central Campus	Bldg. 19, Rm. 101	954-201-7350
North Campus	Bldg. 46, Rm. 242	954-201-7350
South Campus	Bldg. 68, Rm. 213	954-201-7350
BC Online	Bldg. 46, Rm. 242	954-201-7350

Academic Planning

An [academic plan](#) is your road map to success and serves as a guide that assists you in selecting the correct courses for your major/career choice. After completing New Student Orientation, it is required that you attend your first advising appointment. During this first appointment, your academic advisor will assist you in confirming your career choice. You will work together to review your degree requirements as you begin the academic planning process. Just like you, your plan is unique. Your academic advisor will work one-on-one with you and help you create a term-by-term plan. This academic plan will provide you with a realistic graduation timeline.

[Please click here](#) to see how you can accept and view your academic plan after you meet with your academic advisor.

You are strongly encouraged to work with your academic advisor and keep them informed of any major changes to your career goals, transfer institution choice, program and/or enrollment status. By doing so, your advisor can work with you to ensure that you have a plan that correctly guides you to academic success and achieving your educational dreams. If you have not created your academic plan, or need to make updates, please schedule an appointment to meet with your academic advisor.

Employment Solutions

The Broward College Employment Solutions department is a student's one-stop-shop for career development and job placement. Employment Solutions offers numerous resources available to students, alumni, and community residents at every stage of their academic and career journeys.

Our solutions include access to dedicated professionals who will guide students through:

- The career exploration and planning process
- Resume assistance, interview preparation, and networking opportunities
- Career readiness workshops
- Access to, and placement in, "earn while you learn" opportunities, such as internships, that provide valuable work experience

Our dedicated professionals understand today and tomorrow's job market and what it takes to thrive in the workforce. Therefore, our solutions also include:

- Access to in-demand Soft Skills Certification
- Numerous opportunities throughout the year to engage in Career Fairs and Employer Spotlight experiences, including pathway-specific lunch-and-learns and on-the-spot job recruitment events
- Ultimately, assistance throughout the entire job search process including hands-on placement services to create meaningful connections between job seekers and employers

Regardless of students' level of work experience, Employment Solutions is here to coach and develop today's students and alumni for tomorrow's next professional steps.

Many services offered through Employment Solutions are available online. Virtual appointments with Employment Solutions professionals are available through Zoom for

any career-related topic. To make an appointment, please use the BC Navigate tile within myBC or Qless. Students may also make appointments to meet with an Employment Solutions professional at one of our on-campus Career Center locations. Visit www.broward.edu/career to access Employment Solutions.

Employment Solutions also has many excellent tools to help students define themselves, connect to jobs and internship opportunities, and take part in events designed specifically for career success. We encourage students to take self-assessments that will generate a list of prospective occupations that match their interests, personality traits, values, skills, and preferred work activities, as well as their life goals in unique and interesting ways. To get started:

- Go to www.broward.edu/career, click on the FOCUS assessment. Use the access code WOLF to get started.
- Explore hundreds of career videos and career profiles through Virtual Job Shadow. Visit broward.edu/careervideos to find the career that's right for you.
- Make an appointment with a Career Coach who can assist you with exploring majors and careers in depth so that you can make an informed decision and stay on track about your career goals.
- Utilize the college's online job board at www.broward.edu/ccn to stay up to date with job and internship positions, career-related events, internship orientations, career center open houses, and more. We encourage you to set up your profile on CCN using OneLogin to stay on top of these exciting opportunities.

Students may email Employment Solutions at employmentsolutions@broward.edu or visit an Employment Solutions department in person.

They are located on each of the college's main campuses:

Central Campus	Bldg. 19, Rm. 130	954-201-6679
North Campus	Bldg. 46, Rm. 233	954-201-2782
South Campus	Bldg. 68, Rm. 116	954-201-6901

Finding an Internship or Job

If you are looking for an internship or a job, register for the College's [online job board](#), College Central Network (CCN). To set up your profile, please use the BC Navigate tile within myBC. Internship and employment opportunities are posted to CCN and designed specifically for you. Other resources such as career exploration, resume assistance, mock interviews, and career-related events are also posted in this database. Visit the Employment Solutions web page for more information about career exploration, job readiness, work-based learning, and job placement resources available to you. Employment Solutions is your one-stop-shop for getting job-ready and making meaningful career connections with employers who are looking to fill internships, part-time, and full-time positions with talent from Broward College.

Pro tip: Internships are one of many helpful career exploration tools. To get started with career exploration, we encourage you to visit Career Coach. Career Coach allows users to complete career assessments and discover in-demand careers and majors aligned to Broward College academic programs. Additional tools available through this resource

include a resume builder and guidance for translating military experience to civilian careers. It also provides access to real-time information about job demands in Broward, Palm Beach, and Miami-Dade counties, career-specific salary projections, and the related degree programs available at Broward College.

Academic Success Centers

Designed to advance academic achievement, the [Academic Success Centers](#) (ASCs) provide currently enrolled and registered Broward College students with various quality support services in a comfortable, collaborative atmosphere. Tutoring services from highly qualified and certified tutors are available in various subject areas at the Academic Success Centers. Students are encouraged to utilize ASC services early and often to develop college-level study skills and become independent learners. Services provided by the ASC include:

- Academic support areas and labs (accounting, business, computer science, economics, English as a Second Language, modern foreign language, Math, science, STEM, writing)
- Certified tutors
- Collaborative project space
- Graphing calculators (loan)
- Laptops (loan)
- Open computer centers with printing and scanning
- Study groups
- Textbook reserves
- Quiet study spaces

Please visit an ASC location or online .		
Central Campus	Bldg. 17, First & second floor ASCcentral@broward.edu	954-201-6660
North Campus	Bldg. 62, Rm. 100 ASCnorth@broward.edu	954-201-2260
South Campus	Bldg. 72, second floor ASCsouth@broward.edu	954-201-8909

Online Tutoring Services

[Online tutoring](#) services are available through [Tutor.com](#) for currently enrolled Broward College students. Through this service, students can access practice tests and review materials in various academic subjects, and work with a tutor in a live, interactive and engaging virtual learning environment. Tutor.com can be accessed 24/7 through a student’s myBC account or Desire to Learn (D2L). Live one-on-one help is available on a limited basis per student, per semester, and students can manage their time through the available minute counter located on the site’s homepage.

Libraries

Broward College Libraries offers three physical libraries and a Virtual Librarian to provide academic and virtual support for programs of study.

At the University/College Library, a joint-use facility with FAU at our Central Campus, students use their student ID cards to borrow materials and use services. Students visiting the North and South Campus libraries or county branch locations affiliated with our Centers use their Broward County Library public library cards to check out print materials. All BC students at any location will use their MyBC student logins to access electronic resources. To access electronic resources (eBooks, journals, articles, newspapers, videos and more) 24/7, visit the Broward College [Libraries homepage](#), or sign in through your Desire to Learn (D2L) course shell. Some of the services provided at the library include:

- Live virtual chat with a librarian
- Research assistance
- One-on-one student appointments
- Single use and collaborative study spaces
- Interlibrary loan services
- Print and electronic research materials
- Course reserves (This includes textbooks. North Campus reserves are in the Academic Success Center and South Campus reserves are in the Library)
- Archives and Special Collections (located at Central Campus)

Central Campus	Bldg. 17	954-201-6648
North Campus	Bldg. 62	954-201-2600
South Campus	Bldg. 81	954-201-8825
BC Online	Cypress Creek	954-201-7918

There are additional public libraries throughout Broward County that are not facilities directly affiliated with Broward College but are located near Broward College Centers and may have resources to assist you. Examples include Pines Center, Building 101, 954-201-3619 or the Willis Holcombe Center (WHC) near the Broward County Main Library, 954-357-7444.

Accessibility Resources: Services for Students with Disabilities

Broward College complies with the Americans with Disabilities Act of 1990, as amended in 2008 (ADAAA), and Section 504 of the Rehabilitation Act of 1973. These laws guarantee students an equitable opportunity to participate in all courses, programs, and activities that the College offers. [Accessibility Resources](#) works directly with students with disabilities, who choose to self-identify, to facilitate the provision of appropriate individualized accommodations as stated in [College Policy 6Hx2.509](#). For more information, contact the Accessibility Resources office that serves your campus:

Central Campus		
WHC	Bldg. 19, Rm. 116-0	954-201-6527
North Campus		
BC Online	Bldg. 46, Rm. 209	954-201-2313
South Campus		
Miramar, Pines		
and Weston Centers	Bldg. 68, Rm. 263	954-201-8913

Seahawk Outreach Services

Students can easily access Seahawk Outreach Services by just logging-in to their BC One Access account.

- Click on the tab “Company Everything”
- Click on the tile that says “SOS”

Broward College Seahawk Outreach Services (SOS) is committed to partnering with college departments and community agencies to provide services and external resources to students facing challenges. The goal is to positively impact enrollment, retention, completion and post-graduation success.

SOS supports students experiencing the following challenges:

- Housing/home and food insecurities
- Community referrals to housing
- Transitioning from foster care to independent living
- Trouble balancing school, family, and work
- Need guidance with community resources

SOS provides the following services:

- Coordinated Care – SOS provides a case management approach to assisting students which promotes persistence, retention and degree completion.
- Community Support – SOS connects students with appropriate community resources to address challenges related to food and/or housing insecurities, financial crisis, domestic abuse, legal issues, aging out of foster care, etc.

Visit our [web page](#), email us at sos@broward.edu, call the main number at 954-201-4767, or contact one of our locations:

Central Campus	Bldg. 19, Rm. 172	954-201-6359
North Campus	Bldg. 46, Rm. 230	954-201-2949
South Campus	Bldg. 68, Rm. 100	954-201-8313
BC Online	Bldg. 46, Rm. 242	954-201-2305

Information Technology

Broward College provides a wide variety of technology services for our students. We provide access to high-speed Internet on campus in our open computer labs, our academic success centers, and college-wide WiFi for our classroom laptop carts and students who bring their own devices.

Our students have access to email and cloud storage using Office 365 and access to the Microsoft Office suite from their personal device while attending Broward College. Online learning is facilitated using Desire to Learn (D2L) and Zoom.

A technical helpdesk is available 24 hours a day, seven days a week if students encounter problems accessing these services on college premises or remotely by submitting a [Helpdesk Ticket](#) or by calling 954-201-7521.

Information Technology provides and supports the following student services, including:

- All computer classrooms, open computer labs and software
- Printing and scanning
- Email and collaboration systems (Office 365)
- Learning management system (Desire to Learn)
- Real-time video conferencing for remote learning (Zoom)
- Advising and planning system (BC Navigate)
- Identity management and application access portal (One Access)
- Online tutorials
- Online transcripts
- Fee payment systems
- Student Information System (myBC)
- Help Desk for students
- College-wide high-speed Internet access (WiFi)

Broward College Student Pay-For-Print

Broward College partners with a leader in managed services for paid copy and printing services for students, faculty, and staff needs in higher education. Student Pay-for-Print provides an easy, secure, and convenient way for students to access and add funds to their print account.

Payment options include credit, or debit through a self-service web portal or cash through payment stations. Students can utilize the web portal or cash method to replenish their print fund account.

- Black and white copy and print: letter size 8 ½ x 11 is 10 cents per page
- Color copy and print: letter size 8 ½ x 11 is 30 cents per page

Printers are located near the Academic Success Centers and convenient locations across the College.

Visit the [Seahawk Print \(Pay-For-Print\)](#) web page for additional information and specific printer locations.

Testing and Assessment Centers

Broward College Testing and Assessment Centers provide a wide array of tests, assessments, and proctoring services to all students and the community. The tests available include (but are not limited to): ACCUPLACER Next Generation, ACCUPLACER ESL (LOEP), Postsecondary Education Readiness Test (PERT), College Level Examination Program (CLEP), BYU Foreign Language Achievement Test Service (FLATS), Florida Civic Literacy Exam (FCLE), Computer Skills Placement (CSP), Health Education Systems

Inc. (HESI A2) exam, National Firefighter Selection Inventory (NFSI), Test of Adult Basic Education (TABE), Comprehensive Adult Student Assessment Systems (CASAS), Pearson VUE, Certipoint, Florida Certification Board (FCB), and NOCTI certification exams, academic course testing, proctoring services, Florida Ready to Work Soft Skills, and much more.

For more information about tests, services, guidelines, policies, procedures, locations, hours of operation, and test preparation, please visit the Broward College [Testing and Assessment web page](#) or email, call, or visit us as at:

Central Campus	Bldg. 17, Rm. 220	954-201-6134
North Campus	Bldg. 46, Rm. 160	954-201-6134
South Campus	Bldg. 68, Rm. 213	954-201-6134
Remote Center	Online	954-201-6134

To email Central, North, or South, email testingservices@broward.edu. To email the Remote Center, email remote-placement@broward.edu.

Student Clubs and Organizations

Student Life provides a variety of engaging and inclusive opportunities for students to explore special interests, develop professional and leadership skills, participate in service projects, and employ holistic wellness. Clubs and other organizations are organized by the following categories: Service, Multicultural, Spiritual, Special Interest Academic and Honors.

Although activities vary somewhat by location, students are not limited to participation at their “home” campus. These groups provide the opportunity for students to collaborate with students/faculty/staff, and enhance learning outside of the classroom.

For a full list of the current clubs and organizations, visit our [Club Roster](#).

For more information about a student organization, or to join a club, contact the [Student Life Office](#).

Central Campus	Bldg. 19, Rm. 101	954-201-6756
North Campus	Bldg. 46, Rm. 133	954-201-2325
South Campus	Bldg. 68, Rm. 188	954-201-8316

Student Government Association

Student Government (SG) at Broward College represents the student body and acts as the voice of all students. Student Government provides opportunities to actively participate in college committees and provides an official forum to gather student concerns and promote positive changes on behalf of their peers. Each campus elects a Student Government Association President, Vice President and Senate. Selected students will have the opportunity to be involved in district and state level conferences, promote civic engagement, and present to campus administration and the Board of Trustees.

Student Government leaders will demonstrate consensus building, teamwork, conflict

resolution, effective communication, and an understanding of the legislative process. For more information, visit [Student Life](#):

Central Campus	Bldg. 19, Rm. 101	954-201-6756
North Campus	Bldg. 46, Rm. 133	954-201-2325
South Campus	Bldg. 68, Rm. 188	954-201-8316

Student Publications

Student Journalism - The Observer

This publication is the bi-monthly college-wide student newspaper. The award-winning student newspaper gives students the opportunity to learn a variety of areas in journalism such as writing, reporting, photography, desktop publishing, and design. The Observer informs the student body and College community, offers a formal workshop series on different journalism topics, officers an annual journalism boot camp, and provides one-on-one instruction between the adviser and students.

Although The Observer’s main office is located on North Campus, Bldg. 60 Rm. 334, students from all campuses are encouraged to participate. For more information, contact The Observer office at 954-201-8035 or via email at theobserverbc@gmail.com and check out the [newspaper’s website](#).

Student Literary Magazine - P’an Ku

This publication is the award-winning college-wide student literary and arts magazine published twice yearly under the direction of an English faculty member. P’an Ku promotes students’ creativity through the display of creative work such as poetry, fiction, short stories, nonfiction, comic strips, architectural design, sculptures, photography, short films, music and artwork.

Students from all campuses are encouraged to not only submit work, but to be part of the staff. For more information, check out the [magazine’s web page](#).

Competitive Academic Teams

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

Brain Bowl

The Broward College Brain Bowl team competes with other participating Florida colleges. Each team consists of up to five members. The first competition is among assigned regions. Winners of the regional tournaments compete in the state tournament, usually held in February or March. Brain Bowl members also participate in the National Academic Quiz Tournaments (NAQT), a nationwide college competition. The Brain Bowl Team at Broward College has a proven track record of victories in the region, state and nation.

Math Team

The Broward College Math Team competes at the annual Florida state Math Olympics at the University of North Florida in Jacksonville. There are two parts to the event: a team portion and an individual portion. Winners take home trophies and cash prizes. Teams usually meet with the coaches to practice on a weekly basis. A math level of Calculus II is recommended.

Model United Nations

The Broward College Model United Nations (MUN) team researches and debates various international topics. Our United Nations simulation conferences take place across the country and students compete with local colleges as well as top-tier national universities. Typically, the MUN team competes in three to four conferences a year, two in the fall, two in the winter as well as attending United Nations simulations and crisis-themed conferences. Additionally, students can expect to participate in on-campus training and events.

For more information on any of the Competitive Academic Teams, visit the [honors web page](#).

Tigertail Lake Recreational Center

Tigertail Lake Recreational Center is Broward College's watersports, sailing, climbing, and challenge course facility where Broward College students can learn a variety of water sports and fitness activities like stand-up paddleboarding, kayaking, canoeing, and more. Tigertail Lake Recreational Center is also open to the public, and there are hourly sessions available on our exciting "Tigertail Aqua Challenge" waterpark, "Tigertail Aerial Challenge O-course" (TACO) challenge course, as well as instructional courses like Lifeguarding/CPR/AED/First Aid and sailing.

Current Broward College students may participate in all the rental activities (kayaks, canoes, windsurfing, stand-up paddleboarding, and sailboat rentals) for a discounted rate. Please note that Broward College students must bring a valid Broward College ID card or know their Broward College student number to verify their "active" status as a student to take advantage of these special discounts.

In addition to our fun water sports, Tigertail Lake Recreational Center has some unique features: The Tigertail Aqua Challenge is our water obstacle course and playground. It features many challenging elements to test yourself on and is great for participants of nearly all ages, from kids to adults. The Tigertail Aerial Challenge O-course (TACO) is Broward College's new ultra-modern ropes course, providing thrills on 46-foot-tall towers and a unique free-fall experience along with two climbing walls. Just like our water sports and other activities, current BC students can receive a discount per session.

Reservations aren't necessary but are strongly encouraged through our online reservation system: www.tigertaillake.com. For more information or for a Tigertail schedule, call 954-201-4500, or email tigertailinfo@broward.edu.

[Tigertail](#) is located at 580 Gulf Stream Way, Dania Beach, FL 33004.

Student Mental Health Counseling

Broward College Policy 5.32

Students can easily access mental health counseling services by just logging-in to their BC One Access account.

- Click on the tab "Company Everything"
- Click on the tile that says "Mental Health Counseling"
- Fill out the application and someone will contact you soon to set up a virtual/phone appointment.

Students are entitled to receive during a 12-month period:

- 6 FREE sessions with a therapist
 - 4 FREE sessions with a psychiatrist
 - Additional sessions can be arranged as needed and based on a payment sliding scale
- You can also always contact the office directly by:

- Calling 954-424-6916 to make a virtual/phone appointment or after hours 24/7 if in a crisis.
- [Registering](#) using the direct link to the application and someone will reach out to you soon with assistance.

Dining/Cafeterias and Vending Services

Broward College [Dining Services](#) are contracted by the College and function as a service to the students, faculty, staff, and administration by providing healthy dining options for the College community. The College Dining Services offers a variety of branded food concepts located at Central, North, and South campuses. Dining Services also provides catering services to Broward College. A complete list of menu items, including prices, hours of operation, and catering guide are available by visiting the [Dining Services web page](#). Dining Services accepts cash and credit cards.

Dining locations:		
Central Campus Food Court	Bldg. 19, Rm. 110	954-201-6459
Central Campus Dunkin Donuts	Bldg. 17, Rm. 130	954-201-6423
North Campus Food Court	Bldg. 46, Rm. 115	954-201-2042
South Campus Food Court	Bldg. 68, Rm. 172	954-201-8335
South Campus Dunkin Donuts	Bldg. 73, Rm. 101	954-201-8335

Vending Services

Vending Services are contracted by the College and serve students, faculty, and staff by providing conveniently located snack and beverage machines throughout the campus community. If you encounter a service or sales issue at any vending unit, please note the machine number and contact the phone number on the machine to report the issue and/or receive a refund. To receive an immediate voucher refund on Central, North, and South Campus, the Campus Bookstores can assist you.

Bookstores

With Barnes & Noble College Booksellers as a partner, Broward College offers students access to the largest selection of affordable course materials through its bookstores – including new, used, digital and rental textbooks, trade books and reference books. We also provide an extensive assortment of non-textbook merchandise that is refreshed continuously to meet the wants and needs of our customers. From customized school spirit apparel, gifts and graduation necessities to convenience items, uniforms and supplies and the latest technology products, your bookstores have students covered. Students can also place an order for textbooks for pickup by visiting the [bookstore web page](#).

Broward College Bookstores proudly serve at the following locations:

Central Campus Bookstore	Bldg. 19	954-201-6830
North Campus Bookstore	Bldg. 46	954-201-2224
South Campus Bookstore	Bldg. 67	954-201-8805

Note: The South Campus Bookstore serves Miramar West along with the Miramar Town Center and the Pines Center. The Central Campus Bookstore serves Broward College Online, WHC and Tigertail Lake Center. The North Campus Bookstore also has Eido's Café, serving Health Sciences students and providing grab and go snack options.

Fitness Centers

Students, staff and faculty, whether full-time or part-time, have free access to various [fitness centers](#) at different campuses. Broward College's fitness centers encourage physical health and well-being by providing the facilities to everyone free of charge.

There are a variety of free weights, machines and cardio equipment. To gain access to the gym, you will need to bring the following items: Broward College Student ID card, towel and workout clothes. Contact the fitness center on your campus to check the schedule.

Exercise facilities locations:

Central Campus	Bldg. 11	954-201-6948
North Campus	Bldg. 60	954-201-2314

Organizations Exclusive to Baccalaureate Students

Broward College RN-BSN Program Honor Society

The purpose of the Broward College RN-BSN Honor Society is to support the learning, knowledge, and professional development of the RN-BSN students and nurses, who are committed to making a difference in local, national, and global health. For more information, contact bblythel@broward.edu.

Iota Xi at-Large Chapter of Sigma Theta Tau International Nursing Honor Society

The Iota Xi at-Large Chapter of the Sigma Theta Tau International Nursing Honor Society is committed to “developing nurse leaders anywhere to improve health care everywhere.” This organization also connects and empowers nurse leaders to transform global healthcare by promoting nursing scholarship, leadership, and service, expanding, and developing strategic relationships globally. The organization is intentional in advancing innovative and customized resources to develop nurse leaders. For more information, visit iotaxi.sigmanursing.org/home or contact bblythel@broward.edu.

Robert “Bob” Elmore Honors College and Honor Societies

Robert “Bob” Elmore Honors College

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

From English composition to anthropology to biology to statistics, the Honors College provides classes in many different academic disciplines and limits enrollment to a maximum of 20 students in each class. All Honors sections include special projects and advanced research components designed to challenge students and prepare them for upper-division coursework.

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

For more information, contact 954-201-7645 or HonorsCollege@broward.edu. Students can also stay informed or ask questions about Honors via Twitter, Facebook, or YouTube and at the following campus location:
District Office: Central Campus, Bldg. 3, Rm. 101

Honors Societies

Phi Theta Kappa

This is the international honor society serving American two-year institutions. Members must have a 3.5 GPA or higher after completing 12 credit hours and paying lifetime membership dues.

Locations: North, Central, South

College Academy National Honors Society

This club promotes community service and school spirit for College Academy students.

Location: Central

International Society of Baccalaureate Scholars

This organization recognizes the distinguished scholarly achievements of top-ranked college upperclassmen pursuing baccalaureate degrees at community colleges.

Location: Collegewide

Kappa Delta Pi International Honor Society in Education

This organization recognizes excellence and helps education majors develop ideals of scholarship and promise in teaching. Visit kdp.org for more information.

Location: Central

Student Rights and Responsibilities

IMPORTANT NOTE: Broward College reserves the right to amend policies and procedures at any time. Please visit [Broward College policies](#) for the most current policies. If there are any discrepancies between official online policies and this handbook, the official online policies will prevail.

College Transfer Guarantee

State Board of Education Rule 6A-10.024

Students who graduate from the Florida College System with an AA degree are guaranteed the following rights under the Statewide Articulation Agreement:

- Admission to the upper division of a Florida State University System Institution; note, that limited access programs require a separate admissions process.
- Adherence to the State University requirements and policies, based on the catalog in effect at the time the student first enters a State College, provided the student maintains continuous enrollment.
- Transfer of equivalent courses under the Statewide Course Numbering System (SCNS).
- Acceptance by the State University of credits earned in accelerated programs (e.g., CLEP, AP, Dual Enrollment, Early Admission, International Baccalaureate and AICE).
- No additional General Education Core requirements. After a State University or State College has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public post-secondary institutions. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other public post-secondary institution to which he or she may transfer shall require any further such general education courses.
- Advance knowledge of selection criteria for limited access programs.
- Equal opportunity with native university students to enter limited access programs.

Excess Hours Advisory Statement

Florida Statute, Section 1009.286

Section 1009.286, Florida Statutes, establishes an “Excess Hours” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. State universities shall require a student to pay an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour in excess of 115 percent of the number of credit hours required to complete the baccalaureate degree program in which the student is enrolled.

All students whose academic plan may include earning a baccalaureate degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be aware of admission requirements for that program, including the approved



common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential Excess Hours Surcharge.

Course Withdrawals

Broward College Policy and Procedure 5.36

Students are required to drop courses before the 100 Percent Refund Date or they could owe any associated tuition and fees charged and/or receive a failing grade. Students bear full responsibility for dropping courses before the 100 Percent Refund Date. Students should not assume that their classes will drop due to non-payment or non-attendance.

Family Educational Rights and Privacy Act (FERPA)

Broward College Policy and Procedure 5.03

Broward College will provide access to student records in accordance with the Family Educational Rights and Privacy Act (“FERPA”) and Florida Statutes. All requests for student records must be made to the Custodian of Records through the Office of General Counsel.

Student records should not be created or retained without a legitimate educational purpose for the information contained therein.

The College will protect the confidentiality of a student’s record and share information only with members of the College community who have a legitimate educational interest, to another educational institution when the student is seeking or intending to enroll at that institution, is part of an authorized Federal, State, or local audit of such records in compliance with applicable law, in connection with the determination of financial aid eligibility or enforcement, pursuant to a lawfully issued court order, a properly prepared subpoena, to a contracted vendor of the College performing an authorized service where there is a legitimate educational interest for the vendor to have access to such records, or the information is designated directory information.

In response to a lawfully issued court order or a properly prepared subpoena, the College will seek to notify the student or the student’s representative counsel when educational records are requested and before these records are released.

Student records of a counseling or non-academic nature will not be made available to any outside person without written authorization from the eligible student or parent unless those records are specifically requested in conjunction with federal or state laws or court orders. In the case of properly prepared subpoenas, the release of the record will only be given when the student has been notified and payment of the fee established by the Board of Trustees has been paid.

The Policy and the Student FERPA and the Student

Students have the right to inspect their own official records and to authorize the College in writing to release information to outside sources. Eligible students and parents have a right to challenge the content of their record in order to ensure that the records are accurate, not misleading, or otherwise a violation of privacy or other rights. An eligible student or parent may exercise his/her rights under these provisions by submitting a request in writing to the Office of the Associate Vice Provost for Academic Affairs/ College Registrar.

Student-generated documents are not considered working documents of the College or permanent student records, and it is the responsibility of the student to appropriately dispose of those documents. A student-generated document is for his/her own use. When such a document is presented to the College, it shall be reviewed and then returned to the student or eligible parent.

FERPA and the Parent of the Student

According to FERPA Regulations 34 C.F.R. § 99 and Florida Statutes, the parents of a student who has reached the age of 18 years or is enrolled in a post-secondary program no longer have any rights under the provisions of this policy, unless the student gives written consent to release the information to their parents, or the parent provides evidence that the student is a dependent of the parent as defined in the Internal Revenue Code. The parent of a student is required to establish his/her eligibility by providing dependency documents, including but not limited to, providing the most recent copy of a federal tax return naming the student as a dependent. Such documentation must be provided in accordance with the procedure, which accompanies this policy. The record provided will be for viewing and validation purposes only and not retained.

FERPA and Directory Information

Schools may disclose, without consent, “directory” information; however, the College must annually notify students and parents of their rights under FERPA to “opt out” of the release of directory information. The College notifies its students at the beginning of the fall and spring term in the student newspaper and the annual printing of the Student Handbook. The College reserves the right to deny access to directory information when such action is deemed necessary to protect the rights of the student.

In accordance with the Solomon Amendment, 10 U.S. Code § 983 and section 1004.095, Florida Statutes, the College shall grant military recruiters access to recruiting information including the names, addresses, telephone listing, dates and places of birth, levels of education, academic major, degrees received, and most recent educational institution for students attending the College. The information provided to military recruiters is not subject to the definition that the College has established for “directory information” as defined in this policy. Students who opt out of the release of College directory information will also be considered to have opted out of the release of military recruitment information.

FERPA and Outsourcing

The College may enter into agreements with outside vendors to provide services to the College that the College cannot or chooses not to provide through internal resources. In such situations, the College will ensure that the contractor will make student records available only to those individuals where there is a contractual relationship to provide

such services. The College will ensure that the contracted vendor will not disclose personally identifiable information without the Colleges consent as allowed by an authorized FERPA exception.

FERPA and other Educational Institutions

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

FERPA and Health and Safety

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

Law enforcement unit officials or safety officials employed or contracted by the College are designated as "school officials" with a "legitimate educational interest." As school officials, the College may disclose without consent personally identifiable information from students' education records to law enforcement or safety officials in order to perform their professional duties and to assist with discipline, and other matters related to official duties at the College. Law enforcement may not disclose any personally identifiable information from the students' education record, except in compliance with FERPA. Specific law enforcement records maintained separately from education records are not subject to FERPA.

The Policy and the Faculty and Staff

Student records information may be released to faculty and staff for legitimate educational purposes. Faculty and staff will not release student records to any third-party individual without authorization from the student or parent, as appropriate.

Faculty and staff may not release educational records to the parents of a student, except when the student has given written consent to release such records in accordance with the procedure, which accompanies this policy.

Should faculty choose to post grades publicly, each student must be given a unique ID (other than the student's College issued ID or Social Security Number) known only to the faculty and student. Names or other personally identifiable information cannot be included in such postings.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Custodian of Records, and the Vice Provost for Academic Services are jointly responsible for implementation and oversight of policy compliance. Requests for information containing student records, from third parties, including but not limited to court orders, properly prepared subpoenas, authorized federal and state requests, etc., should be directed to the College's Office of General Counsel. Records will be released in compliance with federal and state laws and Broward College policy governing student records.

Violation of Policy

Students and eligible parents who believe there has been a violation of their rights regarding student records are encouraged to contact the Associate Vice President for Academic Affairs and College Registrar. If a resolution is not reached, students and eligible parents may grieve the alleged misconduct in accordance with section 1002.225, Florida Statutes, or they may contact the United States Department of Education's Family Policy Compliance Office.

Students who improperly obtain student records may be subject to discipline in accordance with the Student Code of Conduct.

Staff and non-represented faculty who improperly obtain records and/or misuse their access to student records to disclose, share, or dominate information to unauthorized persons, employees, or outside parties will be subject to discipline up to and including termination.

Full-time faculty who improperly obtain and/or misuse their access to student records to disclose, share, or disseminate information to unauthorized persons, employees, or outside parties, will be subject to disciplinary action up to and including termination, as outlined in the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Definitions

Custodian of Records - Office of General Counsel

Directory Information - name, enrollment status, degrees, and awards received

Eligible student - a student who has reached 18 years of age or is attending an institution of post-secondary education

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

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

1. Records of instructional, supervisory, and administrative personnel, which are in the sole possession of such personnel and which are not accessible or revealed to any other

person except as a replacement for that person.

2. Records of law enforcement units of the College, which are maintained solely for law enforcement purposes and which are not available to persons other than officials of the College or law enforcement officials of the same jurisdiction.

3. Records made and maintained by the College in the normal course of business which relate exclusively to a student in his/her capacity as an employee/student worker and which are not available for any other purpose.

4. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his/her professional or paraprofessional capacity or assisting in that capacity, which are created, maintained, or used only in connection with the provision of treatment/or services being provided to the student and which are not available to anyone other than persons providing such treatment and/or services in accordance with Title II of the Health Insurance Portability and Accountability Act ("HIPAA").

5. Directory information as defined by College Policy in accordance with FERPA;

6. Other information, files, or data which do not permit the personal identification of a student.

7. Letters or statements of recommendation or evaluation which were confidential under Florida law and which were received and made a part of the student's educational records prior to July 1, 1977.

8. Copies of the student's fingerprints; and

9. Working records, which consists of material used in the course of daily College business, which is not a "permanent record."

Religious Observances

Broward College Policy 4.20

Broward College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations and official ceremonies, on major religious holy days, whenever possible. The student is responsible for making up missed classwork as quickly as possible. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments and participation in official ceremonies.

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

When possible, faculty shall provide reasonable alternatives for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work

assignments and participation in official ceremonies. All absences shall be subject to the provisions of Broward College Policy 4.18 [Class Attendance](#).

Grades and Grade Appeals Policy

Broward College Policy 4.19

General Statement

The goal of this policy is to define final course grades and provide a basis by which a final grade can be appealed by students. A grade must be recorded for every credit course in which a student is enrolled. The final course grade is submitted electronically to the College Registrar's office and is posted online at the end of the term. The course syllabus provides the faculty member's final course grade policy.

For concerns not related to the final course grade calculation as defined in the faculty member's syllabus, the student should review and follow the Broward College Student Complaint Process.

The Policy and the Student

Each student shall be provided with a course syllabus which includes the faculty member's grading policy and academic honesty policy for the course which complies with the College's mission, goals, and policy. A student may be able to appeal the final course grade issued by their professor through the Grade Appeal Procedure (A6Hx2-4.19). In cases where a faculty member's academic honesty policy appears to be violated, students may appeal the faculty member's decision to invoke consequences of committing academic dishonesty through the grade appeal procedure (A6Hx2-4.19).

The Policy and the Faculty and Staff Faculty Grading Policy

Each faculty member shall communicate their grading policy in writing in the course syllabus and shall post it in the College's learning management system within the first week of class meetings. The elements to be considered in calculating the student's final course grade shall be articulated, and all factors to be considered in arriving at the final grade shall be stated. Any appeal of the grade shall be considered in light of the standard set forth in the faculty member's grading policy in the syllabus. In rare cases, the syllabus may need modification. Students must be provided with any modifications to the syllabus.

Recordkeeping and Attendance Verification to Accurately Respond to Federal Financial Aid Audits

Each faculty member shall keep a record of grades for each class for four major terms from the initial grading period.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College Provost & Senior Vice President for Academic Affairs in conjunction with the appropriate Pathway Dean is responsible for the implementation and oversight of policy compliance. Assigning the final grade for a course is the responsibility of each faculty member.

Final Grades and Records

Final grades for each term are recorded and archived in College Records. Grade point averages (GPA) for graduation and honors are calculated only on college-level academic work which includes all work attempted by the student at all colleges he/she has attended. The final grades are used to calculate the GPA.

Grades		Points Awarded
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure–Unsatisfactory Progress	0
U	Unsatisfactory	0
S	Satisfactory	0
PR	Progressing at a satisfactory pace but has not completed the course	0
CR	Credit	0

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

The S, PR, and U grades are used only for those courses which have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

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

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

Enrollment Statuses

Enrollment statuses which do not immediately affect the grade point average are awarded under the following circumstances:

I Incomplete

An 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 have the I changed to a final grade by the instructor (by the agreed upon date) during the next full term (summer terms are not considered in this time limit). If no change is initiated during the next full term, the I will automatically become an F on the student’s permanent record. If the course work is completed, resulting in a passing grade, the student’s transcript will be amended and their final GPA calculated.

X Audit

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 to audit with the permission of the faculty member. A student who audits a course must adhere to attendance requirements of the course. In addition, the student must complete all assignments and examinations that their professor stipulates. No grade will be assigned, and no credit will be awarded. However, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period per Florida Administrative Rule 6A-14.0301. The transcript will indicate a course was audited by listing an X grade. 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. A student who is required to be certified as completing competency-based college preparatory instruction may not be enrolled in college preparatory courses as an audit student per Florida Administrative Rules.

XW Audit Withdrawal

In cases where a student is auditing a course and has failed to adhere to the instructor’s audit requirements for the X grade/status, the grade/status of XW (withdrawal from audit status) will be awarded.

XC Audit Status after Drop/Add period and prior to Audit Deadline

In cases where a student receives a faculty member’s permission to change from credit to audit status after the drop/add period and prior to audit deadline, the XC grade/status will be issued. In compliance with the maximum attempt rule, A, B, C, D, or F grades must be assigned on third attempts.

W Official Withdrawal

Please see Withdrawal Policy 6Hx2-5.36

WN Withdrawal for Non-Attendance During Enrollment Verification

The WN grade is assigned to a student who does not attend class during the enrollment verification period at the start of the term.

NC Non-Credit Course

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

NG No Grade Assigned

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 as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

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.

Total Attempts – All Courses

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

Forgiveness

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

Violation of Policy

All violations of this policy are to be referred to the Vice President of Academic Affairs.

Violations of this policy may result in disciplinary action, up to, and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

Definitions

Academic Dishonesty: Includes any type of cheating that occurs in relation to course and/or program activities. Academic Dishonesty may include, among other things, plagiarism, falsification, deception, as well as giving or receiving assistance on a formal academic exercise.

GPA – The average grade earned by a student, calculated by dividing the grade points earned by the number of credits attempted.

Grades and Grade Appeals Procedure

Broward College Procedure 4.19

The Grade Appeal Procedures apply to appeals of 1) the final course grade and 2) appeals related to academic dishonesty. For concerns not directly related to academic dishonesty or the final course grade as defined in the faculty member's syllabus, the student should review and follow the Broward College Student Complaint Process

(A6Hx2-5.23) in the College's Policy and Procedure Manual.

For appeals to the final course grade, the purpose of this procedure is to determine if the final course grade awarded to the student is consistent with the course syllabus as transmitted to the student in accordance with institutional policies (e.g. 6Hx2-4.18 and 6Hx2-4.19) and state rules/statutes. The Grade Appeal for Academic Dishonesty Process applies to assignment grades as well as final course grades, and it will determine if the student has violated the rules of academic honesty. The students, faculty, administration and staff at Broward College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations.

Grade Appeal for Final Course Grades

Step 1: Attempt to Resolve with the Faculty Member (By second week of subsequent term)

A student may appeal a final course grade only if the grade given was not in accordance with the grading policy outlined in the course syllabus. If the student wishes to appeal the grade, they must 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. If the student prefers, the Associate Dean may arrange the meeting between the student and the faculty member. Either the faculty member or the student may request the Associate Dean or other college official to be present. Should the faculty member no longer be employed by the College and/or be unreachable or unavailable, including during non-contractual duty days, when the student files a grade appeal, the student may initiate this process with the Associate Dean.

If the resolution results in a grade change, the faculty member shall initiate said change no later than five duty days after the meeting. Should the faculty member no longer be employed by the College, the Associate Dean will request the change of grade be made by the College Registrar's office.

Step 2: Begin Grade Appeal Process (No later than the third week of subsequent term)

If the student has not resolved the grade issue after consulting with the faculty member and/or Associate Dean, the student may begin the formal Grade Appeal Process no later than the third week of the next term. The student will obtain a Grade Appeal Request Package from the Associate Dean. The process begins with the student submitting the Grade Appeal Request Package to the faculty member via the Associate Dean. In the absence of documented extenuating circumstance, failure to complete the Grade Appeal Request Package in the designated time period will end the student's right to appeal.

At any step in the Grade Appeal Process, if the student and the faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the faculty member. Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 3: Submission of Documents (No later than the fourth week of the subsequent term)

The student will obtain a Grade Appeal Request Package from the Associate Dean. As

part of completing this package, the student must include documentation for those issues related to the final course grade. All pertinent forms, paperwork, and evidence to be considered in the appeal must be attached by the student. Once a Grade Appeal Request Package is submitted to the Associate Dean, students taking sequential courses will be allowed to enroll for subsequent classes. However, students must be advised by the Associate Dean that should they lose their appeal, they will be removed from the classes. Funds may be refunded pending review by College administration.

Step 4: Mediation by Associate Dean (Within ten duty days of submission of documents)

The Associate Dean will have five duty days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten duty days of the receipt of the Grade Appeal Request Package from the student. Should the faculty member no longer be employed by the College and/or be unreachable or unavailable, including during non-contractual duty days to participate in the mediation process, the Associate Dean can move the process to Step 5. If the instructor is also an Associate Dean, the Campus Dean of Academic Affairs will designate another Associate Dean to conduct the mediation. Following the mediation session, the Associate Dean will reply in writing to the student as to whether the grade change request is either granted or denied. If the grade appeal is denied, the Associate Dean will convey the rationale for the decision to the student in the formal reply. The student will be afforded ten duty days to notify the Associate Dean if he/she wishes to pursue the appeal with the Campus Grade Appeals Committee.

Step 5: A Hearing Before the Campus Grade Appeals Committee (Within four weeks of submission of the Grade Appeal Request Package to the committee)

The Associate Dean will forward the Grade Appeal Request Package to their respective Campus Academic Dean/Instructional Dean. If the appeal relates specifically to the final course grade not being awarded in accordance with the course grade policy in the syllabus, the Campus Academic Dean/Instructional Dean will convene the Campus Grade Appeals Committee to review the Grade Appeal Request Package. The Committee will have three weeks from the time the Grade Appeal Request Package is received by the Committee to hold a meeting.

The Campus Grade Appeals Committee will meet on an as-needed basis. The membership of the Campus Grade Appeals Committee will be chosen from a pool of volunteers among faculty, advisors, counselors, and students. The Campus Academic Dean/Instructional Dean will convene the Committee, which will be comprised of seven members in total from the pool. He/she will also serve as the Chairperson (and non-voting member). Faculty will constitute a majority of the Committee. However, only one faculty member may be from the affected department. One member will be a student. The remaining members of the Committee will be representatives from a cross-section of academic disciplines and student services areas.

The chairperson of the Committee will notify all affected parties, including the student appealing the grade, of a hearing date no less than ten duty days prior to the hearing and will distribute all necessary documentation. The faculty member has the option to submit written justification of the grade to the Committee and/or to speak at the hearing, but must not appear at the same time as the student. If the faculty member opts not to appear before the Committee, only members of the Grade Appeal Committee and the student appealing the grade may speak at the hearing.

The Campus Grade Appeals Committee will review the Grade Appeal Request Package. It will consider if the grade awarded to the student is consistent with the course syllabus as transmitted to the student, in accordance with institutional policies (e.g. 6Hx2-4.18 and 6Hx2-4.19) and state rules/statutes. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the said decision and the supporting documentation by the College Provost and Senior Vice President for Academic Affairs for completeness and consistency.

Step 6: Review by College Provost (Within ten days of hearing by Campus Grade Appeal Committee)

The College Provost and Senior Vice President for Academic Affairs will provide written notice to both the student and faculty member of the final decision regarding the Grade Appeal within ten days of the Campus Grade Appeal Committee hearing.

If the student feels that there are grounds for further discussion of the situation based on the actions of the faculty member involved (and not the Committee's decision regarding the appeal), the student should review and follow the Broward College Student Complaint Process (A6Hx2-5.23) in the College's Policy and Procedure Manual. The grade remains unchanged.

Grade Appeal for Academic Dishonesty

Step 1: Attempt to Resolve with the Faculty Member (Within five days of accusation)

If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the faculty member within five duty days of the accusation in an attempt to settle the matter. If the student prefers, the Associate Dean may arrange and attend the meeting between the student and the faculty member. If the instructor of record is not available, the student should contact the appropriate Associate Dean.

Step 2: Begin Grade Appeal Process for Academic Dishonesty

If the resolution cannot be reached between the faculty member and student, the student may continue the formal Grade Appeal Process for Academic Dishonesty. A student may obtain a Grade Appeal for Academic Dishonesty Request Package from the Academic Associate Dean's Office. At any step, if the student and faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the faculty member. Should the faculty member no longer be employed by the College and/or be unreachable or unavailable, including during non-contractual duty days, when the student files a grade appeal, the student may initiate this process with the Associate Dean.

Step 3: Submission of Documents (Within five days of meeting with Faculty)

When completing the Grade Appeal for Academic Dishonesty Request Package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student should submit the Grade Appeal for Academic Dishonesty Request Package to the Associate/Instructional Dean. The Associate/Instructional Dean will provide the faculty member with a copy of the package. The student must make the written appeal no later than five duty days after meeting with the faculty member. In the absence

of documented extenuating circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package in the designated time period will end the student's right to appeal.

Step 4: Mediation by Associate Dean/Instructional (Within ten duty days of submission of documents)

Mediation will take place between the Associate/Instructional Dean, the faculty member and the student. The Associate/Instructional Dean will have five duty days to set a date acceptable to all parties for a mediation session. The faculty member will submit in writing all relevant documentation to the Associate/Instructional Dean prior to the mediation session. This mediation session shall be within ten duty days of the Associate/Instructional Dean receipt of the Grade Appeal for Academic Dishonesty Request Package from the student. Should the faculty member no longer be employed by the College and/or be unreachable or unavailable, including during non-contractual duty days, to participate in the mediation process, the Associate Dean can move the process to Step 5. Following the mediation session, the Associate/Instructional Dean will submit in writing to the student the outcome of the mediation session. If the allegation of academic dishonesty is upheld, the Associate Dean will convey the rationale to the student in the formal reply.

Step 5: Hearing Before the Campus/Center Grade Appeals Committee.

If the student is dissatisfied with the results of the Associate/Instructional Dean's mediation, the student will be afforded five duty days after receiving the Associate Dean's written response from Step 3 to request to challenge the ruling of academic dishonesty through the Campus Grade Appeals Committee. The Associate Dean will include the relevant documentation provided by the faculty in the Grade Appeal for Academic Dishonesty Request Package and forward to the Campus Academic Dean. The Campus Academic Dean will convene the Campus Grade Appeals Committee and submit all appropriate documentation to the Campus Grade Appeals Committee, which will review the Grade Appeal for Academic Dishonesty Request Package and make a final decision concerning the question of academic dishonesty.

The Campus Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The membership of the Campus Grade Appeals Committee will be chosen from a pool of volunteers among faculty, advisors, counselors, and students which has been reviewed by the Faculty Senate President. The Campus Academic Dean/Instructional Dean will convene the Committee, which will be comprised of seven members, and he/she will serve as the Chairperson (and non-voting member). Faculty will constitute a majority of the Committee. However, only one faculty member may be from the affected department. One member will be a student. The remaining members of the Committee will be representatives from a cross-section of academic disciplines and student personnel areas.

The Chairperson of the Committee will notify all affected parties including the student appealing academic dishonesty, of a hearing date no less than ten duty days prior to the hearing and will distribute all necessary documentation. The faculty member has the option to submit written justification of the grade to the Committee and/or to speak at the hearing, but must not appear at the same time as the student. If the faculty member opts not to appear before the Committee, only members of the Grade Appeal Committee and the student appealing academic dishonesty may speak at the hearing.

The Campus Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package. Based on the information provided in the package, the Committee will consider if the student's dispute with the accusation of dishonesty has merit and if the accusation should be rescinded. The decision of the Campus Grade Appeals Committee will be final and binding, pending a review of the said decision and the supporting documentation by the College Provost and Senior Vice President for Academic Affairs and Student Services for completeness, and consistency.

Step 6: Review by the College Provost (Within ten days of the Grade Appeal Committee hearing)

The College Provost and Senior Vice President for Academic Affairs and Student Services will provide written notice to both the student and faculty member of the final decision within ten days of the hearing.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes. However, students must be advised by the Associate Dean that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

If the student feels that there are grounds for further discussion of the situation (not the committee's decision) based on the actions of the faculty member involved, the student should review and follow the Broward College Student Complaint Process (A6Hx2-5.23) in the College's Policy and Procedure Manual. The grade remains unchanged.



Class Attendance Policy

Broward College Policy 4.18

General Statement

The College believes class attendance has a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time.

Exceptions to this policy are set forth below:

Non-Class Days. When this occurs, each faculty member shall determine how best to make-up the lost class time.

Non-Penalized Absences. There shall be no academic penalty for a student who is absent from academic activities because of observances of major religious holy days in his/her own faith, the student's serious illness, death in the immediate family, or attendance to statutory governmental responsibilities. A student will be held accountable if these absences result in the student exceeding the limit established for 'excessive absences' as defined in the instructor's syllabus.

The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any coursework, performance assessment, labs or clinicals missed for non-penalized absences

The Policy and the Student

Student Responsibilities Relative to Attendance. A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences or by the next class meeting.

If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence before the next class meeting. Documentation for these absences shall be presented by the student by the next class meeting.

Extenuating Circumstances. Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made with the faculty member, or if the faculty member is unavailable, the student should contact the Associate Dean. Alternatively, the student may seek an alternate class, where applicable, that accommodates his/her requirements. Absences from any course are subject to the attendance policy formulated by the faculty member as defined in the course syllabus and as described in this policy.

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

The Policy and the Faculty and Staff

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus and provided to students within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

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.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College Provost, Senior Vice President for Academic Affairs and Student Services, in conjunction with the appropriate Pathway Academic Dean, is responsible for the implementation and oversight of policy compliance.

Appeals. A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Violation of Policy

Violations of this policy shall be investigated by the Provost, Senior Vice President of Academic Affairs and Student Services in conjunction with the appropriate Pathway President and in consultation with the Executive Director of Human Resources in determining the course of action.

Violations of this policy may result in disciplinary action up to and including termination.

- For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.
- For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter.

Definitions

Non-Class Days – Regularly scheduled class days on which classes are not held. Owing to unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s).

"Death in the immediate family" – Shall be interpreted to include but not be limited to mother, father, spouse/domestic partner, child, brother, sister, grandparents, or grandchildren.

Statutory governmental responsibilities – Refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation.

Disability Services and Academic Accommodations for Students Policy

Broward College Policy 5.09

General Statement

Broward College (the “College”) complies with the Americans with Disabilities Act of 1990, as amended in 2008 (ADAAA) that governs accessibility standards for disabled students as defined under the ADAAA, and Section 504 of the Rehabilitation Act of 1973. Section 504 defines an “individual with a disability” as any person who (i) has a physical or mental impairment which substantially limits one or more major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment. Section 504 provides that: “No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....”

Federal disability laws guarantee students an equal opportunity to participate, but these laws do not guarantee that students will achieve a particular outcome, for example, good grades. Students with disabilities are, in general, expected to be responsible for their own academic programs and progress.

The College sets its own requirements for documentation as allowed in Section 504 and Title II, and as outlined in the procedure to this policy. The College may delay or deny services if the diagnosis or the documentation is unclear. Students should not expect that the documentation guidelines at the College are necessarily the same as those accepted at other previous institutions attended, either in the secondary or post-secondary levels.

Academic Accommodations: Reasonable accommodations are modifications or adjustments to the tasks, environment, or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program (U.S. Department of Education, 2007).

It is the student’s responsibility to request academic accommodations, and the College’s responsibility to provide them, as deemed appropriate, unless it is determined an academic accommodation would fundamentally alter the nature of the course, service, program, or activity. The College is not required to provide an academic accommodation that would alter or waive essential academic requirements, nor is it required to make every academic accommodation requested.

Students who wait until after completing a course or activity or receiving a poor grade to request services should not expect the grade to be changed or to be able to retake the course or activity.

Auxiliary Aids and Services: The College is required under ADAAA and Section 504 of The Rehabilitation Act to “take such steps as are necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the recipient because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.” The College shall furnish appropriate auxiliary aids and

services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity. The term “auxiliary aids and services” includes: qualified interpreters, notetakers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening devices, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD’s), videotext displays, or other effective methods of making aurally delivered materials available to individuals with hearing impairments.”

The Policy and the Student

Students are responsible for notifying Accessibility Resources of their disability and their request for academic accommodations; and, must provide documentation to Accessibility Resources that support the request, as outlined in the procedure to this policy.

This policy only applies to Broward College campuses located in the United States. Any accommodation requests at an international center must be made directly to the international center.

The Policy and the Faculty and Staff

Faculty and staff are required to comply with federal guidelines. Faculty are required to provide the academic accommodations as outlined in the student’s accommodation plan. The information a student shares with faculty about their disability is confidential and must be treated as such. Faculty shall not discuss a student’s personal circumstances in front of a class or a non-confidential setting.

Accessibility Resources evaluates documentation, works with students to determine appropriate accommodations, prepares and provides students with accommodation plans, and assists students and faculty with coordinating the provision of accommodations.

Implementation and Oversight

The District Director of Accessibility Resources, under the Direction of the Vice Provost for Academic Affairs shall be responsible for implementation and oversight of this policy.

Students who choose to grieve a decision of Accessibility Resources, relative to an accommodation, may appeal in writing, or another appropriate means to accommodate their disability, to the District Director of Accessibility Resources, who will notify the student in writing of the decision within ten days of receiving the grievance. Should the student choose to grieve the decision of the District Director, they may appeal in writing or another appropriate means to accommodate their disability to the Ombudsperson, who will notify the student in writing of the decision within ten days of receiving the grievance.

The United States Department of Education’s Office of Civil Rights (OCR) has enforcement responsibilities under Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the ADAAA which prohibit discrimination on the basis of disability. If a student has a complaint against the institution relative to the application of this law, the student may have their case heard by OCR.

Violation of Policy

Institutions that receive Federal Title IV Financial Aid are required to comply with Section 504 of the Rehabilitation Act of 1973 and the ADA, and the provisions therein. The institution may be subject to sanctions for failure to comply with this law.

Students who falsify information or otherwise violate this policy are subject to disciplinary action in accordance with College Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

Non-represented faculty who fail to comply with required accommodations or otherwise violate this policy are subject to disciplinary action up to and including termination.

Full-time faculty who fail to comply with required accommodations or otherwise violate this policy are subject to disciplinary action up to and including termination, as outlined in College policy and the Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida, Broward College Chapter.

Staff who fail to follow the policy and procedures as outlined for providing information and services to students and faculty in accordance with the guidelines set forth in this policy will be subject to disciplinary action, up to and including termination.

Disability Services and Academic Accommodations for Students Procedure

[Broward College Procedure 5.09](#)

For Students: Procedures for Requesting Academic Accommodations and Services

How to Obtain Services

Students requesting academic accommodations, must self-identify to Broward College's (the "College") Accessibility Resources office, follow department procedures, and provide documentation according to the established guidelines outlined below. Students will not be approved for academic accommodations until which time an appropriate determination can be made by Accessibility Resources. The College reserves the right to require additional documentation to clarify any information supplied by the student. During the initial interview, a student responsibilities form will be provided, and explained, to the student. The student will be requested to sign the form to acknowledge understanding and agreement with Accessibility Resources policies and procedures.

Documentation Guidelines

The primary purpose of documentation is to establish a disability in order to help the College work interactively with the student to identify appropriate academic accommodations. The information provided by the student must adequately document the existence of a current disability and need for academic accommodations as a result of the disability.

The College recommends that students provide as much documentation as possible; however, follows the Association on Higher Education and Disability® guidelines for documentation, which are as follows:

Sources and Forms of Documentation

Acceptable sources of documentation for substantiating a student's disability and request for particular accommodations can take a variety of forms:

Primary Documentation: Student's Self-report

The student is a vital source of information regarding how he or she may be "limited by impairment." A student's narrative of his or her experience of disability, barriers, and effective and ineffective accommodations is an important tool which, when structured by interview or questionnaire and interpreted, may be sufficient for establishing disability and a need for accommodation.

Secondary Documentation: Observation and Interaction

The impressions and conclusions formed by higher education disability professionals during interviews and conversations with students or in evaluating the effectiveness of previously implemented or provisional accommodations are important forms of documentation. Experienced disability professionals should feel comfortable using their observations of students' language, performance and strategies as an appropriate tool in validating student narrative and self-report.

Tertiary documentation: Information from External or Third Parties

Documentation from external sources may include educational or medical records, reports and assessments created by health care providers, school psychologists, teachers, or the educational system. This information is inclusive of documents that reflect education and accommodation history, such as Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations. External documentation will vary in its relevance and value depending on the original context, credentials of the evaluator, the level of detail provided, and the comprehensiveness of the narrative. However, all forms of documentation are meaningful and should be mined for pertinent information.

If the documentation a student submits does not meet the above requirements, Accessibility Resources will notify the student in a timely manner of what additional documentation the student needs to provide.

Provision of Accommodations

Once a student's documentation is accepted and accommodations are determined and documented, an approved accommodation plan will be provided to the student. It is then the student's responsibility to deliver this accommodation plan to whichever faculty they choose and discuss how accommodations will be provided for each particular class, in a manner that optimizes their privacy. Faculty have no obligation to change a grade or provide academic accommodations to a student who waits until after completing a course or activity, or receiving a poor grade, to request accommodations.

In order to assist each student in the provision of services and accommodations, Accessibility Resources will maintain a file on the student, tracking service history from the date that documentation was received, to the date services end.

Pertinent information to the individual needs of the student will be kept in the file. In addition, appropriate demographic and funding information needed for college, state, and federal compliance reports will be entered into databases by Accessibility Resources staff.

Confidentiality of Student Files

While the student file is treated as confidential, all information within is an educational record, and may be viewed by pertinent College staff as deemed necessary by Accessibility Resources. All College staff who access a student's file will adhere to the confidentiality of the information within.

Considerations for Specific Academic Accommodations and Adjustments

Recording Lectures

Students may record class lectures without an academic accommodation, in accordance with College Policy 5.02. Such recordings do not require an approved accommodation but are subject to the limitations and definitions in Policy 5.02.

Should a student be approved to record lectures as an academic accommodation, and choose to utilize that accommodation, the student may be able to record portions of the classroom experience beyond that allowed by College Policy 5.02. If so, the student agrees, and may be asked to sign an agreement, to not share, publish, or sell the recordings. The student must inform their professor verbally that they will be recording the class. There may be parts of the course where recording is not allowed, due to confidentiality issues. In such instances the student must cease recording. Failure to comply with these guidelines may result in a student code of conduct violation.

Student Code of Conduct Policy

Broward College Policy 5.02

General Statement

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

The College maintains partnerships with external institutions, including but not limited to educational institutions, libraries, and health services providers. A student who violates the rules of a College partner is also subject to College Policy, including the College Student Code of Conduct. Additionally, a student who violates the College Student Code of Conduct may also be found to have violated the rules of a College partner.

The Policy and the Student

The following is a non-exclusive list of behaviors prohibited by students and student organizations at any College location or via any College resource including electronic communication, at any college-sponsored activity, or at any location and/or via any medium (including electronic) if the behavior impacts students, faculty, or staff in the educational environment. Other behaviors not on this list, which adversely impact the College community will be considered on a case-by-case basis and may also be considered violations of the Student Code of Conduct:

1. Abusive Conduct
2. Bribery
3. Bullying, including but not limited to the following behaviors directed at an individual or a group:
 - a. Unwanted teasing
 - b. Threatening or intimidating behaviors
 - c. Stalking
 - d. Public humiliation
 - e. Spreading malicious and derogatory rumors or falsehoods
 - f. Using discriminatory slurs against an individual or group
 - g. Cyberbullying – including, but not limited to the use of communication-based technologies, including telephones, cellular telephones, e-mail, instant messaging, text messaging, social networking, other web-based technologies, or other electronic methods of communication (either currently available or available in the future) to engage in deliberate harassment or intimidation of individuals or groups.
4. Discriminatory comments or action and/or retaliatory actions by a student, including but not limited to remarks or actions against a student, faculty, or a staff member of the College. See note below regarding Relationship to Other Policies. Students with a concern regarding sexual harassment or sexual misconduct by any member of the College community (including by students, faculty or staff) should refer to Policy 6Hx2-5.39. Students with concerns regarding any other form of discrimination, harassment or retaliation by faculty or a staff member of the College should refer to Policy 6Hx2-3.34.
5. Dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty
 - b. The use or possession of materials, devices, or technology during academic work, tests, quizzes or other assignments which are not authorized by the person administering the academic work, test, quiz, or other assignment. This includes classrooms, testing centers, or any other Broward College environment, whether physical or virtual. Any such conduct, regardless of intent, will be regarded as academic dishonesty. This standard applies when it has been clearly and unambiguously communicated in writing that such materials, devices, or technology are prohibited
 - c. The acquisition, use, sale, or distribution of teaching or testing materials, including test banks and answer keys, or access to online resources provided by textbook publishers or others, without the express written permission of the instructor
 - d. Furnishing false information, making false accusations, or misrepresentation of oneself or others to any College official, including but not limited to faculty, staff or administrators, representing oneself as an agent of the College, and/or entering into a contract on behalf of the Board of Trustees
 - e. Forgery, alteration, or the misuse of any College document, record, or instrument

- of identification
- f. Tampering with the election of any recognized College student organization
- g. Violation of copyright as defined in College Policy 6Hx2.8.05
- 6. Disorderly Conduct
- 7. Disruption of the Educational Environment – including but not limited to:
 - a. To ensure the quality of the educational environment, the use of electronic communication and entertainment devices, such as cell phones, iPods, iPhones, MP3s, etc. by students in the classroom is prohibited unless otherwise explicitly stated by the individual instructor's syllabus or for the purpose of recording a class lecture as allowed by Florida Statute 1004.097 and defined in this policy. Therefore, all such devices must be inaudible and placed out of sight during class
 - b. Classroom disturbances, including but not limited to: continually leaving and re-entering the classroom without permission, constant interruption of the professor or students, talking loudly to others or self, poor personal hygiene, grandstanding, comments that are antagonistic, openly rude, threatening, or abusive
 - c. Behaviors which a reasonable person would identify as being suggestive of a potential threat to the well-being and safety of others on College campuses, facilities, or at college-sponsored events
 - d. Physical or verbal altercations on the College campuses, facilities, or college-sponsored events
 - e. Animals, other than medically prescribed and documented service animals, on campus
 - f. The usage of skateboards, scooters, or hover-boards on the interior sidewalks of campuses
- 8. False Report – falsely reporting a bomb or other incendiary device or any other dangerous condition by any medium. Note: These acts are considered acts of terrorism, and the College will use all means available to assist in the identification of students who make such threats.
- 9. Grades and Enrollment Status – If an enrollment status or assignment or course grade is correct, it is a violation of the Code of Conduct to ask a professor or any college official to make changes in order to address the student's status in various activities and programs, including, but not limited to immigration status, financial aid status or awards, intercollegiate participation, honors institute participation, employment requirements, etc.
- 10. Hazing as defined in section 1006.63, Florida Statutes - Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to:
 - a. Initiation into any organization operating under the sanction of a postsecondary institution
 - b. Admission into any organization operating under the sanction of a postsecondary institution
 - c. Affiliation with any organization operating under the sanction of a postsecondary institution, or
 - d. The perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution
 - i. A person commits hazing, a third-degree felony, punishable as provided in section 775.082 or section 775.083, Florida Statutes, when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing as defined above,

- upon another person who is a member or former member of or an applicant to any type of student organization and the hazing results in a permanent injury, serious bodily injury, or death of such other person
- ii. A person commits hazing, a first degree misdemeanor, punishable as provided in section 775.082 or in section 775.083, Florida Statutes, when he or she intentionally or recklessly commits, solicits a person to commit, or is actively involved in the planning of any act of hazing as defined above, upon another person who is a member or former member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person
- iii. It is not a defense to a charge of hazing that:
 - 1. The consent of the victim had been obtained;
 - 2. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
 - 3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization
- iv. Violations under this section may result in sanctions, up to and including, the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal from the College. Additionally, the College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court of law, as outlined in the Code of Conduct Policy, section 28 - Violation of Law and college Policy. Violations under this section shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing
- v. In the case of any College organization that authorizes hazing in blatant disregard of this section, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the College
- 11. Misbehavior - Any behavior that is inappropriate and detrimental to the mission, goals, and purpose of the institution
- 12. Misuse of College Identification as defined in College Policy 6Hx2.5.24
- 13. Non-Compliance with Directions:
 - a. Non-Compliance with the directions of College personnel or law enforcement or fire safety officers acting in the performance of their duties
 - b. Non-compliance with directions relating to disease transmission such as the wearing of face masks, social distancing requirements, and any other standards established at the sole discretion of the College
 - c. Failure to identify oneself to these persons when properly requested to do so
- 14. Non-Compliance With the Student Discipline System, including but not limited to:
 - a. Failure to appear before the Dean of Students, Hearing Officer, Student Conduct Committee, or other College officials when requested to do so
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee
 - c. Disruption or interference with the orderly conduct of a Student Conduct Hearing
 - d. Knowingly making false accusations of student misconduct without cause
 - e. Attempting to discourage an individual's proper participation in, or use of, the

- student discipline system
- f. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of, the Student Conduct Hearing
- g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing
- h. Failure to comply with the sanction(s) imposed under the Student Code
- i. Influencing or attempting to influence another person to commit an abuse of the student discipline system
- 15. Obstruction of Pedestrian or Vehicular Movement
- 16. Public Intoxication/Disorderly Behavior
- 17. Smoking and tobacco use in accordance with College Policy 6Hx2-7.21
- 18. Sexual Harassment/Misconduct as defined in College Policy 6Hx2-5.39 (see note below regarding Relationship to Other Policies).
 - a. The Family Educational Rights and Privacy Act (FERPA) permits a post-secondary institution to disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
 - b. FERPA also permits institutions to disclose to anyone the final results of a disciplinary proceeding, relating to a crime of violence or non forcible sex offense.
- 19. Student Organization Misconduct - Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one of the following conditions apply:
 - a. The offense occurred at an event that was sanctioned by an officer of the organization
 - b. Organizational funds are used to finance the activity
 - c. The event where the offense occurred is substantially supported by the organization's membership
 - d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
 - e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense
- 20. Theft or Damage, or Attempted Theft or Damage, to a Person's or the College's Property
- 21. Unauthorized Computer Usage as Defined in College Policies 6Hx2-8.01 and 6Hx2-8.03
- 22. Unauthorized Demonstration - participation in a campus demonstration where the student's behavior (including but not limited to excessive volume, obstruction of movement or access to College facilities or services, harassment of other students, faculty, or staff etc.), disrupts the normal operations of the College and infringes on the rights of other members of the College community through, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular
- 23. Unauthorized Possession, Duplication, or Use of Keys to Any College Facility
- 24. Unauthorized Possession, Use, or Distribution of Controlled Substances or Alcohol as defined in College Policy 6Hx2-5.18
- 25. Unauthorized Publishing of Faculty Lectures – A student may record video or audio of class lectures for their own personal educational use, in connection with a

complaint to the public institution of higher education where the recording was made, or as evidence in, or in preparation for, a criminal or civil proceeding. A recording of a class lecture may not be published without the consent of the lecturer, except it may be shared with College officials in connection with a complaint to the College or as evidence in a criminal or civil proceeding. Violation of this provision may subject the student to disciplinary action by the College and/or to legal action by a person injured by the publication

- a. A person injured by a violation of this section may bring an action against a person who has published video or audio recorded in a classroom without consent in a court of competent jurisdiction to obtain declaratory and injunctive relief and may be entitled to damages plus court costs and reasonable attorney fees, with the total recovery not to exceed \$200,000.
- 26. Unauthorized Recording - Students are prohibited from recording classroom activities other than lectures as outlined above, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer.
- 27. Unauthorized Use of College Property or Facilities
- 28. Violation of Law and College Policy - Students may be subject to discipline per the Student Code of Conduct for violations of law that occur on College premises or at any college-sponsored activity, and for violations of law that do not occur on College Premises or at College-Sponsored Activities:
 - a. If a student is charged only with an off-campus violation of federal, state, or local law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
 - b. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
 - c. When a student is charged by federal, state or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community.
 - d. The College will cooperate fully with law enforcement and other agencies in enforcing the law on campus and in the conditions imposed by a judge in a court-of-law. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
- 29. Violation of Published College Policies/Procedures, Rule, or Regulation.
- 30. Violence Against Women Act prohibitions against dating violence, domestic violence, sexual assault, and stalking, as defined by College Policy 6Hx2-5.39. (Sexual Harassment/Misconduct).

31. Weapons and Dangerous Materials – Refer to Weapons on College Property, College Policy 6Hx2-5.38.

The Policy and the Faculty and Staff

Faculty and staff are responsible for notifying the Dean of Students on the campus about possible violations of the Student Code of Conduct. Per FERPA regulations, faculty and staff may disclose personally identifiable information from an educational record to appropriate parties, including parents of an eligible student in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Dean of Students on the campus/center where the infraction is alleged to have occurred, in consultation with the College Ombudsperson, is responsible for the implementation of this policy. The Vice Provost for Student Services is responsible for policy oversight. Students wishing to grieve a decision may appeal in accordance with the provisions of the Student Code of Conduct Procedure, College Procedure A6Hx2-5.02.

Violation of Policy

The College retains the right to discipline students and student organizations up to dismissal from the College for violation of this policy.

Definitions

Abusive Conduct - physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.

Bias-Motivated Conduct (commonly referred to as “Hate Crimes”) – occurs when a perpetrator targets a victim because of his or her actual or perceived membership in a certain social group, usually defined by race, color, ancestry, ethnicity, religion, sexual orientation, national origin, homeless status, mental or physical disability, gender, gender identity, political affiliation, etc. Hate crimes differ from conventional crimes because they are not directed simply at an individual, but cause fear and intimidation in an entire class of people.

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

Bullying - behavior that inflicts physical or psychological abuse on one or more members of the College community. Such behavior may occur in-person or via electronic communication.

Cheating - includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; and looking at text, notes or another student's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. Including, but not limited to, giving a student

answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

Class Lecture - A class lecture is defined as a formal or methodical oral presentation as part of a college course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the college as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. Class lecture does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member during a class session.

Code of Conduct - a set of conventional principles and expectations that are considered binding on any student at the College.

Controlled Substance - all illegal drugs and prescription drugs taken without a physician's order.

Discrimination - treating any student, officer, employee or agent of the College differently than others are treated based upon race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or any other legally protected classification.

Disorderly Conduct - conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by the College.

Disruption - disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities.

Harassment - any verbal or physical conduct based on race, color, sex, national origin, religion, age, disability, marital status, sexual orientation, veteran status, or retaliation, and that has the purpose or effect of unreasonably interfering with the individual's education by creating an intimidating, hostile or offensive environment.

Hazing – includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; or any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. This term does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Plagiarism - includes but is not limited to, an attempt by a student to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published; quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work; and handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and do not constitute plagiarism, provided that such examples do not conflict with this policy.

Publish - to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person (or other persons), including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, to any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.

Retaliatory Action - any materially adverse action taken against the person who makes or supports a complaint of discrimination, or creating a hostile or threatening environment against such persons.

Student Organization - a student group that has registered with a campus/center Student Life Office in accordance with the provisions of this policy and procedure.

Relationship to Other Policies

1. Concerns or complaints regarding alleged conduct by a student constituting unlawful discrimination and/or unlawful retaliation made pursuant to Policy 6Hx2-3.34 (Unlawful Discrimination and Retaliation) may be addressed pursuant to the procedures accompanying this policy or may be addressed pursuant to the procedures accompanying Policy 6Hx2-3.34, should there also exist an employment relationship between the student and the College.
2. Concerns or complaints regarding alleged conduct by a student constituting Sexual Harassment/Misconduct should be addressed pursuant to Policy 6Hx2-5.39 and its accompanying procedures.

Student Code of Conduct Procedure

Broward College Procedure 5.02

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

1. Any member of the Broward College ("College") community may file a complaint against any student or student organization for misconduct. Students are encouraged to submit complaints in writing, directed to the Dean of Students assigned to the campus where the violation was allegedly committed. Allegations must be submitted within 5 business days after the alleged incident in order to be considered timely. Circumstances in which this time limit may be extended or waived include but are not limited to issues involving the safety and security of members of the College community, and/or to uphold the academic integrity of the College. Both the complainant and the referred student will receive a written copy of the Student Code of Conduct and other College policies and procedures applicable to the alleged violation. This complaint procedure serves as the general process followed in most situations to adjudicate and sanction

student conduct. In cases where reasonable deviations to these procedures occur, such deviations will not invalidate the process or outcomes.

- a. Faculty-Imposed Penalties for Academic Dishonesty: Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties imposed by the instructor. Appeals relating to grades imposed that are associated with allegations of academic dishonesty may be appealed in accordance with College Policy and Procedure 6Hx2-4.19. The shared conviction represented in this procedure is that academic integrity is best taught and reinforced by faculty as an element of the teaching and learning process. Faculty should continue to report instances of academic dishonesty to student services through the appropriate reporting mechanism, and only in instances where the dean of students has reviewed multiple findings where a student has engaged in academic dishonesty, or one that is particularly egregious in impact to the learning environment, should the process move to action in accordance with the Student Code of Conduct, College Policy & Procedure 6Hx2-5.02. When the dean of students becomes aware of an allegation of academic dishonesty they will notify the student of their right to appeal the course sanction in accordance with College Policy & Procedure 6Hx2-4.19. The dean of students will not generally conduct an investigation to determine if academic dishonesty occurred but will instead rely on the findings as determined by the instructor.
 - b. Student – Employee Violations: Students who are also employees of the College, who are found to have violated the Student Code of Conduct, may also be subject to disciplinary action as employees up to and including termination of their employment from the College. Any such instances will be investigated by the Executive Director of Talent and Culture or his/her designee. Additionally, employees of the College who are also students, and who are subject to disciplinary action in their role as employees, may also be subject to disciplinary action through the Student Code of Conduct.
2. When the Dean of Students becomes aware of the complaint, she/he may do one or more of the following:
 - a. Emergency Removal: If a student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other serious condition exists, the dean of students, with the approval of the College Ombudsperson or Vice Provost for Student Services, may immediately remove the student or organization from class(es) or other activities at the College. If there is an immediate threat to campus or classroom environment, this removal may occur prior to due process being extended to the student or student organization. If an emergency removal is imposed, reasonable attempts should be made to accelerate the formal disciplinary process.
 - b. Support for Complainant: The College will take immediate interim steps to protect the complainant and other impacted members of the College community pending the final outcome of the investigation and the imposition of sanctions. Interim measures are available to address safety as well as any hostile educational environment resulting from the alleged misconduct. These measures include, but are not limited to, changing an employee's or student's work schedule, altering the complainant's or referred student's course schedule or campus, allowing the withdrawal or retake of classes without penalty, academic support such as tutoring, student services support such as assistance with financial aid issues, visa and immigration assistance, and the issuance of no-contact orders, assisting the student in notifying law-enforcement,

- recommending appropriate community support, recommending options for counseling, and assisting the student with initiating a College complaint and investigation regarding the allegation in accordance with applicable College policies. Interim measures are temporary and may be removed, enhanced, or otherwise altered upon final determination of the issue. Support given to the complainant prior to the conclusion of due process afforded by this procedure, does not presume the guilt of the accused student and the College will take great care to not impose an undue burden on an accused student who has not yet been in violation of the Code of Conduct.
- c. Trespass: In accordance with College Policy 6Hx2-2.02 – At the direction of the dean of students, students may be escorted off College property and/or issued a law enforcement executed notice of trespass if their continued presence is considered a threat to the safety of persons or property. The dean of students, with the approval of the College Ombudsperson or Vice Provost for Student Services, may exercise their authority to issue a notice of trespass, prior to the completion of due process.
- d. Review by Dean of Students or designee: Upon receiving a complaint, an initial inquiry will be conducted consisting of reviewing the allegations and other available information to determine if an investigation is warranted. If an investigation is initiated, appropriate steps will be taken to ensure that the investigation is adequate, reliable, and impartial, and includes the opportunity for all parties to present witnesses and evidence. If the violation may result in a Level 2 Sanction (Suspension or Expulsion), the dean of students shall assign the investigation to the District Director of Student Conduct & Integrity or other designee. Persons called to present information as part of an investigation will be notified of the allegations and possible violations of the Student Code of Conduct and will receive a copy of the Student Code of Conduct Policy and Procedure. At the conclusion of the investigation, an investigative report will be prepared outlining: 1) a description of the specific behavior that occurred that allegedly violated the Code of Conduct; 2) the specific sections of the Code of Conduct that the student or student organization is alleged to have violated; 3) a summary of all statements, interviews, evidence, etc.; 4) a finding as to whether it is more likely than not (preponderance of the evidence standard) that the student or student organization violated the Code of Conduct; 5) sanctions imposed or recommended (depending on jurisdiction); and 6) if applicable, steps taken to stop the offending conduct, prevent recurrence, and mitigate risks to the community. Sanctions may be imposed only for acts or omissions in violation of the Code of Conduct and/or state or federal law.
- (i.) During the investigation, the complainant and the referred student or student organization have the following due process rights:
1. The right to timely written notice – The written notice must include the allegations to be investigated, the citation to the specific provision of the Code of Conduct at issue, the process to be used in determining whether a violation has occurred and associated rights, and the date, time, and location of the disciplinary proceeding
 - a. The written notice is considered timely if it is provided at least 7 business days before the disciplinary proceeding and may be provided by delivery to the student's institutional email address
 - b. At least 5 business days before the disciplinary proceeding, the College must provide the student or student organization with:
 - i. A listing of all known witnesses that have provided, or will provide,

- ii. All known information relating to the allegation, including inculpatory and exculpatory information
2. The right to a presumption that no violation occurred. The College has the burden to prove, by a preponderance of the evidence, meaning that the information presented supports the finding that it is more likely than not that a violation of the Code of Conduct was committed by the student or student organization.
3. The right to an impartial hearing officer.
4. The right against self-incrimination and the right to remain silent. Such silence may not be used against the student or student organization
5. The right to present relevant information and question witnesses.
6. The right to have an advisor, advocate, or legal representative, at their own expense, present at any proceeding, whether formal or informal. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses. This advisor or advocate may not serve in any other role, including as an investigator, hearing officer or decision-maker, member of the Conduct Committee, or appeal decision-maker.
7. The right to appeal the final decision of the hearing officer, or any committee or panel, directly to the College Ombudsperson or Vice Provost of Student Services or their designee. The Vice Provost of Student Services or College Ombudsperson or their designee may not have directly participated in any other proceeding related to the charged violation.
8. The right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the Code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student or student organization.
9. Either the complainant or the referred student may question the impartiality of the review with the College Ombudsperson or Vice Provost of Student Services, and up through the chain of command as needed depending on the nature of the concern about impartiality. The College will preserve all evidence that may be of value in conducting an investigation and determining culpability and sanctions imposed upon the referred students and will share such evidence with appropriate law enforcement entities as required by law. Students charged with a violation of the Code of Conduct will receive a copy of the investigative report.
- e. Authority of Student Dean and Student Conduct Committee: Other than in instances where a possible outcome of a disciplinary hearing is suspension or expulsion, the dean of students will review evidence, meet with the student or student organization, meet with witnesses, and impose sanctions as outlined in Article III of this procedure within 15 business days after receiving the complaint. A review by the dean of students may occur prior to sanctions being imposed or after sanctions are imposed and/or a notice of trespass is issued in accordance with items I.2.a, b, & c above.
- f. Review by Student Conduct Committee: In cases involving possible suspension or expulsion, the matter will be heard by the Student Conduct Committee in accordance with the guidelines set forth in Article II of this procedure. In cases where the matter is referred to the Student Conduct Committee, the dean of students or designees will still conduct the inquiry and or investigation described above.

g. Disruptive Students: In instances where student behavior manifests symptoms of possible psychological/psychiatric issues, the Dean of Students, with the approval of the College Ombudsperson or Vice Provost for Student Services may require that a student complete a psychiatric and/or psychological evaluation based on the student's behavior. The results of the psychiatric and/or psychological evaluation will assist the College in determining the student's ability to continue participation in educational programming at the College in accordance with the provisions of this procedure. Students deemed to pose an immediate threat to themselves or others will be subject to immediate sanction and/or may be trespassed from all College locations in accordance with item A and B above pending the outcome of full due process rights afforded by this procedure may require that a student complete a psychiatric and/or psychological evaluation based on the student's behavior. The results of the psychiatric and/or psychological evaluation will assist the College in determining the student's ability to continue participation in educational programming at the College in accordance with the provisions of this procedure. Students deemed to pose an immediate threat to themselves or others will be subject to immediate sanction and/or may be trespassed from all College locations in accordance with item A and B above pending the outcome of full due process rights afforded by this procedure

3. Students are responsible for their conduct. Students may not invoke their official or informal complaint or grievances against other persons or departments as part of their defense against allegations of having violated the Student Code of Conduct. Even if legitimate, a grievance against a member of the college community is not sufficient grounds, nor a defense for a violation of the Student Code of Conduct.

4. Complaints of Sexual Harassment/Misconduct (as defined by Policy 6Hx2-5.39) shall be addressed pursuant to the procedure provided for by Policy 6Hx2-5.39.

ARTICLE II: STUDENT CONDUCT COMMITTEE HEARING PROCEDURES

1. The Student Conduct Committee shall be appointed by the District Director of Student Conduct & Integrity. The Committee shall consist of a cross-section of the College community and shall include representation from Academic Affairs and Student Services. Committee members shall receive at least once-annual training from the District Director of Student Conduct & Integrity in order to remain active members.
2. At least five (5) members of the Student Conduct Committee must assemble to hear a case. In situations where the case involves a student receiving accommodations under the ADAAA and/or Section 504 of the Rehabilitation Act of 1973, one member must represent the Office of Accessibility Resources. In all instances, members assembled to hear a case must not be directly associated with the case.
3. One (1) Student Services Administrator and one (1) Academic Affairs Administrator shall serve as co-chairs of the Student Conduct Committee. One of the co-chairs will serve as the Hearing Officer of the Student Conduct Committee. If neither of the co-chairs of the Student Conduct Committee is able to preside, the Dean of Students on the campus related to the case shall designate a chair. In cases involving sexual misconduct, or other matters where the privacy of student complainants is an issue, the Hearing Officer, in consultation with the Dean of Students, may exclude students from hearing the case. The Hearing Officer will only vote if there is a tie. The complainant or the referred student may question the impartiality of members of the Student Conduct Committee

to the Dean of Students, or if the question is about the Dean of Students, to the appropriate Campus President, and up through the chain of command as needed depending on the nature of the concern regarding impartiality.

4. The Dean of Students will forward pertinent paperwork to the Hearing Officer who will present the complaint and the hearing procedures to the referred student or student organization, and the complainant, in writing. A time will be set for a hearing within 15 business days of the initial complaint.
5. In cases involving more than one referred student, the Hearing Officer of the Student Conduct Committee, at her/his discretion may permit separate hearings.
6. The complainant and the referred student or student organization have the privilege of being assisted, at their own expense, by one adviser of their own choice. The adviser may be an attorney.
7. The complainant, the referred student or student organization, and the Student Conduct Committee will have the privilege of presenting witnesses, subject to inquiry or questioning by the Student Conduct Committee. In cases of alleged sexual misconduct, the referred student or student organization is not permitted to introduce evidence or ask questions regarding the complainant's prior sexual conduct with anyone other than the referred student. It should be noted that evidence of a prior consensual relationship between the parties does not imply consent. Additionally, the hearing officer may prohibit the referred student from directly interacting with or cross examining the complainant in cases of alleged sexual misconduct or in other instances where it is deemed to not be appropriate.
8. The complainant and referred student or student organization must notify the Hearing Officer of any witnesses and/or items for review they wish to present, at least 3 business days prior to the hearing. All parties shall have equal and timely access to information and evidence.
9. All procedural questions are subject to the final decision of the Hearing Officer
10. The College will create an audio recording of all hearings before a Student Conduct Committee. Participants and guests are not permitted to record the hearing. The record will be the property of the College. The referred student or student organization has the right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the Code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student or student organization.
11. After the hearing, the Student Conduct Committee will determine by majority vote if the student or student organization has violated specific sections of the Student Code of Conduct.
12. The Student Conduct Committee's determination will be made on the basis of whether it is more likely than not that the referred student or student organization violated the Student Code of Conduct, commonly referred to as a preponderance of the evidence standard.
13. The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, will recommend sanction(s) within 5 business days to the dean of students. The dean of students may accept, reject, or modify the recommendation offered by the Student Conduct Committee and will simultaneously communicate the disposition of the matter to the complainant and the referred student or student organization in writing within 10 business days after receiving the recommendation of the Student Conduct Committee.
14. The Hearing Officer and committee members shall keep confidential the recommendations of the committee and only the sanction imposed by the dean of

students will be communicated to the student or student organization.

ARTICLE III: SANCTIONS

1. The dean of students or the College Ombudsperson or Vice Provost for Student Services (per Section IV of this Procedure) may impose one or more of the following sanctions based on the severity of the incident. The sanctions listed below do not reflect a progressive process and a student may immediately receive a more severe sanction depending on the nature of the violation.

The following Level 1 Sanctions (may be imposed by the Dean of Students):

- a. Warning – A notice in writing to the student that they have violated institutional regulations indicating the potential consequences of future violations.
- b. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during or after the probationary period.
- c. Loss of Privileges – Denial of specified privileges for a designated period of time.
- d. Fines – A student may be required to pay fines incurred (i.e. parking, library, etc.) as a condition for complying with the sanction imposed.
- e. Restitution – Compensation for loss, damage or injury; this may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions – Work assignments, community service to the College, counseling referrals or other related discretionary sanctions.
- g. Administrative Withdrawals – Withdrawal for all courses without refund. Students receiving financial aid are subject to College Policy 6Hx2-5.11 – Financial Aid.
- h. Trespass – in accordance with College Policy 6Hx2-2.02, students may be prohibited from entering College locations.

2. The following Level 2 Sanctions (may be imposed by the Dean of Students after the case is heard by the Student Conduct Committee):

- a. Any Level 1 sanction listed above.
- b. College Suspension – Separation of the student from the College for a definite period of time, after which the student or student organization is eligible to return; conditions for readmission may be specified.
- c. College Expulsion – Permanent separation of the student from the College.

3. The following sanctions may be imposed by the College on student organizations:

- a. Those sanctions listed above.
- b. Deactivation or loss of specific organizational privileges for a specified period of time.

4. Bias-Motivated Conduct (Commonly referred to as “Hate Crimes”): The College believes that members of the College community have the right to lawfully affiliate free from harassment with social groups of their choice without fear of intimidation based on this membership. Therefore, the College will impose significantly increased sanctions against perpetrators who commit one or more of the offenses in this Policy, if the College determines that the perpetrators’ actions were motivated by the actual or perceived affiliation of the victim with a particular social group, race, gender, religion, sexual orientation, ethnicity, national origin, disability, age, marital status, and/or gender identity. Additionally, the College will support the criminal prosecution of students who engage in bias-motivated violations of this Code in accordance with section 775.085, Florida Statutes, 18 U.S.C. §§ 245 and 249, and

other applicable laws.

ARTICLE IV: APPEALS

1. A referred student, student organization, or complainant may appeal to the College Ombudsperson or Vice Provost for Student Services the sanctions imposed by the Dean of Students. Such appeals must be in writing and must be delivered to the College Ombudsperson or Vice Provost for Student Services 5 business days of the receipt of sanctions from the dean of students.
2. Sanctions imposed by the Dean of Students go into effect immediately unless a student or student organization appeals the decision. In such cases, the Dean of Students in consultation with the College Ombudsperson or Vice Provost for Student Services will decide if sanctions will be enforced immediately or pending the outcome of an appeal process.
3. In considering the appeal, the College Ombudsperson or Vice Provost for Student Services will limit her/his review to a determination of whether the student or student organization received a fair hearing in accordance with established policies and procedures. A student who has been sanctioned may only appeal on the following grounds:
 - a. A substantial procedural error occurred that rendered the process or the outcome fundamentally unfair.
 - b. New substantive evidence, impossible for the Dean of Students or the Student Conduct Committee to have heard at the time of the hearing, has been discovered and a failure to review such evidence would be fundamentally unfair.
 - c. The finding and/or the sanction was fundamentally unfair or inappropriate.
4. The College Ombudsperson or Vice Provost for Student Services will generally limit her/his review to the written Ombudsperson or Vice Provost for Student Services may, at her/his discretion, meet with student(s) directly to review evidence, meet with witnesses and the accused student(s) or student organization.
5. After considering the appeal, the College Ombudsperson or Vice Provost for Student Services may:
 - a. Find that there are no grounds to consider the appeal.
 - b. Refer the matter back to the Dean of Students for further review based on specific issues, with a designated time-frame for reconsideration indicated.
 - c. Alter the findings or the sanctions imposed by the Dean of Students. Sanctions imposed during the appeal process may be less severe, or in unusual circumstances, more severe than those originally imposed.
6. The College Ombudsperson or Vice Provost for Student Services shall simultaneously communicate the final disposition of the matter to the complainant and referred student or student organization in writing within 10 business days after receiving the appeal. The decision of the College Ombudsperson or Vice Provost for Student Services shall be final.

ARTICLE V: COMMUNICATION

In cases where there is no appeal to the College Ombudsperson or Vice Provost for Student Services within the specified time period in accordance with this procedure, the dean of students shall notify appropriate members of the college community regarding the sanction. In instances where an appeal is submitted, and the matter is adjudicated by the College Ombudsperson or Vice Provost for Student Services, he/she will notify appropriate College personnel of the decision. Both the complainant and referred student or student organization will receive simultaneous written notice of the outcome of the complaint including the rationale for the decision. Communication indicating the

outcome of a disciplinary proceeding shall include a summary of the alleged behavior, the specific parts of the Code of Conduct allegedly violated, a finding as to whether or not the student or student organization was found to have violated the Code of Conduct including the rationale for the decision, the sanctions imposed, and opportunities for appeal. Additionally, the dean of students or the College Ombudsperson (as appropriate in accordance with the protocol indicated above) shall notify the Vice Provost of Student Services in instances of trespass, suspension, or expulsion of students.

ARTICLE VI: INTERNATIONAL CENTERS AND AFFILIATES

1. In cases involving Broward College students at our international centers or affiliates, the Center Director or his/her designee shall serve as the principal authority to adjudicate and sanction student conduct. The Center Director or designee may unilaterally impose Level 1 Sanctions, as outlined in ARTICLE III of this procedure.
2. Level 2 Sanctions may be imposed by the Center Director or designee after the case is heard by a conduct committee consisting of:
 - a. A Hearing Officer designated by the Center Director
 - b. Additional members from the international center as identified by the Center Director
 - c. The District Director, International Student Success
 - d. The international center's faculty liaison

Cases shall be referred to the conduct committee after investigation by the Center Director in consultation with the District Director, International Student Success. In cases involving suspension or expulsion, the conduct committee shall make a recommendation to the District Director, Student Conduct & Integrity who shall send written communication to the student, record the sanction in the student conduct database and communicate with the Registrar to ensure that the suspension or expulsion is properly recorded in the student record.

3. Students at the international centers or affiliates have the right to appeal sanctions as outlined in ARTICLE IV of this procedure.

Sexual Harassment/Misconduct Policy

Broward College Policy 5.39

General Statement

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The College is committed to creating a safe educational environment for all students, faculty, and staff. Sexual misconduct of any kind will not be tolerated.

Issues involving Respondents who are not members of our College community (such as vendors or visitors) should be reported promptly in the same manner provided for in this Policy and accompanying procedure.

Sexual misconduct includes instances where consent cannot be given (e.g., student's age,

or use of drugs or alcohol, or other disability). All students, faculty and staff are afforded protections from sexual misconduct and any hostile work or education environment resulting from such sexual misconduct, regardless of the sex, sexual orientation, or gender identity of either the alleged Complainant or Respondent, including when both are members of the same sex.

The College fully supports and complies with all state and federal laws related to sexual misconduct and will report allegations of sexual misconduct to appropriate law enforcement agencies in accordance with applicable law and subject to confidentiality provisions outlined in the procedure accompanying this policy and in applicable state and federal law.

The College offers primary and ongoing programs to prevent and promote awareness of sexual misconduct, including but not limited to information about safe and positive options for bystander intervention and how to avoid potential assaults.

Sexual misconduct is not permitted at Broward College International Centers in accordance with the Code of Conduct.

Prohibition of Sexual Misconduct

College faculty, College staff and students are prohibited from engaging in sexual misconduct.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College's Title IX Coordinator is responsible for the development and review of this policy and compliance with this policy and its accompanying procedures, including the grievance process set forth in Procedure A6Hx2-5.39. College faculty and staff who are designated as "Officials with Authority" as defined below have an obligation to participate in mandated training and report allegations of sexual misconduct to the Title IX coordinator in accordance with the procedure accompanying this policy.

Violation of Policy

The College will take prompt and appropriate action to end any conduct that interferes or limits a student's ability to participate in or benefit from the College's programs. All complaints and investigations of sexual misconduct will be kept confidential as possible and to the extent allowed by law.

The College will provide supportive measures to Complainants and Respondents in accordance with the procedure accompanying this policy and, as required by 34 C.F.R. § 106.45, by following the grievance process set forth in Procedure A6Hx2-5.39 before the imposition of any disciplinary sanction or other actions against a Respondent with respect to a complaint alleging sexual misconduct.

Definitions

The terms used in this policy are defined below and shall be deemed to include consistent or comparable definitions contained in any applicable federal, state or local law.

Complainant – an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment or Sexual Misconduct.

Consent - an affirmative indication of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent cannot be obtained through coercion, force, threat, or intimidation. Consent cannot be given by someone who is not able to effectively communicate or to understand the nature of the conduct being engaged in or is otherwise incapacitated as a result of drugs or alcohol, or for any other reason. Silence or absence of resistance on the part of an individual does not imply consent. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time, even during sexual interactions. Consent to one form of sexual activity does not imply consent to other forms of sexual activity or as further defined in Florida Statutes.

Dating Violence - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Domestic Violence - a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under applicable domestic or family violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws of the State of Florida or other applicable law.

Official with Authority - An Official with Authority is a College employee with authority to address Sexual Harassment/Misconduct by instituting corrective measures on behalf of the College.

With respect to allegations Sexual Harassment/Misconduct in which the Respondent is an employee or holds any employment status (including employed students), Officials with Authority are: the Title IX Coordinator, the Executive Director of Talent and Culture, the District Director of Employee Relations, and the Senior Analyst – Employee Relations.

With respect to allegations of Sexual Harassment/Misconduct in which the Respondent is a student, Officials with Authority are: the Title IX Coordinator, the Dean of Students (on any campus), the District Director (Student Conduct & Integrity), and a Student Conduct Specialist.

Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment or Sexual Misconduct.

Retaliatory Action – any materially adverse action taken against the person who makes or supports a complaint of Sexual Harassment/Misconduct.

Sexual Assault – an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation or sexual assault or battery under Florida law.

Sexual Harassment – conduct on the basis of sex that satisfies one or more of the following: a) an employee of Broward College conditioning the provision of an aid, benefit or service of Broward College on an individual's participation in unwelcome sexual conduct; (b) unwelcome conduct determined by a person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Broward College's educational programs or activities; and (c) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in this Policy.

Sexual Misconduct - for the purposes of this policy, sexual misconduct serves as an umbrella term, which includes, but is not limited to, the various offenses defined in this policy.

Sexual Violence - Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Several different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

Unwelcome sexual conduct - any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for admissions and/or academic decisions affecting the individual or (2) unreasonably interferes with the individual's education or academic performance by creating an intimidating, hostile, or offensive environment. Conduct that falls into the definition of unwelcome includes but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce a person to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or their appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.
- Displaying or posting offensive, sexually suggestive pictures or materials on campus.

Sexual Harassment/Misconduct Procedure

Broward College Procedure 5.39

This procedure provides for a prompt and equitable resolution of student and employee complaints alleging any action prohibited by the provisions of Title IX of the Education Amendments of 1972, including the regulations promulgated thereunder located at 34 C.F.R. Part. 106. A report or formal complaint of sex discrimination other than sexual harassment/misconduct should be reported pursuant to Policy 6Hx2-3.34 and its accompanying procedure.

Policy 6Hx2-3.39, and this Procedure, explains how to make a report or file a formal complaint of sexual harassment, and how the College will respond. This procedure provides a consistent and transparent grievance process for resolving formal complaints of sexual harassment under Title IX.

Officials With Authority to Institute Corrective Measures

The following College officials have authority to institute corrective measures to remedy Sexual Harassment/Misconduct pursuant to by Policy 6Hx2-5.39:

If a respondent is a student

Title IX Coordinator

TitleIXCoordinator@broward.edu

954-201-4866

Dean of Students (on any campus)

District Director, Student Conduct
& Integrity

Conduct@broward.edu

If a respondent is an employee

Title IX Coordinator

TitleIXCoordinator@broward.edu

954-201-4866

Executive Director, Talent & Culture

Edhumanresources@broward.edu

954-201-7695

District Director, Employee Relations

ERAA@broward.edu

Reporting

Any person may report sexual harassment/misconduct - whether or not the person reporting is the person alleged to be the victim of that conduct. A report may be made through the use of the Broward College Discrimination, Retaliation, and Sexual Harassment/Misconduct [Reporting Form](#) and is also available from the College officials identified above. A report may also be made in person, by mail, by telephone, by e-mail, or by any other means that results in the Title IX Coordinator (or designee) receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the Reporting Form, or to the Title IX Coordinator using the contact information provided above for the Title IX Coordinator.

Response to Report

The College will respond promptly to reports of Sexual Harassment/Misconduct in the following manner:

1. Supportive measures.

A. Offer of supportive measures. The College will offer supportive measures to the Complainant. Within two (2) business days of receiving a report or complaint of sexual harassment/misconduct, the Title IX Coordinator will contact the Complainant to: (1) explain the availability of supportive measures designed to restore or preserve equal access to the College's educational program or activity, protect the safety of the parties or the College's educational environment, and/or deter sexual harassment; (2) explain that supportive measures are available with or without the filing of a formal Complaint; (3) consider the Complainant's wishes with respect to supportive measures.

B. Description of supportive measures. Supportive measures are appropriate non-disciplinary, non-punitive individualized services available to the College, provided free of fee or charge to the Complainant. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations,

leaves of absence, increased security, monitoring of certain areas of campus, or other similar measures that do not unnecessarily burden a Respondent unless and until a determination has been made against a Respondent in accordance with the Grievance Process below.

- C. Confidentiality regarding supportive measures. Any supportive measures provided to the Complainant will be maintained as confidential to the extent that maintaining such confidentiality does not impair the College's ability to provide those supportive measures.
2. Explanation of process of filing of formal Complaint. Within two (2) business days of receiving a report or complaint of sexual harassment/misconduct, the Title IX Coordinator will contact the Complainant to explain to the Complainant the process of filing a formal Complaint as set forth in this Procedure A6Hx2-5.39.

Grievance Process For Formal Complaints

1. Requirements.

- A. Equitable treatment. The College will treat Complainants equitably by providing remedies to a Complainant where a determination of Sexual Harassment/Misconduct has been made against the Respondent, with such remedies designed to restore or preserve the Complainant's equal access to the College's education programs and activities. The College will treat Respondents equitably by following this Grievance Process before the imposition of any disciplinary sanctions or other actions against a Respondent that are not supportive measures.
- B. Objective evaluation of all relevant evidence; recognition of legal privileges. The College will evaluate all relevant evidence, including both inculpatory and exculpatory evidence. The College will make no credibility determinations based on a person's status as a Complainant, a Respondent or a witness. No questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege shall be required, allowed, relied upon, or otherwise used in any proceeding under this Procedure, unless the person holding such privilege has made a clear waiver of such privilege.
- C. Presumption of non-responsibility and standard of evidence. Any Respondent shall be presumed not to be responsible for any conduct alleged unless and until a determination regarding responsibility is made at the conclusion of the grievance process provided for in this Procedure. Such determination shall be made pursuant to a preponderance of the evidence standard, which shall apply to all formal complaints of sexual harassment against students and employees (including faculty).
- D. No conflicts of interest or bias; required disclosure. Neither the Title IX Coordinator, nor any investigator, decision-maker, or person designated by the College to facilitate an information resolution process, may have any conflict of interest or bias for or against Complainants or Respondents generally, or any individual Complainant or Respondent. Any person designated as an investigator, decision-maker or facilitator of an information resolution process, shall promptly disclose to the Title IX Coordinator any fact or reason that may reflect any actual or potential conflict of interest or bias on the part of such person. The Title IX Coordinator shall promptly disclose to the College Ombudsperson any fact or reason that may reflect any actual or potential conflict of interest on the part of the Title IX Coordinator.
- E. Required training. The Title IX Coordinator and any investigator, decision-maker, or person designated by the College to facilitate an information resolution

process shall, prior to service in such capacity, have received training on: (a) the definition of Sexual Harassment; (b) the scope of the College's educational programs and activities; (c) how to conduct an investigation and grievance process, including hearings, appeals and information resolution processes, as applicable; and (d) how to serve impartially, including by avoid prejudgment of the facts at issue, conflicts of interest, and bias. Further, any person designated as a decision-maker shall, prior to service in such capacity, have received training on any technology to be used at a live hearing, and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any person designated as an investigator shall, prior to service in such capacity, have received training on issues relevant to the creation of an investigative report that fairly summarizes relevant evidence. All materials used to train Title IX Coordinators, investigators, decision-makers or any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

2. Required procedure.

A. Initial notice of allegations; notice of additional allegations subject to investigation. Upon receipt of a formal complaint, written notice will be provided to the parties who are known: (1) of the grievance process provided for by this Procedure; and (2) of all allegations potentially constituting Sexual Harassment/Misconduct as defined in Policy 6Hx2-5.39, as well as: (a) the identities of the parties involved in the incident, if known; (b) the conduct allegedly constituting sexual harassment/misconduct; (c) the date and location of the alleged incident, if known; and (d) any other details or information known at the time pertinent to the alleged incident. Such notice shall be provided at least 5 business days prior to any initial interview conducted with the party.

If, in the course of the investigation, the College decides to investigate additional allegations about the Complainant or Respondent that are not included in the written notice previously provided to the parties, written notice of these additional allegations will be provided to the parties whose identities are known.

B. Optional informal means of resolution. If a formal Complaint is filed, and if requested by or agreed to by the parties, Broward College will attempt informal resolution of the complaint to the satisfaction of all parties, through the use of principles of mediation, communication, negotiation, facilitation, and problem-solving that emphasize fairness, the needs and interests of the participants, and, to the extent possible, confidentiality. No party is or will be required to engage in informal resolution of any allegations of Sexual Harassment. No formal complaint involving allegations that a College employee sexually harassed a student are subject to an informal resolution process.

1. As part of the informal resolution process, Employee Relations, in the Office of Talent and Culture (for matters involving employees) or the Title IX Coordinator (for matters involving students), or their respective designees, may review all relevant information, interview pertinent witnesses, and conduct other communications with the complainant and respondent. If a resolution satisfactory to both the complainant and the respondent is reached, written notice to that effect along with the terms of any

agreement reached and a copy of the complaint will be sent to the complainant and respondent(s). Any agreement reached shall be signed and dated by the complainant, the respondent(s) and the appropriate College official(s).

2. At any time during the process of informal resolution prior to agreeing to a resolution, either party may request that the informal resolution process be terminated and the matter proceed as a formal complaint.

3. Broward College may initiate or continue inquiry into matters addressed and resolved by informal resolution to the complainant's satisfaction, should such matters be of independent or continuing concern to the College

C. Dismissal of formal Complaint; consolidation.

1. Required dismissal. A formal Complaint subject this Procedure will be dismissed for purposes of sexual harassment under Title IX or 34 C.F.R. Part 106 if, after the allegations of a formal Complaint are investigated, the College determines that: (a) the conduct alleged in the formal Complaint would not constitute Sexual Harassment as defined by Policy 6Hx2- 5.39 even if proved; (b) the conduct alleged in the formal Complaint did not occur in the College's education program or activity; (c) did not occur against a person in the United States. Written notice of such dismissal and the reason(s) for the dismissal will be sent promptly and simultaneously to the parties.

2. Permitted dismissal. A formal Complaint (or portion thereof) subject to this Procedure may be dismissed by the College if: (a) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complaint or any allegations therein; (b) the Respondent is no longer enrolled or employed by the College; (c) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal Complaint or allegations therein. Written notice of such dismissal and the reason(s) for the dismissal will be sent promptly and simultaneously to the parties.

3. Related/subsequent investigations not precluded. Dismissal of a formal Complaint (or a portion thereof) does not preclude the College from investigating the allegations of a formal Complaint under other applicable rules or College policies, including Policy 6Hx2-3.25 (Resignation and Termination of Non-Instructional Personnel), Policy 6Hx2-3.34 (Discrimination and Retaliation), Policy 6Hx2-5.02 (Student Code of Conduct), Policy 6Hx2-5.23 (Complaint Process for Non-Instructional Issues) and accompanying procedure(s).

4. Consolidation of formal Complaints. The College may consolidate formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same alleged facts or circumstances.

D. Investigation of a formal Complaint.

1. Personnel. Where the Respondent is a student, the investigation will be conducted by the College's Student Conduct Specialist or other designee. Where the Respondent is an employee, the investigation will be conducted by the District Director, Employee Relations or the Senior Analyst, Employee Relations. Should such person have or disclose any conflict of interest or bias, or other circumstances preclude service in that capacity, the College will designate or engage other qualified personnel to conduct the investigation.

2. Burden of proof and burden of gathering evidence. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the College and not on the parties. The College will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in such capacity, in connection with the provision of treatment to that party, unless that party provides voluntary written consent from that party to do so for a grievance process under this Procedure.

3. Equal opportunities in grievance process. The parties will:

- a. have an equal opportunity to present witnesses, including fact and expert witnesses and other inculpatory and exculpatory evidence;
- b. not be restricted in their ability to discuss the allegations under investigation nor gather and present relevant evidence;
- c. have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to be, an attorney);
- d. not be limited in their choice to have an advisor present in any meeting or grievance proceeding;
- e. be provided, where their participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time to prepare to participate;
- f. have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal Complaint, including any evidence on which the College does not intend to rely in reaching a determination regarding responsibility and including any inculpatory or exculpatory evidence whether obtained from a party or other source, so each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

4. Investigation evidence. Fourteen (14) days prior to completing the Investigative Report, the College will send to each party (and the party's advisor, if any) the evidence subject to inspection encompassed by this Procedure in electronic format or hard copy. Within fourteen (14) days thereafter, each party may submit a written response, which the investigator will consider prior to completion of the Investigator's Report. All such evidence will also be made available at any subsequent hearing conducted under this Procedure, to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

5. Investigative report. The College will create an investigative report that fairly summarizes relevant evidence and send the investigative report to each party (and the party's advisor, if any) in electronic format or hard copy, and will do so at least ten (10) days prior to any hearing or other determination regarding responsibility, for their review and any written response they choose to submit prior to the hearing or other determination regarding responsibility.

6. Live hearing. A live hearing will be held to determine whether a preponderance of the evidence establishes the responsibility of Respondent(s) for contact in violation of Title IX (i.e., overcomes the Respondent's presumption of non-responsibility). Neither the Title IX Coordinator, nor any investigator(s) in the matter, may be the

decision-maker(s) with respect to any such determination.

A. Conduct of live hearing.

1. Advisors. If a party does not have an advisor present at the live hearing, the College will provide an advisor, who may but is not required to be an attorney, of the party's choice to that party, to conduct cross-examination on behalf of that party.

2. Party and witness questioning.

a. At the live hearing, each party's advisor will be permitted to ask the other party, and any witnesses, all relevant questions and follow-up questions, including those challenging credibility.

b. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and will not be conducted by the party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a party or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and must explain any decision to exclude the question as not relevant. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) may not rely on any statement of that party or witness in reaching a determination of responsibility, provided however that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on the absence of a party or witness from the live hearing or refusal to answer cross-examination or other questions.

c. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless: (i) offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or (ii) concern specific instances of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

3. Location; separate rooms. The College has the discretion to determine whether to conduct the live hearing with all parties physically present in the same geographic location, or to conduct the live hearing virtually, with technology enabling participants to simultaneously see and hear each other. Further, either party may request that the live hearing proceed with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witnesses answering questions.

B. Written determination. Following the live hearing, a written determination will be made by the hearing officer with the following content, and will be provided to the parties simultaneously.

1. Identifying the allegations potentially constituting sexual harassment.

2. Describing the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held.

3. Findings of fact supporting the determination.

4. Conclusions regarding application of the College's Code of Conduct to the facts.

5. A statement of and rationale for the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be

imposed on the Respondent(s), and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant.

6. Describing the College's procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.
- C. Finality of determination. The written determination becomes final: (i) on the date the College provides the parties with the written determination of the result of any appeal filed; or (ii) the date the appeal is no longer considered timely.
- D. Appeal. Within five (5) business days of the date the determination is provided to the parties, any party may appeal (i) regarding responsibility; (ii) dismissing a formal complaint or any allegations therein. Employees may appeal to the Executive Director of Talent and Culture and students may appeal to the College Ombudsperson or Vice Provost for Student Services, as indicated in the determination letter. All parties will be notified of an appeal filed by any other party.
1. No decision-maker(s) regarding the appeal may be a decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
 2. Grounds for appeal: (a) Procedural irregularity that affected the outcome of the matter; (b) new evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter; or (c) a conflict of interest or bias by the Title IX Coordinator, investigator(s) or decision-maker(s) for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter.
 3. Written submission(s): within five (5) business days of the date the notice regarding an appeal is issued, each party may submit a written statement in support of, or challenging, the outcome of the determination that is the subject of the appeal.
 4. The decision-maker(s) regarding the appeal will issue a written decision describing the result of the appeal and the rationale for the result and provide that written decision simultaneously to the parties within five (5) business days of receiving a written statement from the party(ies) as outlined in item 3.

Emergency Removal of Respondent

The College may remove the Respondent from an education program or activity on an emergency basis provided that the Title IX Coordinator (or designee) undertakes a safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The Respondent will be provided with written notice and an immediate opportunity to challenge the removal, and any submission by the Respondent be considered promptly. No challenge (or lack thereof) by a Respondent to emergency removal will be considered pertinent to the determination of responsibility through the formal proceedings required above.

Substance Abuse Policy

Broward College Policy 5.18

General Statement

Broward College (the "College") recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment, which supports the mission of the College.

The Policy and the Student

In accordance with applicable federal and state laws, students may not be impaired by alcohol or drugs or in possession of illegal drugs or alcohol while on College property or while participating in a College sanctioned activity. Students whose behavior is impaired by legal drugs are also subject to this policy.

As specified in the Program Guidelines for certain programs at the College, students and applicants to the College may be subject to a drug screening prior to, or if circumstances warrant, during the time of their enrollment at the College. Students will incur the costs of such screenings.

Additionally, students at International Centers or Affiliates are subject to the Code of Conduct except in cases where it refers to United States Federal or state law, and/or where the Code of Conduct conflicts with local law where the International Center or affiliate is located.

The Policy and the Faculty and Staff

Faculty and staff who believe that a student is unable to perform the requirements of his/her program with reasonable skill and safety due to the possible use of drugs or alcohol will report the student to the Dean of Students on the campus/center who will take action in accordance with the Student Code of Conduct – College Policy and Procedure 6Hx2-5.02.

Aviation, Automotive, & Marine Programs:

In recognition of the nature of specialized activities within Transportation programs such as Flight Training, Aviation Maintenance Lab, Automotive Lab, and the Marine Lab components of these curricula, College Policies 6Hx2-5.18 and 6Hx2-5.02 will be utilized as needed to ensure the safety of students, faculty, and staff. In the interest of safety, representatives of these areas will use their discretion as described in College Policy 6Hx2-5.18 to request a student, who they believe is unable to perform the requirements of his/her program with reasonable skill and safety, to report to the Dean of Transportation Programs who will comply with the policy requirements. It is further stated, students participating in Flight-related activities through the College's approved flight training provider, may be randomly tested for drug abuse.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Dean of Students, under the direction of the Vice Provost for Student Services and Ombudsperson is responsible for the implementation and oversight of policy compliance.

Violation of Policy

Students found in violation of this policy are subject to discipline in accordance with College Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

If a student is required to submit to a drug screening by the Dean of Students based on behaviors that indicate the use of drugs or alcohol which impairs their ability to perform in their academic program, refusal to submit to such a drug screening will be treated as a positive test result. The College retains the right to dismiss a student from the College or from a specific program, in accordance with the Program Guidelines for that program.

Meningitis and Hepatitis B

Florida Statute, Section 1006.69

Florida Statutes requires that Broward College provide information to all enrolled students on the risks associated with Meningitis and Hepatitis B. Information regarding Meningitis and Hepatitis B is available at the following websites from the Centers for Disease Control:

Meningitis
Hepatitis B

HIV/AIDS

Broward College Policy 5.16

General Statement

Broward College (“the College”) recognizes the serious adverse societal and educational impact associated with the Human Immunodeficiency Virus (HIV), and Acquired Immune Deficiency syndrome (AIDS).

The Policy and the Student

College students may not violate the Student Code of Conduct as it relates to discrimination against students, faculty, staff, or guests of the College based on their perception of HIV/AIDS infection.

Students enrolled in various programs at the College, including, but not limited to Health Sciences, Institute for Public Safety, Aviation, etc., may be required per the Program Guidelines for the particular program, to successfully complete a HIV/AIDS educational class or program as a prerequisite for admission to the program. Students enrolled in various programs at the College, including, but not limited to, health sciences, Institute for Public Safety, Aviation, etc., may be required as part of the standards of conduct established by these programs to interact with members of the community who are infected with HIV/AIDS. Students who are not able to meet this obligation should reconsider their program choice as dismissal or disciplinary action could be taken as a result of any conduct violation or refusal to service.

The Policy and the Faculty and Staff

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

Managers in specific areas of study in which students may come in contact with the public in health science and/or other public services areas of study should address this provision of instruction and information at an appropriate time in the instructional areas of study.

Students at International Centers are subject to the rules that may apply at those locations regarding education relating to the transmission of infectious diseases, including HIV/AIDS.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy.

In regards to the campus life educational component of this policy, the College Ombudsperson, under the direction of the Vice Provost for Student Services, is responsible for policy oversight and compliance.

In regards to academic programs where there is a requirement for HIV/AIDS education or prerequisites for students, Program Managers or the appropriate Associate Dean, under the direction of the appropriate Dean and the Vice Provost for Academic Affairs are responsible for policy oversight and compliance.

Violation of Policy

In accordance with the Student Code of Conduct, students who discriminate against other students, faculty, staff, or members of the community whom they believe have tested positive for HIV/AIDS are subject to discipline up to and including expulsion from the College. Additionally, it should be noted that discrimination against individuals with HIV/AIDS may constitute bias-motivated conduct, which may subject the violator to stronger sanctions.

Staff and non-represented faculty who violate this policy will be subject to discipline up to and including termination.

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

Definitions

HIV - Human Immunodeficiency Virus

AIDS - Acquired Immune Deficiency syndrome

HIV/AIDS Education

[Florida Statute, Section 1006.50](#)

Florida Statutes require that Broward College provide information to all enrolled students related to Acquired Immune Deficiency Syndrome (AIDS) education. The Centers for Disease Control has provided the following [AIDS information](#).

Student Ombudsperson

[Broward College Policy 5.26](#)

General Statement

Broward College (the “College”) will assist students by designating an ombudsperson at each campus location. The College shall also designate a College-wide ombudsperson.

The ombudsperson or designee will assist students by informing them of College policies and procedures and by guiding them to appropriate College offices and personnel to resolve their concerns. The campus ombudsperson or designee will assist student requests for exceptions to 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, 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, adjudicate appeals relating to disability accommodations in accordance with College policy and procedure 6Hx2-5.09 – Accessibility Resources and Academic Accommodations for Students, and adjudicate appeals relating to students subject to sanctions for non-Broward College violations in accordance with College Policy 6Hx2-5.27 – Information/Notification to the College on Students Convicted of Felony Crimes, Past Discipline Problems at Other Educational Institutions, or Sexual Predator Status.

The Policy and the Student

This policy provides a process for students to be guided by an ombudsperson as they seek to resolve their educational issues at the College.

The Policy and the Faculty and Staff

The College Ombudsperson is the College’s designated official who serves in the role of Ombudsperson. The Dean of Students on the campus serving in their role as campus Ombudspersons, will assist students in resolving issues in accordance with College policy. The College-wide ombudsperson is the College Ombudsperson, who will serve as the primary point of contact for student concerns that require escalation, matters referred by State or other regulatory agencies, and render Academic Standards petition decisions, and Student Code of Conduct appeals.

Implementation and Oversight

The Deans of Students on the campus, serving in their role of campus ombudsperson, and the College-wide Ombudsperson shall have the responsibility for the implementation of this policy. The Vice Provost for Student Services is responsible for overall policy compliance.

Definitions

Ombudsperson – College officials charged with assisting students by identifying applicable College policies and guiding students to appropriate College offices and personnel, in accordance with Florida Statute 1006.51.

Acceptable use of Technology and Email

[Broward College Policy and Procedure 8.01 and 8.03](#)

Broward College provides all students with Network and Internet access when on College property, which is also available via remote access, for academic purposes. Inappropriate use of Broward College technology resources may result in the loss of network and application access, and may lead to possible disciplinary actions. With the exception of academic reasons, Broward College prohibits students from using the Internet to intentionally visit sites that are pornographic, sexually explicit, racially or ethnically biased or harassing or offensive in any way, either in graphic or text form. Broward College reserves the right to monitor any and all usage of College network and application activities including Internet access.

Only authorized Broward College employees or vendors will install software on College computers. Computers and hardware devices that are designated as part of a curriculum may be modified by students enrolled in the associated courses as required by the curriculum.

The following activities are prohibited: attempts in any way to interfere with the availability or quality of service, and/or damaging College network devices; storing, downloading, posting, or displaying obscene or offensive data, even temporarily, in areas where someone might view them passively or inadvertently, except in cases where academically necessary; attempts to circumvent established security procedures or to obtain access privileges to which a user is not entitled; unauthorized access, alternation, or destruction of another user’s data, programs, or electronic mail; attempts to obtain unauthorized access to either local or remote computer systems or networks; manipulation of others to gain information for the purpose of gaining access to commit fraud or damage to the system; using a program or procedure that looks like a normal logon process but instead records the user’s password and user name; executing any form of network monitoring which will intercept data not intended for the user’s host; attempting port scanning, network sniffing packet spoofing, denial of service and forged routing information; using any program, script, command, or sending messages of any kind with the intent to interfere with or disable a user’s network session; theft or destruction of computer hardware or software, and any criminal activity or any conduct that violates applicable local state, federal and international laws.

Broward College utilizes our email system as our primary means of communicating with students. Students are expected to regularly check their BC e-mail account to ensure they are kept up to date on official College correspondence. Students who maintain personal email accounts outside of Broward College may forward their Broward College email to these accounts, so they do not have to interact with multiple e-mail systems. There is no guarantee of security or confidentiality from inappropriate use of the email system. Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive,

derogatory, racial or ethnic slurs or pornographic comments or images. Students shall not use email to transmit passwords or any other authentication information for or about Broward College's computer and/or network systems. Students shall not use email to transmit chain letters. Students shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing malicious content. Email may not be used to impersonate another person or misrepresent authorization to act on behalf of others or the college. Other acceptable uses of the Broward College email system can be found in our Policy and Procedures manual.

Copyright Compliance

Broward College Policy and Procedure 8.05

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using Broward College's information technology system constitutes copyright infringement. Specifically, in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority likewise constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess court costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. Broward College will immediately investigate notices of allegations of peer-to-peer file sharing and copyright infringement under the Digital Millennium Copyright Act (DMCA), Title 17, United States Code, Section 512. The DMCA offers copyright holders legal protection of their entitlement to the reproduction and distribution of copyrighted material and governs the copying or other means of reproduction of copyrighted material. As part of its efforts to combat illegal file sharing and copyright infringement, Broward College endeavors to educate and inform its students, faculty and staff about copyright infringement by visiting the U.S. Copyright Office and Broward College's Copyright Policy.

Complaint Process for Students for Non-Instructional Issues Policy

Broward College Policy 5.23

General Statement

A prospective or enrolled student may file a complaint, which is a claim raised by a student, a group of students, or the student government, alleging improper, unfair, arbitrary, or discriminatory action by an employee involving the application of a specific provision of College rule/regulation or a Board policy or procedure.

A prospective or enrolled student has the right to seek a remedy for a dispute or a disagreement through a designated complaint procedure. Students should use available informal means to have a decision reconsidered before filing a complaint. No retaliation of any kind shall be taken against a student for participation in a complaint.

The Policy and the Student

This policy ensures students that their complaints will be received, heard, and addressed with consideration of fairness by the appropriate administrator/manager/supervisor of the College with oversight of a department or division. Students are encouraged to communicate their complaints informally first through the incremental levels within the organization, as indicated in the procedure for this policy. If no resolution is achieved from levels one through three within the organizational structure, then students can file formal complaints with the appropriate final appellate authority indicated in the procedure. Complaints may be made verbally or in writing, and the student is entitled to an appropriate response at each level within the College structure. After exhausting all internal complaint processes, students may file a complaint with the Florida Department of Education Division of Florida Colleges, and/or with the Southern Association of Colleges and Schools Commission on Colleges, the College's regional accrediting agency, or the academic program specific accrediting body, if applicable.

The Policy and the Staff

Staff will address student complaints at their level of authority in the complaint process as outlined in the procedure.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The College Ombudsperson, under the direction of the Vice Provost for Student Services has the responsibility for the development of this policy; however, the supervisor of the department where the alleged infraction occurred has responsibility for direct implementation of this policy at their level in the complaint process.

Violations of Policy

Students are expected to present and communicate their complaints using a professional standard of behavior in accordance with the Student Code of Conduct Policy and Procedure 6Hx2-5.02. Students are not exempt from sanctions themselves when they violate any standard of the Code of Conduct while communicating their complaint to any level of the complaint process.

Staff and non-represented faculty who violate this policy will be subject to discipline up to and including termination.

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

Definitions

Complaint – for purposes of this Policy, a dispute or disagreement raised by a student, group of students, or the student government, concerning the application of the specific

provision of a policy, rule or regulation, the application of a policy, rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the policy, rule or regulation. Students with a concern regarding Sexual Harassment/Misconduct by any member of the College community (including by students, faculty or staff) should refer to Policy 6Hx2-5.39. Students with concerns regarding any other form of discrimination, harassment or retaliation by faculty or a staff member of the College should refer to Policy 6Hx2-3.34.

Complaint Process for Students for Non-Instructional Issues Procedure

Broward College Procedure 5.23

Broward College (“College”) expects and requires that front-line staff and/or administrators attempt to meaningfully resolve informal complaints prior to reaching the appropriate appellate authority administrator as outlined in this procedure. Additionally, students are expected to follow the chain of command within the informal complaint process prior to elevating a concern to the higher levels of the College and making a formal complaint to the appropriate appellate authority. If the particular issue is not indicated in the chart below, the student should consult with the College Ombudsperson to determine the appropriate path for filing a complaint.

This procedure should be used when a student or prospective student has a concern about their education at the College. The objective of the procedure is to provide a process for students to use to resolve concerns as quickly and efficiently as possible. This complaint process is for students and prospective students, and only students or prospective students can participate in the College’s complaint process; however, nothing within this process precludes a student from seeking counsel from an advisor of their choice, who may be an attorney.

Procedures Specific to Online Students

Students enrolled in a fully online program who desire to file a complaint not related to their final grade in a course should follow this Complaint Procedure for non-instructional Issues (Procedure A6Hx2-5.23). After exhausting all institutional complaint processes, Florida residents may file a complaint with the Florida Department of Education-Division of Colleges, and/or with Broward College’s regional accrediting agency, The Southern Association of Colleges and Schools Commission on Colleges. Students residing in states other than Florida may file a complaint with the Southern Association of Colleges and Schools Commission on Colleges. Please note that entities external to Broward College will review complaints in accordance with their own policies and are not formally part of the Broward College complaint resolution process.

Most complaint processes external to Broward College require that the student: 1) document the steps taken to exhaust the institution’s grievance process; 2) describe the action taken by the institution to date in response to the student complaint; and 3) provide a copy of the institution’s response to the student as a result of following the College’s procedures.

The student or prospective student brings the concern to an appropriate staff or faculty member using the steps in the resolution process below. If the student is uncomfortable with approaching the college employee directly, they may select an advocate inclusive of a counselor or advisor, a student dean, College Ombudsperson, or another staff member that is not a member of the complaint resolution hierarchy. The staff member and administrators will attempt to work with the student and any other persons who are involved to respond to the problem within ten (10) business days. If the complaint is not answered satisfactorily, at any step in the process, the student should progressively elevate their concerns through the process and if not resolved can make a formal complaint with the appropriate appellate authority administrator as indicated below. The appellate authority level administrator shall maintain records of complaints filed with their respective office. Students may submit complaints directly to the department in question or may submit their complaints [online](#).

After exhausting all institutional complaint processes, students and/or prospective students who believe their issue(s) are unresolved, may file a complaint with the Florida Department of Education’s Division of Florida Colleges and/or the Southern Association for Colleges and Schools Commission on Colleges, who will assist in accordance with their policies. For more information on how to contact the Florida Department of Education regarding a complaint, students may access information at [this website](#). Students may also file a complaint with the accrediting body responsible for the program, if one exists. Students may inquire of the pathway dean and/or the College Ombudsperson to learn about how they may complain to the program specific accrediting agency, if applicable.

Unless otherwise specified in a policy or procedure aligned to the specific matter in question, students should share their concerns as specified in this procedure within ten business days after the incident/issue in question becomes known. If the student is not satisfied with the response they may appeal to each higher level within ten business days. After exhausting each level of authority, they may appeal to the appellate authority administrator. The decision of each successive higher-level supervisor will be rendered within ten business days of receipt of the appeal. The Campus Dean of Students or College Ombudsperson may provide guidance and support to the student throughout the complaint process.

Complaints related to actions that violate Federal law such as discrimination, ADA, FERPA, Title IX or other laws prohibiting discrimination should be reported to the appropriate College official using the resolution process above. Additionally, students may file a complaint with the appropriate Federal agency that has jurisdiction over these areas. The United States Department of Education Office of Civil Rights handles complaints related to discrimination and ADA. Complaints related to the privacy of records in accordance with the Family Educational Rights and Privacy Act (FERPA), students may also contact the United States Department of Education Family Policy Compliance Office and file a complaint in accordance with the rules of that agency.

Areas of Concern	INFORMAL			FORMAL
	First Response	Next Level	Next Level	Final/Appellate Level
Academic Advising	Student Services Supervisor/Advising	Associate Dean for Student Services/Advising	Campus Dean of Student Services	Vice President for Student Services
Admissions Application	Student Services Supervisor/Admissions	Associate Dean for Student Services/Admissions	Campus Dean of Student Services or Associate Vice President for Academic Affairs/College Registrar	Vice President for Student Services
Bookstore	Bookstore Manager	General Manager	District Director of Auxiliary Services	Senior Vice President for Finance and Operations
Disruptive Behavior of Students			Campus Dean of Student Services (Refer to Student Code of Conduct 6Hx2-5.02)	College Ombudsperson
Faculty Concerns	Associate Dean or Program Manager		Academic Pathway Dean	Vice Provost for Academic Affairs
Discrimination and Retaliation	See Policy 6H2-3.34 (Discrimination and Retaliation)			
Enrollment/Registration	Student Services Supervisor/Admissions	Associate Dean for Student Services/Admissions	Campus Dean of Student Services or Associate Vice President for Academic Affairs/College Registrar	Vice President for Student Services
Financial Aid	Assistant Director of Financial Aid	District Director of Financial Aid Advising	Associate Vice President for Student Financial Services	Vice President for Finance
Florida Residency	Student Services Supervisor/Admissions	Associate Dean for Student Services/Admissions	Associate Vice President for Academic Affairs/College Registrar	Vice Provost for Academic Operations
Grade Appeal See Policy & Procedure 4.19	Faculty member	Associate Academic/Pathway Dean		Grade Appeal Policy 6Hx2-4.19 Grade Appeal Procedure A6Hx2-4.19
Graduation Eligibility		Associate Dean for Student Services/Advising	Associate Vice President for Academic Affairs/College Registrar	Vice Provost for Academic Operations
Immigration Status 1-20		District Director for International Student Enrollment		Executive Director for International Education
International Center Students			International Center Director	BC Broward Executive Director of International Education
Library/Academic Success Center (ASC)	Library: Associate Dean for Library Services (Collegewide) Academic Success Center: Associate Dean for Academic Success Center (by campus)		Dean of Libraries and Academic Success Centers	Vice Provost for Academic Services and Learning Resources
Parking	Campus Safety Lieutenant	Campus Safety Captain of Operations	Associate Vice President for Campus Safety, Security and Emergency Preparedness	Senior Vice President for Finance and Operations
Petition for Refund Requests	Petition for Refund Committee			Vice President for Financial Services
Security	Campus Safety Lieutenant	Campus Safety Captain of Operations	Associate Vice President for Campus Safety, Security and Emergency Preparedness	Senior Vice President for Finance and Operations
Sexual Harassment/Misconduct	See Policy 6Hx2-5.39 (Sexual Harassment/Misconduct)			
Student Activities	Coordinator of Student Life	District Director for Student Engagement	Campus Dean of Student Services	Vice President for Student Services
ADA (Americans With Disabilities Act)	Coordinator for Accessibility Resources	Director for Accessibility Resources	Associate Vice President for Institutional Accessibility	College Ombudsperson
Testing	Testing Center Supervisor		District Director of Testing	Vice Provost for Academic Services and Learning Resources
Transcripts	Records Administrator		Associate Vice President for Academic Affairs/College Registrar	Vice Provost for Academic Operations

Contact information for filing complaints with external agencies:

Florida Department of Education, Division of Florida Colleges

850-245-0407

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

Southern Association of Colleges and Schools, Commission on Colleges

404-679-4500

1866 Southern Lane, Decatur, GA 30033-4097

Out of State Distance Education Students

Out-of-State distance education students, who have completed the internal institutional grievance process, and the applicable state grievance process, may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement (SARA) Postsecondary Reciprocal Distance Education Coordinating Council at FLSARainfo@fldoe.org.

For additional information on the complaint process, please visit the FL- SARA Complaint Process page.

Refund of Tuition and Fees Policy

Broward College Policy 6.45

General Statement

To receive a 100 percent refund of tuition and fees, a student must cancel her/his registration on or before the published deadline for 100 percent refund. Published deadlines are listed on the Academic Calendar for Broward College. It is the responsibility of the student to cancel their course registration up through the published deadline for 100 Percent Refund Deadline Date. Courses dropped prior to the last day of this deadline will not appear on the student's academic record. After the published deadline for 100 percent refund, a student may withdraw, or be withdrawn, up to the published Last Day to Withdraw and will be financially responsible for any charges incurred.

No refund will be provided for a withdrawal after the published deadline for 100 Percent Refund unless otherwise outlined in this policy.

The Policy and the Student

It is the responsibility of the student to cancel their course registration on or before the published deadline for 100 Percent Refund.

A student can be administratively withdrawn by the College for reasons other than non-academic extenuating circumstances. A withdrawal for any reason could impact a student's funding.

Military Students

Pursuant to Florida State Statute 1004.07, a student who is called to, or enlists in, active military service in the United States armed forces shall be permitted the option of either completing their course(s) at a later date (receiving an "I" indicating an Incomplete and

be required to complete the coursework within the designated period), or canceling their course to receive a refund of tuition and fees outlined in the procedure of this policy.

Department of Defense Tuition Assistance Students

A student utilizing Department of Defense Tuition Assistance (DoD TA) will receive a refund of tuition and fees as determined by the date of withdrawal outlined in the procedure of this policy.

Online Out-of-State Students

A student enrolled in an online course(s) who resides in a state or locality with specific refund guidelines, will be refunded based on those guidelines upon approval of a petition for refund.

Non-Academic Extenuating Circumstances

A student may submit a petition for refund for a withdrawal after the published 100 Percent Refund date when non-academic extenuating circumstances prohibit a student's ability to withdraw prior. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member, death in the immediate family, and other emergency circumstances or extraordinary situations. A petition for refund should be submitted within 6 months of the end of the term requested. Petitions submitted 6 months after the end of term deadline will be reviewed on a case by case basis. All fees are not refundable after the published deadline for 100% refund.

The Policy and the Faculty and Staff

A designated Petition for Refund Committee will review the petition for refund and supporting documentation of the extenuating circumstances. The Committee will then provide a recommendation according to the guidelines set forth in this policy and the procedure of this policy to the Associate Vice President of Student Financial Services who shall approve, disapprove, or modify recommendations from the Petition for Refund Committee.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Vice President of Finance shall be responsible for implementation of this policy. The Associate Vice President of Student Financial Services is responsible for overall policy oversight and compliance.

Violation of Policy

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College. Staff and non-represented faculty who violate this policy are subject to discipline up to and including termination.

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

Definitions

Deadline for 100 Percent Refund – The College's official full refund date to cancel registration for all or select courses with a refund and no record impact to the student as published in the annual College Academic Calendar.

Refund of Tuition and Fees Procedure

Broward College Procedure 6.45

Definitions

Withdrawal—A student- or faculty-initiated withdrawal after the 100% refund deadline, and before the published withdrawal deadline.

The status of withdrawal, after the enrollment verification period, will be reflected on a student's academic transcript. Students reported for non-attendance during the enrollment verification period will be withdrawn for non-attendance.

Withdrawal Deadline -- The last day a student can withdraw, or faculty can withdraw a student.

Course Attempt – As defined in the College Catalog.

Procedures For Students

Dropping Courses by the 100% Refund Deadline

Students may cancel/drop their course registration up through the published deadline for 100% refund. Courses dropped prior to the last day of this deadline will not appear on the student's academic record.

Students can drop courses online via the student portal, or in person at any campus registration office.

To receive a 100% refund of tuition and fees, a student must cancel/drop their registration on or before the published deadline for 100% refund.

Students who used financial aid for bookstore charges will be billed for those charges. Future registration will not be allowed until all debt is paid.

Withdrawals After the 100% Refund Deadline

No refund will be provided for a withdrawal after the published deadline for 100% refund unless otherwise outlined in policy.

Students can withdraw up to the published Withdrawal Deadline for the term or session, which will result in a withdrawal status being recorded on their academic transcript. Course withdrawal for any reason may have an impact on students' academic standing and/or financial aid eligibility. Financial aid requirements for satisfactory academic progress are detailed in Policy 6Hx2-6.47 – Student Financial Aid.

Upon the third course attempt, students cannot be withdrawn. Students who remain

enrolled in courses following their second attempt will receive a grade whether they attend classes or not.

Students withdrawing, due to enlistment, or being called to active military duty, must provide documentation to the Registration Office on the primary campus where the classes are taken.

Petition for Refund of Tuition and Fees

A student who can demonstrate that extenuating non-academic circumstances impacted their ability to drop by the published deadline for 100% refund or meet another exception as outlined in this policy may petition for refund for a withdrawal after the published 100% refund date. Such non-academic circumstances may include, but are not limited to, serious illness of self or of an immediate family member, death in the immediate family, and other emergency circumstances or extraordinary situations. If a petition is approved, the College will refund tuition according to the schedule in this procedure. All fees are non-refundable after the published deadline for 100% refund.

The following procedure shall apply to students' written request for exception in the form of a petition for refund to the Petition for Refund Committee:

1. Complete the Petition for Refund request online on the Broward website.
2. All petitions shall include any and all relevant documentation to support the extenuating non-academic circumstances. Petitions cannot be accepted without documentation.
3. Petition for Refund may also be referred to the committee by the Academic Standards Committee
4. The Student Affairs Office shall assist the student in completing the Petition for Refund based on guidelines set forth in policy and procedure and forward it to the Petition for Refund Committee.
5. Once the petition is reviewed for completeness by the campus designated staff, the petition is then forwarded to the members of the Petition for Refund Committee for approval via Dynamic Forms. All submissions must be received within six months of the end of the term being petitioned.
6. After review of the petition, the Committee shall make recommendations to the Associate Vice President of Student Financial Services who shall make a final determination.
7. The Associate Vice President of Student Financial Services shall notify the student in writing of her/his final decision within 30 days or as soon as is practical.
8. Students should note that the petition for refund process is their appeal and all decisions are final once a determination is made by the Associate Vice President of Student Financial Services.

Students who make fraudulent requests or present falsified documentation are subject to discipline in accordance with BC Policy 6Hx2-5.02 – Student Code of Conduct, up to and including expulsion from the College.

Petition for Refund Committee

The Petition for Refund Committee will be made up of the following members:

Chair: Senior Director of Accounts Receivable Management

Members: Dean of Student Affairs, Dean or Associate Dean of Academic Affairs
Financial Aid Administrator, and Student Records Administrator

Tuition Refund Schedule

Eligibility	Cancellation or Withdraw	Refund
All Students	Cancellation through the 100% Refund Deadline	100% Tuition & Fees Refunded
Call to Military Duty	Withdrawal anytime during the course	100% Tuition & Fees Refunded Per Florida Statute 1004.07
Approved Petition for Refund or DoD TA	Withdrawal after 100% Refund Deadline through 60% of course	50% Refund of Tuition
Approved Petition for Refund or DoD TA	Withdrawal after 60% of course through end of course	25% Refund of Tuition
Online Out-of-State Students	According to State of Residency Requirements upon Petition	According to State of Residency Requirements upon Petition

Academic Standards Committee Policy

Broward College Policy 5.28

General Statement

A student who believes that he/she has special or extraordinary circumstances may appeal a College policy to the Academic Standards Committee. The Academic Standards Committee is a college-wide committee established in accordance with College Policy 6Hx2-2.08 to hear appeals/petitions from students. The Academic Standards Committee reviews petitions submitted and makes recommendations to the College Ombudsperson, who makes final decisions. While the Academic Standards Committee process has authority to waive College policy, those policies that are governed by State or Federal law or rules, may not be alterable unless a provision in law or rule allows for deviations.

The Academic Standards Committee does not hear grade appeals per College Policy 6Hx2-4.19 or substitution or waiver of specific courses per College Policy 6Hx2-4.01.

The Policy and the Student

Students who seek exceptions to College policies, other than those noted in the general statement of this policy, and admissions requirements, may submit a petition along with any required documentation to support their request for review by the committee. Depending on the reason for the petition, the students may be required to appear before the committee.

The Policy and the Faculty and Staff

Faculty and staff who assist students with completing academic standards petitions are responsible for reviewing the information provided by the student to make sure the

petition meets the guidelines outlined in the accompanying procedure to this policy. Faculty and staff should provide students with accurate and timely information about the status of their petition when requested and provide any notifications to appear before the Academic Standards Committee.

Implementation and Oversight

The President has the authority to establish procedures to implement this policy. The Vice Provost for Student Services is responsible for oversight of this policy. The College Registrar designates a staff member to serve as an ex-officio member of the committee. The Academic Standards Committee makes recommendations to the College Ombudsperson, who shall approve, disapprove or modify recommendations from the Academic Standards Committee in accordance with the timeline and rules set forth in College Procedure 6Hx2-5.28 - Academic Standards Committee.

Academic Standards Committee Procedure

Broward College Procedure 5.28

Students should abide by the following procedures to request an exception to the rules, regulations, and requirements of the College. Students must submit requests in writing to the Academic Standards Committee.

The following procedures shall apply to students' written requests for exceptions in the form of a petition to the Academic Standards Committee:

1. Obtain and complete the Academic Standards Petition from an academic adviser at any College campus or center.
2. Petitions shall include all relevant documentation such as transcripts, letters from the transferring institution, medical documentation, course catalog descriptions, etc. to support the requested exception. Transcripts submitted to the Academic Standards Committee must be official institutional transcripts, or unofficial transcripts may be accepted if it displays the institution name and complete academic history with the term and cumulative GPA.
3. Students who wish to be considered for fourth attempts at certain college courses must provide documentation for an extenuating circumstance aligned to the failure of the courses they seek to repeat. Petitions cannot be accepted without documentation.
4. The academic adviser shall assist the student in completing the Academic Standards Petition based on the guidelines set forth in the policy and procedure and forward it to the campus dean of students or designee for approval.
5. The petition is then forwarded to the Associate Vice Provost for Academic Affairs/ College Registrar's office no later than five business days prior to the next scheduled Academic Standards meeting. Late submissions are generally not accepted, but if extenuating circumstances are present, the student must seek approval from the campus dean of students.
6. The Academic Standards Committee generally meets the first Thursday of the month; however, the dates, places, and times of the Academic Standards Committee can be obtained from the campus/center office of academic advising.
7. Students are generally not required to appear before the Academic Standards Committee; however, they may be requested to do so at the discretion of the committee chair or Registrar's Office liaison assigned to the committee. Students

will appear before the Committee in order of sign-in.

8. After careful review of the petitions, the Committee shall make recommendations to the College Ombudsperson who shall make a final determination.
9. The College Ombudsperson shall notify the student in writing of her/his final decision within 30 days or as soon as is practical.
10. Students should note that the academic standards process is their appeal, and all decisions are final once a determination is made.
11. Broward College students at BC international centers who are requesting an exception to BC policy, must do so through the same process at all other BC students via the BC Florida Academic Standards Committee as described in this policy and procedure.

Unlawful Discrimination and Retaliation Policy

Broward College Policy 3.34

General Statement

Broward College ("College") recognizes its obligation to work towards a community in which diversity is valued and equal employment opportunities are provided free from unlawful discrimination, harassment and retaliation under federal, state and local laws. It is a violation of this policy for any member of the College community to engage in conduct prohibited by this policy toward any other member of the College community.

Consistent with Broward College's vision, mission, and core values, Broward College is committed to inclusive excellence and affirms its commitment to recruit, support, and retain a diverse and talented faculty and staff. As such, the College is committed to protecting all employees and students from discrimination, harassment and retaliation. This prohibited conduct undermines the integrity of the academic and work environment but also prevents its victims and their peers from achieving their full potential.

The College affirms its commitment to ensure that each member of the College community learns and works in an environment free from any form of discrimination (including harassment) based upon race, color, gender, national origin, religion, age, disability, marital status, sexual orientation, gender identity, genetic information or other legally protected classification.

The College strongly encourages any victim of discrimination (including harassment) to promptly report the matter. The College recognizes the unusual burden that harassing or discriminatory conduct places on the recipient and acknowledges the necessity for a thorough and careful resolution of all reported cases. Accordingly, it is also contrary to College policy for any individual to engage directly or indirectly in retaliation.

Scope of Prohibited Conduct

1. **Discrimination and Harassment.** Conduct prohibited by this policy, if engaged in on the basis of race, color, gender, national origin, religion, age, disability, marital status, sexual orientation, gender identity, genetic information or other legally protected classification, includes (without limitation):
 - a. Disparity of treatment in employment, job placement, compensation, promotion, discipline, or other tangible benefits or terms and conditions of employment, including where premised on stereotypes or assumptions

- associated with any legally protected classification;
 - b. Limitations on access to educational, athletic, social, cultural or other activities, programs or facilities of the College on grounds other than bona fide occupational requirements or otherwise lawful distinctions;
 - c. Offensive, demeaning, or other unwelcome verbal, physical or other conduct that is intended to or does create an intimidating, hostile or offensive work or educational environment, or denies or interferes with the right of a member of the College community to participate on an equal basis in the academic or work environment of the College, including its programs or activities, including where submission to or rejection of such conduct is an explicit or implicit basis for participation (or limits on participation) in those programs or activities;
2. **Retaliation.** Conduct, including that prohibited above materially adverse to and directed against a person because that person made a complaint of discrimination or harassment, participated in the investigation or resolution of such a complaint, objected to or opposed a practice or conduct inconsistent with this policy or the federal, state or local laws upon which this policy is based, including the conduct has the intent or effect of discouraging or dissuading the assertion of rights under this policy or the federal, state or local laws upon which this policy is based.

Obligations of the College Community

Any member of the College community who believes conduct inconsistent with this policy has been directed toward themselves or another member of the College community should report that conduct in the manner provided for the procedures accompanying this policy. Any administrator or supervisor who becomes aware of conduct which is or may be inconsistent with this policy (or a complaint thereof) must report that information in the manner provided for by the procedure accompanying this policy.

Relationship to Other Policies

Consistent with Title IX of the Education Amendments of 1972, conduct which is or may constitute Sexual Harassment/Misconduct as defined by Policy 6Hx2-5.39 may be reported pursuant to this policy and addressed pursuant to Policy 6Hx2-5.39 and its accompanying procedures.

Unlawful Discrimination and Retaliation Procedure

Broward College Policy 3.34

General Statement

In compliance with Broward College Policy 6Hx2-3.34, any member of the College community (student, faculty or staff) who believes that they have been subjected to unlawful discrimination or retaliation in violation of Broward College Policy 6Hx2-3.34 may submit a complaint setting forth the alleged discriminatory or retaliatory action.

*Separate Policy and Procedure Regarding Sexual Harassment/Misconduct

Any member of the College community (student, faculty or staff) with a concern regarding sexual harassment/misconduct by any member of the College community (including by any other student, faculty member or staff person) should refer to College Policy

6Hx2-5.39. In compliance with that policy, any member of the College community (student, faculty or staff) who believes they have been subjected to Sexual Harassment/Misconduct in violation of Broward College Policy 6Hx2-5.39 may submit a complaint setting forth the alleged Sexual Harassment/Misconduct and the investigation and resolution of that complaint will be in accordance with Broward College Procedure A6Hx2-5.39. Accordingly, the procedure below shall not apply to complaints regarding sexual harassment/misconduct within the scope of College Policy 6Hx2-5.39.

Complaints

In submitting a written complaint of a violation of Policy 6Hx2-3.34, the complainant may choose the option of attempting initially to resolve complaints through the informal process described below. In addition, individuals who believe that they have been victims of unlawful discrimination or retaliation may file a complaint with the appropriate federal, state or local agencies instead of or in addition to proceeding under this Procedure. In either event, the College may request information and cooperation from the complainant in order to investigate and address the matters raised.

1. **Content of Complaint.** Any member of the College community may submit a written complaint through the use of the Broward College Discrimination, Retaliation, and [Sexual Harassment/Misconduct Reporting Form](#)

As an alternative to the online form, a member of the College community may submit a written complaint direct to College officials. If the complaint concerns conduct by an employee of the College, the written complaint should be directed to the Executive Director, Talent & Culture via email at Edhumanresources@broward.edu. If the complaint concerns conduct by a student, the written complaint should be directed to the Title IX Coordinator at TitleIXCoordinator@broward.edu. Any written complaint submitted as an alternative to the online form should contain the information below.

- a. the name, telephone number(s), email address(es), home address, and Broward College campus with which that individual is primarily associated.
 - b. a complete and comprehensive written description of all facts explaining what the complaint believes constitutes unlawful discrimination or retaliation, including each statement, incident or act of conduct, including the date(s), time(s), and location(s) of each statement(s), incident(s) or act(s) of conduct.
 - c. the name (and, if known, telephone number, email address, home address, and Broward College campus location) for each person responsible for any statement(s), incident(s) or act(s) of conduct set forth in the written description.
 - d. the name (and, if known, telephone number, email address, home address, and Broward College campus location) for each person who witnessed or may have witnessed any statement(s), incident(s) or act(s) of conduct set forth in the witness description, or who may otherwise have knowledge pertinent to what the complainant believes constitutes discrimination or retaliation.
 - e. any specific proposed action the complaining party requests that Broward College take, including any request by the complainant that Broward College attempt to resolve the complaint through informal means.
2. **Procedure upon receipt of Complaint.**
 - a. **Record of date of receipt of Complaint.** Broward College will make a record of the date on which the Complaint was received.
 - b. **Notification to respondent(s).** Broward College will notify each person identified in the written Complaint as responsible for any statement(s),

incident(s) or act(s) of conduct set forth in the written Complaint.

c. **Optional informal means of resolution.** If requested by or agreed to by the complainant, and agreed to by the respondent, Broward College will attempt informal resolution of the complaint to the satisfaction of all parties, through the use of principles of mediation, communication, negotiation, facilitation, and problem-solving that emphasize fairness, the needs and interests of the participants, and, to the extent possible, confidentiality. No complainant is or will be required to engage in informal resolution of any allegations of unlawful discrimination or retaliation. Further, Broward College may initiate or continue inquiry into matters addressed and resolved by informal resolution to the complainant's satisfaction, should such matters be of independent or continuing concern to the College.

1. As part of the informal resolution process, Employee Relations in the Office of Talent & Culture (for matters involving employees) or the Title IX Coordinator (for matters involving students), or their respective designees, may review all relevant information, interview pertinent witnesses, and conduct other communications with the complainant and respondent. If a resolution satisfactory to both the complainant and the respondent is reached, written notice to that effect along with the terms of any agreement reached and a copy of the complaint will be sent to the complainant and respondent(s). Any agreement reached shall be signed and dated by the complainant, the respondent(s) and the appropriate College official(s).
 2. At any time during the process of informal resolution, the complainant may request that their complaint be removed from that process and proceed as a formal complaint.
- d. **Complaint investigation and resolution.** In the event: (i) the complainant does not request or agree to optional informal means of resolution; or (ii) the respondent does not agree to informal means of resolution; or (iii) the complainant requests that their complaint be removed from the process of information resolution and proceed as a formal complaint, the College will investigate the complaint.
1. **Investigation.** The investigation may include communications with the complainant, witnesses, and the respondent(s) and review of any relevant documents or materials.
 2. **Investigative Report.** Upon completion of the investigation, an Investigative Report shall be prepared which includes a summary of the complaint, a description of the investigation, any findings related to the investigation, and any recommendations to appropriate College officials for further action by the College. In the event that there are insufficient grounds to determine that any violation of College policy or standards has occurred, the Investigative Report shall so state but such finding shall not preclude otherwise appropriate action by the College.
 3. **Final Resolution.** The appropriate College official(s) shall approve any written recommendation as to any remedial, corrective or disciplinary action, which shall be based on the information provided by the parties or otherwise determined through the investigation. Disciplinary action shall be based on specific findings, which may include any record of previous

conduct and the scope or seriousness of any violation of College policy or standards, and shall be implemented in accordance with College policy and any applicable procedure(s) including, where pertinent, the terms of any collective bargaining agreement(s). A written record of the Final Resolution shall be made and transmitted to the complainant(s), respondent(s), and appropriate College officials.

If the complaint concerns conduct by an employee of the College, the process of investigation and resolution shall be directed by the Executive Director, Talent & Culture or their designee. If the complaint concerns conduct by a student of the College, the process of investigation and resolution shall be directed by the Title IX Coordinator, or their designee.

4. Review of Final Resolution.

- a. The complainant or respondent may request that the College president, or their designee, review the Final Resolution. Such written request must be made in writing within twenty (20) days of transmission of the Final Resolution.
 - b. The written request must be based on one or more of the following grounds:
 - i. that the findings made in the Final Resolution were insufficient to support any remedial, corrective or disciplinary action resulting from the Final Resolution; (ii) that the College failed to consider pertinent facts or evidence (which facts or evidence shall be specified in detail in the written request), or facts or evidence unavailable during the investigation evidence (which facts or evidence shall be specified in detail in the written request), or premised its findings on mistakes of fact (which mistaken facts shall be specified in detail in the written request); (iii) that the complainant or respondent was precluded from submitting pertinent facts or evidence (which facts or evidence shall be specified in detail in the written request).
 - c. A copy of the written request will be provided to the other party and the investigating official(s). The other party and the investigating official(s) may submit a response to the written request within twenty (20) days of receipt of the written request.
 - d. The College president, or their designee, will issue a written finding within twenty (20) days after the due date for any response to the written request.
3. **Voluntary withdrawal of Complaint:** By written request, the complainant may request withdrawal of the complaint, which shall include a statement by the complainant that such request was made of the complainant's own volition and without coercion or threat of retaliation. Broward College may approve the request for withdrawal, but may also continue inquiry into matters subject to a request for voluntary withdrawal should such matters be of independent or continuing concern to the College.
4. **Records of Complaint investigation and resolution.** The College will retain all documents pertinent to any Complaint in a confidential file separate from the personnel file of any Complaint who is a College employee or the academic file of

- any complainant who is a student.
5. **Duty to report alleged violations of Policy 6Hx2-3.34.** Any College administrator or supervisor who received a complaint or otherwise has knowledge of allegations of a violation of Policy 6Hx2-3.34 has a duty to report such matters to the appropriate College officials, and shall also inform any complainant of the existence of Policy 6Hx2-3.34 and this Procedure A6Hx2-3.34. Failure to do so may give rise to disciplinary action including termination of employment.
 6. **Confidentiality.** Confidentiality shall be maintained regarding Complaints and related matters to the extent required and permitted by law and the College's obligation to investigate and address such matters.
 7. **No waiver of rights.** Nothing contained in Policy 6Hx2-3.34 or this Procedure A6Hx2-3.34 is intended to or shall limit or otherwise affect the right of any person to pursue any matter with an appropriate external federal, state or local agency as otherwise permitted by law.
 8. **Retaliation prohibited.** Policy 6Hx2-3.34 prohibits conduct directed against any member of the College community because that person has made a complaint of discrimination or harassment, participated in the investigation or resolution of such a complaint, objected to or opposed a practice or conduct inconsistent with Policy 6Hx2-3.34 or the federal, state or local laws upon which that policy is based.



