Accelerated Education Programs
for High School Students

Several accelerated education options are available that enable qualified high school students to begin their college education early. Options include Dual Enrollment, Early Admission and Credit in Escrow.

In accordance with Florida law, Brevard Community College does not assess fees, including tuition, to dual enrollment and early admission students. Students taking courses through credit in escrow pay all fees and tuition.

Students interested in an accelerated education program should first consult with their high school counselor to determine eligibility.

Public School and Private School Students: To qualify for program acceleration through Early Admission, Dual Enrollment or Credit in Escrow students must meet grade level, GPA and other program requirements and course prerequisites. In addition students must submit:

1. BCC Application for Admission (first-time students)
2. Test scores on one of the designated placement tests if enrolling in college credit classes (first-time students)
3. Completed Accelerated Education Application (each term of enrollment)

The school of attendance for private school students must meet requirements of F.S. 1002.42 and F. S. 1003.43 and have an articulation agreement on file with the College in order for students to qualify for Dual Enrollment, Early Admission or Credit in Escrow.

Home-school Students: Home-school students must be in compliance with applicable Florida laws. Along with meeting testing and GPA requirements, they must submit the following completed documents:

1. BCC Application for Admission (first-time students),
2. Copy of letter of intent to home school submitted to School Board,
3. BCC Accelerated Programs Application for home-education students (each enrollment term),
4. Home Education Statutory Compliance Affidavit (each enrollment term),
5. Transcript or equivalent showing progress toward home education program completion (each term).

Dual Enrollment

The Dual Enrollment Program enables qualified public, private and home-school students in the 10th, 11th, or 12th grades to enroll in academic and vocational courses offered by BCC. The credits that students earn count toward both a high school diploma and a college degree or vocational certificate.

The Brevard County School Board loans textbooks to public school students. Private and home education students are responsible for acquiring textbooks.

In addition to submitting required documents, candidates must meet the minimum cumulative unweighted GPA requirement for the selected program:

- 3.00 for an Associate in Arts Degree
- 2.50 for an Associate in Science Degree
- 2.00 for a Vocational Certificate

Early Admission

Early Admission is a form of dual enrollment. Qualified Brevard County high school students (public, private and home-education) who have completed their junior year can enroll at BCC instead of enrolling at their high school in the fall term of their senior year.

The Brevard County School Board loans textbooks to public school students. Private and home education students are responsible for acquiring textbooks.

Students accepted for Early Admission must earn sufficient credits at the college to meet high school graduation requirements. The credits that early admission students earn count toward both a high school diploma and a college degree or vocational certificate.

Students who complete sufficient semester hours with at least a 2.0 cumulative GPA may be awarded a high school diploma by the high school from which they transferred.

Students whose GPA falls below a 2.00 may be withdrawn from the program for academic reasons and returned to their high school program.

In addition to submitting required applications and high school transcripts, early admission candidates must present college-level scores on all sections of a state approved placement test, and meet the minimum state cumulative unweighted GPA requirement of 3.0.

Credit in Escrow

High school students who have completed their freshman year (9th grade) with a minimum unweighted GPA of 2.00 can enroll part-time at BCC. A student can enroll for a maximum of 11 hours during the fall or spring semester or 6 hours during each summer term.

Students who participate in Credit in Escrow option must pay admission fees and tuition, and must furnish their own textbooks and supplies. Credit earned at BCC will be held in escrow until the student graduates from high school and does not count toward high school graduation requirements.

Advance Standing Credit

High school students taking selected career and technical programs in high school may be eligible for advance standing credit toward BCC technical programs. See your high school guidance counselor for details.
**Honors Program**
The Brevard Community College Honors Program offers students an opportunity to participate in an academic experience that will challenge them beyond the rigors of traditional classes. Honors Program students enjoy an environment of scholarly challenge, creative interaction, and intellectual stimulation through special sections of general education and elective courses. Students are actively involved in courses structured to provide an innovative approach to learning.

**Honors Program Benefits**
As a part of the Honors Programs, students enjoy a number of benefits:

- Small classes
- Environment promoting scholarly research as well as independent and critical thinking
- Priority registration
- Honors Study/Resource Center (Melbourne Campus)
- Special library privileges
- Recognition at graduation

**Admissions Requirements**
To qualify for admission to the Honors Program, students must obtain an application from a student advisor on any campus or directly from the Honors Program Director and meet one of the following requirements:

- Have a high school GPA of 3.5 or above (unweighted)
- Be in the top 10% of high school graduating class
- Have an SAT combined score of 1100 or above, or have an ACT composite score of 26 or above
- Have a CPT or FELPT score of 100 or above on Sentence Skills and 97 or above in Reading
- Have a 3.5 cumulative GPA from at least 12 credit hours of college-level work (for students currently enrolled at BCC; no more than 6 credit hours transferred from another accredited postsecondary school will be considered).
- Have successfully completed Advanced Placement examinations in high school

Additionally, students must be recommended for admission by a high school teacher or guidance counselor, or by a BCC advisor or faculty member (or faculty from another college, in the case of transfer students).

**Program Options**
Students may participate in the Honors Program as an Honors Student (seeking an Honors Diploma) or as an Honors Affiliate (simply seeking access to the Honors classes and program benefits). Both levels require that students meet the aforementioned qualifications for admission to the program.

**Honors Students** have the goal of completing a minimum of 18 credit hours of Honors classes while maintaining an overall GPA of at least 3.5 to receive an Honors Diploma.

**Graduation Requirements (for the Honors Diploma-seeking student described above)**

- 3.5 or higher GPA
- 18 credit hours in Honors courses
- 20 hours of community service (through the Center for Service Learning)
- Enrollment in at least one Honors course each semester
- Successful completion of the Phi Theta Kappa sponsored Leadership course, SLS 2261.

**Honors Affiliates** do not intend to complete 18 credit hours of courses, but would simply like the opportunity to take Honors classes. Admission requirements are the same, but Honors Affiliates are not required to complete 18 hours of Honors courses, perform the 20 hours of service, or take the leadership course. Transcripts, of course, will note the Honors classes. Maintenance of a 3.5 GPA is required.

For more information or for an application, call the Honors Program Director at (321) 433-5730.
Mission and Goal Statement

Brevard Community College, by virtue of its institutional purpose and mission, has a responsibility to provide appropriate student services based upon the individual needs of all students. Lead by the Vice President, Student Services and the Campus Deans of Student Services and other Student Services support staff, the BCC Student Services Division is charged with meeting those student needs not traditionally associated with classroom activity. Specifically, the Mission of the Student Services Division is to provide assistance with academic assessment, advisement, course placement, class registration, class scheduling, career planning, referrals to external agencies for support services, and development of student leadership and social skills. As an integral part of the “learning-centered college,” Student Services strives to increase students’ social and academic integration, students’ development of education and career plans, and students’ acquisition of study and life skills.

The Student Services Division believes that providing admissions, registration, advisement, tutoring, assessment, career planning and other related services to students at an open door community college is a very important function. The division asserts that all students deserve assistance from staff members who are knowledgeable, friendly, and efficient. BCC Student Services respects and welcomes students from all racial, ethnic, and economic backgrounds.

Student Services has adopted the following seven broad goals to fulfill this purpose:

1. Provide efficient and friendly registration services
2. Provide needed information to students through a number of sources including campus information offices and numerous publications such as the Student Handbook and the Student Planning Guide
3. Provide academic advising and career information to assist students in the development of meaningful education plans compatible with their life goals
4. Promote leadership development opportunities through student government, student activities, publications, and other events that encompass a wide range of interest and contribute to the establishment of an atmosphere of responsible citizenship and social awareness
5. Implement and enforce a student code that states students rights and responsibilities, college regulations, disciplinary procedures, and possible sanctions
6. Maintain student records in accordance with the accreditation standards and in accordance with state and federal law
7. Provide quality assessment services to assist in program and career planning

Student Ombudsman (Advocates)

On each BCC campus the Dean of Student Services serves as the ombudsman to assist students with problems involving the delivery of student services.

Academic Advising

Advisement is a multifaceted department and advisors provide an extensive variety of services for students. Advisors provide academic information and direction by assisting students in planning their curriculum and selecting relevant classes, by helping students understand degree requirements and college policies and by providing transfer information for students planning to transfer to upper division colleges and universities.

Advisors provide information about graduation requirements, interpretation of placement tests, consultation and referral for career direction and referrals to outside agencies for students’ personal concerns. Services are available on a walk-in basis in the Student Services office on each campus. All first-time, degree-seeking students must see an advisor prior to registering.

Learning Resources (Libraries)

The Learning Resource Centers provide information and services to support the curriculum and meet the needs of Brevard Community College students, staff, and faculty. The college has libraries on the Cocoa, Melbourne, Palm Bay, and Titusville campuses, each with its own unique book, audiovisual, and periodical collection. In addition to a combined print collection of more than 200,000 volumes, the LRC’s provide free access for BCC students to many research databases through the Internet. The LRC’s Web site at www.brevardcc.edu/library links students to online assistance, research databases, and other selected web research sources.

Enrolled BCC students can check out or use materials at any campus Learning Resource Center, and are eligible for borrowing privileges at all Florida community college and state university libraries. Through the LINCC (Library Information Network for Community Colleges) database, students have online access to the collections of Florida’s other 27 community colleges. The Community College network system currently supports
interlibrary loan and courier delivery service to further enhance the accessibility of resources for all students. Some library services are also made available to Brevard County residents.

Librarians are available at all campus Learning Resource Centers to assist with research and course assignments, and to provide library instruction sessions. Instruction in library research tailored for course assignments is offered as requested by instructors. The Brevard Information Literacy Tutorial (BILT) is an online tutorial for research skills available on the library Website. The libraries offer two courses for credit, LIS 1023, Information Technology Literacy (2 credits) and LIS 2004, Introduction to Internet Research (1 credit). These courses teach information literacy skills.

For additional information regarding campus learning resource services and current hours of operation, call the campus or visit the BCC Library Web site.

Learning Labs
The Learning Lab is a comprehensive resource center which provides academic support to students. There is a learning lab located on each campus. Services available include:

- Computer assisted instruction - (reading, writing, mathematics)
- Vocational preparatory instruction (VPI) - remedial instruction and exit testing for some certificate seeking students
- Tutoring and supplemental instruction
- Testing services - college credit and vocational placement testing at Palm Bay and Titusville locations, (initial placement testing at Cocoa and Melbourne is located in the campus test centers), instructor make-up exams and Virtual Campus
- Secure test administration and proctoring services for those students who are distance learning students

Phone numbers and locations for each campus Lab:
Titusville (321) 433-5034, Bldg. 1, Room. 115
Cocoa (321) 433-7330, Bldg. 12, Room. 308
Melbourne (321) 433-5520, Bldg. 2, Room. 103
Palm Bay (321) 433-5251, Bldg. 1, Rooms 227, 229 and 234.

Foreign Language Labs
The Foreign Language Labs located on each campus are foreign language and culture resource centers. They provide academic support to students of foreign languages and American Sign Language while the students earn one-hour credit of their total four-hour credit requirement in the target language. At each Foreign Language Lab, students can achieve the following:

- Tailor the use of what they learn in class to their individual needs
- Incorporate the new language into their communication skills
- Use audio and videotapes, computer software, classical and modern literature to study other cultures and their languages
- Launch into a world of language
- Find readings on current events to challenge them to create solutions to problems and inequities of cultural diversities.

Campus Safety

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Brevard Community College makes every effort to ensure the health and safety of its students, faculty, and employees on campus. This Federal act requires BCC to report all campus crime statistics. The following crime statistics indicate collegewide criminal activity that was reported to the BCC Security Department:

<table>
<thead>
<tr>
<th>Criminal Offenses – On-campus</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses – Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses – Non-forcible</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>(Include only incest and statutory rape)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>4</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Burglary</td>
<td>8</td>
<td>6</td>
<td>32</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Campus Security
The BCC Security Department operates 24 hours a day, 7 days a week, including holidays. The campus Security office can be reached at the following numbers; however, if there is an injury or extreme emergency – call 911 first, then the campus Security department.

Cocoa Bldg. 26.........................433-7086 / 403-5907
Melbourne Bldg. 5 .......................433-5586 / 403-5909
Titusville Bldg. 4.......................433-5086 / 403-4200
Palm Bay Bldg. 1.........................433-5286 / 403-5911

In the event of an emergency, call 911 immediately.

The Florida Department of Law Enforcement has established a toll-free number (1-888-FL-PREDATOR) and a Web site (http://www3.fdle.state.fl.us/sexual_predators/) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Brevard Community College takes pride in providing safe and secure campuses for its students, faculty, and staff.
Veterans’ Programs
Brevard Community College maintains Veterans’ Offices on the Cocoa and Melbourne campuses. Special help is provided to all veteran students in completing the proper enrollment forms to the Department of Veterans’ Affairs. In addition, the offices provide advising and tutoring services to veteran students.

Office for Students with Disabilities
Brevard Community College assists students with disabilities by providing reasonable accommodations on a case-by-case basis. In order to receive the most appropriate assistance, students are encouraged to register with the Office for Students with Disabilities on their campus. Adaptive furniture, equipment, and devices are available, as well as sign language interpreters, specialized computer software, academic advisement, placement and classroom test administration, the services of a learning disabilities specialist, advocacy, and other services to help students attain their educational goals. All services are free and information is kept confidential.

Reasonable substitutions for and/or modifications of requirements for admission to programs, graduation, and CLAST or TABE waivers for students with documented disabilities will be considered on an individual basis in accordance with Sections 1007.263, 1007.264, and 1007.265 Florida Statutes and State Board of Education, Rules 6A-10.040 and 6A-10.041. For information regarding procedures for waivers and/or substitutions, students should contact the Office for Students with Disabilities on their respective campuses: Titusville (321) 433-5017; Cocoa (321) 433-7295; Melbourne (321) 433-5650; Palm Bay (321) 433-5172.

Student Support Services
Student Support Services offers academic, career, and financial advisement as well as tutoring, supplemental instruction, and study skills assistance to most degree-seeking citizens. You must meet one of the following criteria: eligible for the Pell Grant; first generation college student (i.e., neither parent nor legal guardian holds a bachelor’s degree); and/or a documented physical/learning disability. Services are provided without cost to those who qualify and are available by contacting the Student Support Services staff at any of the campuses. For further information, call 433-7349 (Cocoa), 433-5029 (Titusville) 433-5805 (Melbourne), 433-5268 (Palm Bay) or visit the Student Support Services Web site at (http://www.brevardcc.edu)

Cooperative Education and Internship
Cooperative Education and Internship are customized programs that allow students to gain work experience directly related to their academic major. Employment may be paid or unpaid, depending upon the type of opportunity. The work experience allows students to apply and test the skills and concepts gained in the classroom to real-world work settings. Participating students must have and maintain a 2.0 (C) grade point average, have completed at least one semester (15 hours) in the major field, and obtain a faculty sponsor. For additional information, contact the Career Center on any campus.

Career Centers
BCC offers a plethora of career planning, exploration, and development services to students, alumni, and members of the community through four centers on the Titusville, Cocoa, Melbourne, and Palm Bay campuses.

Each center offers computerized career assessments, books and periodicals for career exploration and development, resume-writing assistance, direct job placement, information on current labor market statistics for fastest-growing and high-demand occupations, opportunities practical learning experiences through cooperative education, internships, and shadowing, job search assistance, interviewing preparation, and much more.

The centers also host annual career fairs offering excellent career and job opportunities to students and the community. Center coordinators are available to speak to groups on and off campus about career planning, exploration, and development, and all of the resources and services available in the centers. The Melbourne Campus offers extended hours until 6 p.m. Monday-Thursday. Palm Bay Campus offers extended hours until 7 p.m. Monday - Thursday. For more information contact the centers: Titusville, (321) 433-5098; Cocoa 433-7325; Melbourne, 433-5174; Palm Bay, 433-5248.

Housing
The college does not maintain housing facilities nor does it list recommended housing. College campuses and centers are centrally located throughout Brevard County to provide easy commuting.

Child Care
Students, faculty and staff have access to high-quality child care for their children at the BCC Child Development Centers located on the Cocoa, Melbourne and Palm Bay campuses. The centers are designed and equipped to prepare children for entry into kindergarten and offer planned programs in various age groups from two to five years of age. The centers are staffed with professional personnel assisted by student aides allowing an unusually favorable ratio of children to adults. As a training environment for BCC students preparing for careers in the early childhood field, the centers host students and professionals that enrich the child development centers.
The centers are self-supported and offer competitive tuition rates for an exceptional program. Parents of children (ages two through five) are invited to visit a center to learn more about the programs or visit www.brevardcc.edu under the individual campus links, or call: Cocoa (321) 433-7623; Melbourne 433-5558; Melbourne Montessori 433-5567; Palm Bay 433-5231.

HIV, AIDS & Other Life-Threatening Diseases
When an employee or student becomes aware that he/she has a serious medical condition, such as HIV, AIDS or another life-threatening communicable disease, the student or employee is encouraged to seek assistance from the college. Specific information relating to HIV or AIDS can be obtained by calling 1-800-FLA-AIDS.

The college conforms to the American College Health Association's recommended standards for confidentiality of information pertaining to the medical situation of employees and students as presented in the Recommended Standards for a College Health Program, 4th edition, 1984. These standards include:

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. . . no specific detailed information concerning complaints or diagnosis to be provided to faculty, administrators, or even parents without the expressed written permission of the patient in each case. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974."
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Although Brevard Community College does not REQUIRE vaccination against meningococcal disease or Hepatitis B for students, we strongly encourage everyone attending the College to be aware of the symptoms, risk factors, preventative measures and cure for these diseases.

Meningococcal Disease
An acute bacterial disease, characterized by sudden symptoms of fever, intense headache, nausea and often vomiting, stiff neck and frequently a petechial (small purplish red spots) rash which may appear pink in color. Symptoms may mimic Influenza, however Influenza rarely has vomiting or other gastrointestinal symptoms. Approximately 2500 to 3000 individuals are diagnosed with Meningococcal disease in the United States annually. Most cases seem to occur in the late winter to early spring. Although Meningococcal disease is primarily seen among very small children, this disease occurs commonly in children and young adults. College students particularly whom reside in dormitories may be at increased risk for Meningococcal disease. The general population may have an incidence of 1.1 per 100,000 while those students in dormitories have a rate of 3 to 5 cases per 100,000. Transmission occurs by direct contact, including droplets from the nose and throat of infected persons. The exchange of saliva by kissing, sharing of food utensils, and sharing cigarettes is the most common modes of transmission among college students. Before early diagnosis, modern therapy and supportive measures the death rate exceeded 50%. The vaccine is administered with 1 dose for individuals 2 years of age. The vaccine may be given to pregnant females. You should not be vaccinated with this vaccine if you have had a serious allergic reaction to a previous dose of this vaccine or are mildly ill at the time of scheduled Meningococcal vaccine.

Hepatitis B
Hepatitis B is a virus that infects the liver. With this disease, signs and symptoms occur in about 30 to 50% of patients infected. Only 30% have jaundice (yellowing of the skin and whites of the eyes). Children under the age of 5 rarely have symptoms of hepatitis. When and if symptoms occur, patients may show signs of jaundice, fatigue, abdominal pain, loss of appetite, nausea, vomiting, and joint pain. Some patients will become chronically infected with Hepatitis B. This will occur in up to 90% of children born to mothers who are infected, 30% of children infected at 1-5 years, and 6% of persons infected after age 5. Death from chronic liver disease occurs in 15-25% of chronically infected persons – 1.2 million individuals are chronic carriers of Hepatitis B in the United States. The World Health Organization (WHO) estimates that approximately 5% of the world’s populations are chronically infected with Hepatitis B. One million die from Hepatitis B worldwide each year. In the United States approximately 80 thousand become infected and approximately 3000 die annually from Hepatitis B.

Risk factors for Hepatitis B are individuals whom have multiple sex partners or diagnosis of sexually transmitted diseases, men who have sex with men, sex contacts of infected persons, injection drug users, household contacts of chronically infected persons, infants born to infected mothers, infants/children of immigrants from areas with high rates of Hepatitis B, some health care workers, and hemodialysis patients.

You should not be vaccinated with this vaccine if:
- you have ever had a life threatening allergic reaction to baker's yeast (used to make bread),
- you have ever had a severe allergic reaction to previous dose of Hepatitis vaccine or,
- you are moderately or severely ill at the time of a scheduled vaccine with Hepatitis B (you should wait until you recover from the condition).
Individuals who take these vaccines should have few if any side effects. These diseases are always much more severe than the vaccine. A few individuals may experience:

- Soreness and/or redness where the shot was administered, lasting a day or two,
- Mild to moderate fever, again lasting a day or two,

Severe reaction is extremely rare!

Reference: CDC.

General Recommendations on Immunization:
Recommendations of the Advisory Committee on Immunization Practices (ACIP) and the American Academy of Family Physicians (AAFP)-MMWR February 8, 2002 / 51(RR02);1-36

Parking Regulations
Parking and traffic regulations must be maintained for the protection of all. Students must park in student parking lots designated by signs and white lines. Restricted areas are: Disabled (blue), Faculty/Staff (yellow), and Fire Lanes (red). Students are required to have a parking decal that can be obtained free of charge at:

1. The Security Office, Building 26 on the Cocoa Campus, and the Student Center, Bldg. 11 upstairs
2. Information/Security Desk, Building 1, at the Melbourne Campus
3. The Security Office, Building 1, at the Palm Bay Campus
4. Information Desk, Building 1, at the Titusville Campus

A 15 mile-per-hour speed limit applies to all BCC campuses. Fines are assessed for failure to display a decal and for parking or moving violations. Student records may be placed on hold for unpaid fines.

Student Insurance
Insurance coverage with respect to injuries or accidents while enrolled at BCC is effected by private contract between an insurance company of choice and the student or parent and is not a requirement of general admission. Students enrolled in certain programs (particularly Health Sciences), classes or clubs may be required to show proof of medical insurance. International students, industrial/vocational students, intercollegiate athletes and those enrolled in “high risk” activities are examples of those who will need such insurance. Students should check with their campus Admissions and Records office for availability of insurance application forms provided by carriers specializing in college-student insurance. Health Sciences students should contact the Health Sciences Campus with questions regarding insurance requirements for health sciences programs.

Athletics
Brevard Community College is a member of the National Junior College Athletic Association, Florida Community College Athletic Association, and NJCAA Region VIII Southern Conference. BCC offers three men’s and three women’s sports at the intercollegiate level. The men’s sports offered as NJCAA sanctioned sports are baseball, basketball, and golf. The women’s sports are basketball, softball, and volleyball. Available to athletes is an Athletic Academic Advisor and an Athletic Trainer. All athletes must be full-time students and be registered for 12 or more semester hours of credit in order to be eligible. Scholarships are available.

Visual and Performing Arts
For students who wish to pursue the visual arts, musical, theatrical or dance activities, BCC offers art, choral groups, college bands, orchestra, vocal and instrumental jazz ensembles, theatre and dance classes. Music/Audio technology is also offered. College credit and scholarships are available in these areas. For more information, please call (321) 433-7385.

Student Government Association
The student organizations and clubs on each campus make up the Student Government Association (SGA). They offer a wide range of activities that provide personal enjoyment such as concerts, art and craft fairs, dances, intramurals and faculty vs. students basketball and volleyball games. Contact your campus Student Services Office for information on starting or joining a club.

Each BCC campus has its own Student Government Association (SGA). The purpose of the SGA is to ensure broad student involvement in college committees, campus activities and college/campus/community activities. Seated members of the government are elected from the active clubs and special interest organizations on each campus. The freshman and sophomore class representatives are elected from the student body at large. All activities of student government are conducted in accordance with the established policies and procedures manuals.

Clubs and Organizations
Honorary, service-oriented, special interest and professional clubs and organizations are available on each campus for our students. To learn more or to join a club or organization, check with the campus student services office.

African American Student Union (AASU)
The Florida African-American Student Association, Inc. is dedicated to the development of leadership skills of African American students by promoting political,
academic, and cultural/community, and economic empowerment. The AASU is a member of the Florida African American Student Association Inc. (FASSA).

Computer Club
The purpose of the computer club is to extend the experience of its members by allowing the free exchange of ideas, job posting and hands on experience by fostering an environment of continual learning and instilling a drive of excellence in its participants.

Florida Future Educators of America (FFEA)
Its mission is to provide an opportunity for students who are education majors to have a professional organization through which they can make contacts, gain experiences, and provide services for others.

National Student Nurses Association (NSA)
The BCC-NSA is a chapter of the National Student Nurses’ Association and of the Florida Student Nurses Association. To learn more about the FNSA or the NSNA, please visit their Web sites at www.fnsa.net/ or www.nsna.org/. Members of BCC-NSA automatically gain membership into the FNSA and NSNA. The BCC-NSA utilizes the skills learned in the lab and clinical settings by participating in health promoting, screening, and awareness projects in the community. The BCC-NSA also holds fundraising activities that benefit local, and national charities, as well as the nursing student’s pinning ceremony and club activities.

Psi-Beta
Psi-beta is a national honor society for students that are interested in psychology at the community college level. Psi-Beta is dedicated to the professional development of students interested in psychology through promotion and recognition of excellence in scholarship, leadership, research and community service. BCC’s Psi-beta chapter, located on the Cocoa campus, is a nationally acclaimed program, winning the Psi-Beta’s Outstanding Chapter Award for 2004.

Phi Theta Kappa – Lambda Chi Chapter
Phi Theta Kappa’s mission is to both recognize and encourage the academic achievement of two-year college students and also provide opportunities for individual growth and development through participation in honors, leadership, service and fellowship projects.

Rotaract Club
Rotaract develops professional and leadership skills and emphasizes respect for the rights of others based on recognition of the worth of each individual. It recognizes the dignity and value of all useful occupations as opportunities to serve; recognizes, practices and promotes ethical standards as leadership qualities and vocational responsibilities; provides opportunities for personal and group activities to serve the community; and promotes international understanding and goodwill to all people.

Student American Dental Hygienists Association (SADHA)
SADHA is a category of membership within the American Dental Hygienists’ Association (ADHA). ADHA is an association dedicated to the advancement and promotion of dental hygiene. The objective of SADHA is to cultivate, promote, and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession, and to contribute toward the improvement of the health of the public.

Veterinary Technology Club
The purpose of the BCC Veterinary Technology Club is to promote the social awareness and understanding of the veterinary technician as a member of the animal health care profession in our community as well as promoter interest in the FVTA, FVMA and NAVTA.

Student Bill of Rights and Responsibilities
Brevard Community College District students are both citizens and members of the academic community. As citizens, students may enjoy freedom of speech, peaceful assembly, and the right to petition. As a member of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

When students attend the college, they become subject to its jurisdiction. Students are expected to conduct themselves in a responsible manner in all areas of campus life. By enrolling, they pledge to obey the rules and regulations of the college and are responsible for observing all Board of Trustees’ Policies and Procedures.

Students should consult the Student Handbook for a more detailed description of the Student Code of Conduct and Disciplinary Procedures.

Student Code of Conduct
Violation of the standard stated herein will be considered a disciplinary matter and treated in accordance with procedures of due process and in consideration of the respect of the rights and welfare of all members of the college community.

Standards of conduct for which students are subject to disciplinary action, including suspension or expulsion from BCC, include, but are not limited to, those described below:

- Academic dishonesty
- Unauthorized use of college facilities
- Unauthorized student possession of alcoholic beverages
- Arson
- Assault and/or Battery
- Complicity
- Contracting or endorsing a product in the name of the college
- Damage or destruction of property
• Defamation, threats, and extortion
• Disruption
• Unauthorized children on campus
• Inappropriate dress or appearance
• Violation of the college’s illegal drugs and controlled substances policy
• Misuse of emergency equipment (tampering with fire alarms or emergency devices, etc.)
• Gambling
• Hazing
• Failure to provide proper identification
• Providing false information
• Duplication of keys
• Violation of public law
• Unauthorized distribution or sale of literature or goods
• Unauthorized use of college mail services
• Failure to comply with reasonable request or orders from authorized college officials
• Breach of peace
• Conduct or expression that is lewd, indecent or obscene
• Bringing animals on campus without authorization
• Violation of probationary status
• Falsification of records
• Search and seizure
• Smoking in enclosed facilities
• Theft, unauthorized possession and/or sale of property
• Use of vehicles in unauthorized areas
• Possession of firearms, weapons, fireworks or explosives on campus
• Theft or abuse of computer time
• Failure to pay financial obligations
• Interference with the freedom of movement of any member or guest of the college
• Active threat of violence against any member or guest of the college
• Violations of federal and state law, respective county and city ordinances, and all college and District Board of Trustees rules and regulations

Disciplinary Sanctions
Disciplinary sanctions may be imposed in cases of Student Code of Conduct violations including the following:
1. Expulsion from the college
2. Suspension
3. Temporary suspension
4. Final disciplinary probation
5. Disciplinary probation
6. Disciplinary censure
7. Restitution
8. Restriction or revocation of privileges
9. Other appropriate action

Student Disciplinary Procedures (Except for Academic Dishonesty Cases)
It should be duly noted that the disciplinary procedures stated herein play a role substantially secondary to counseling, guidance and admonition in the process of promoting good citizenship at Brevard Community College.

1. Alleged violations of the Student Code of Conduct, except academic dishonesty cases, are referred to the Dean of Student Services.
2. Alleged violations are investigated by the Dean of Student Services.
3. Following an impartial investigation of the alleged violation by the Dean of Student Services or designee, the Dean of Student Services decides upon an appropriate course of action. If, in the judgment of the Dean of Student Services, formal disciplinary action is required, such disciplinary action may be immediately imposed upon approval of the Provost and the Vice President of Student Services. A list of possible disciplinary sanctions appears under the Disciplinary Sanctions heading.
4. If disciplinary sanctions are imposed, the student has the right to appeal this decision and to request that an impartial campus disciplinary hearing be held. This request must be in writing and received in the Dean of Student Services’ office no later than ten days following the student’s receipt of written notification of disciplinary sanctions.
5. The Campus Disciplinary Committee will be formed, and the hearing will take place. (See procedures in the Student Handbook under Campus Discipline Committee.)
6. If there is a finding of guilt, the committee will inform the student, report findings to the Dean of Student Services, and return the matter to the discretion of the Dean.
7. If there is a finding of innocence, the Campus Discipline Committee will exonerate the student of charges brought against him/her unless substantial new evidence is brought forth. If new evidence is presented, the Dean of Student Services shall review the new evidence and decide whether a new hearing is justified.
8. Final Appeal:
An appeal may be made to the President. The student must make the appeal in writing and submit it to the Vice President of Student Services within five days of receiving the written report stipulating the findings and sanctions. The written appeal must include justification and rationale for the appeal.

The Vice President, Student Services will review and present the case to the President. The President’s decision is final.
Academic Dishonesty Cases

Academic dishonesty includes conduct aimed at making false representation with respect to a student’s academic performance. Examples of academic dishonesty cases are listed below. Actions such as stealing examinations, course materials, or falsifying records will be adjudicated under the regular student disciplinary procedure.

- Cheating
- Plagiarism
- Collaborating with others in work to be presented, if contrary to the stated rules of the course
- Knowingly and intentionally assisting another student in any of the above actions, including assistance in an arrangement whereby any work, classroom performance, examination, or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

BCC subscribes to a web-based plagiarism detection service called Turnitin.com. This service accepts electronically-submitted student papers and cross checks them against billions of online documents for contextual matches. Instructors may use this service if they suspect that a student has plagiarized an assignment.

Academic Dishonesty Procedure

1. Violations of Academic Dishonesty Policy are brought to the attention of the student by the instructor.

2. If there is suspicion of wrongdoing without corroborating evidence, the matter is discussed with the student and (if warranted) a verbal warning will be issued.

3. If there is clear evidence that a violation has taken place, a sanction may be imposed by the instructor ranging from a written warning to expulsion from the course with a failing grade.

4. Final Appeal: The student may appeal the case to the instructor’s supervisor. If the matter cannot be resolved at that level, the student may request a hearing before the Collegewide Academic Student Appeals Committee. No record will be made of the closed deliberations of the committee. The committee’s recommendation is sent to the President for review. The President’s decision is final. The student may be permitted to remain enrolled in the course during the appeal process.

The President’s decision is final. The student may be permitted to remain enrolled in the course during the appeal process.

Harassment/Discrimination Policy

Brevard Community College is committed to provide equal access and equal opportunity in student-admissions, services and programs and in faculty and staff employment and advancement. It is the policy of the college to assure compliance with federal and state regulations prohibiting discrimination. Brevard Community College, in accordance with Federal and State laws as well as college policy, does not discriminate in any of its policies, procedures or practices on the basis of age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability.

DEFINITION OF HARASSMENT: Harassment is any repeated or unwelcome verbal or physical abuse which intimidates or causes the recipient discomfort or humiliation or which interferes with the recipient’s educational or job performance. Any form of harassment related to an employee’s, applicant’s, student’s, or student applicant’s age, color, sex/sexual orientation, religion, national origin, race, political affiliation, marital status, veteran status, or physical or mental disability is a violation of this policy.

DEFINITION OF COMPLAINT: Complaints consist of disagreements between employees and/or students concerning the following:

- Sexual harassment
- Discrimination

PROCEDURES FOR FILING A COMPLAINT: Any employee or student having a complaint concerning sexual harassment may discuss it with the Dean of Student Services, Department Chair, Provost, or the Associate Vice President for Human Resources. Due to the nature of the allegation and information received, confidentiality will be preserved wherever possible. Any employee or student having a complaint concerning harassment or discrimination may discuss it with the Dean of Student Services, Department Chair, Provost, or with the Associate Vice President for Human Resources who will attempt to resolve the differences between the parties involved. Such a discussion should occur within sixty (60) days of the allegation and should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any; the time, place and details of the incident leading to the allegation.

A written statement of the complaint may be necessary for any action to be taken. Confidentiality will be kept to the extent possible to complete the investigation.

Retaliation against an individual for reporting any type of harassment or for participating in an investigation is
prohibited by the college policy and state and federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

ACTION: Once a written complaint has been filed with any of the offices designated to receive a complaint, it will be investigated by the office who received the complaint, the Director of Employee Relations or the Associate Vice President for Human Resources. He/she will forward a recommendation to the President for determination of action to be taken. The President will render a decision and advise the appropriate parties.

DISCIPLINARY ACTIONS: Any employee or student of this institution, who is found to have harassed another employee or student, or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension, and or expulsion; within the provisions of applicable current Board rules.

NOTIFICATION: Further information on Equity and/or Harassment is available from Mrs. Joni Oglesby, Associate Vice President for Human Resources, Building 2, Room 113, Cocoa Campus at (321) 433-7084, or Janet Madden, Director of Employee Relations, Bldg. 2, Room 122, Cocoa Campus, (321) 433-7389.

Student Appeals
Any situation requiring an appeal, other than disciplinary or academic dishonesty, should be addressed as soon as possible in a non-confrontational manner. If the situation involves classroom policy or grades, the student should contact the instructor. Problems involving refunds and/or exception from or difference with College policies should be addressed to the Dean of Student Services. The Collegewide Student Appeals Committee is made up of students, faculty and staff. This committee considers appeals which cannot be resolved through regular channels on the home campus. Appeal forms, as well as additional information on the entire appeals process, are available through the campus Student Services Office.

Appeals Process:
There are two types of student appeals – academic appeals and administrative appeals. The process for filing a student appeal is outlined below:
- **Academic Appeals** – Issues with the instructor, classmates, course content and/or delivery, grades, etc. (Begin the appeals process with step 1.)
- **Administrative Appeals** – Issues with admissions, registration, late withdrawals due to extenuating circumstances. (Begin with step 1, skip steps 2 and 3.)

1. Obtain a *Student Appeals* form from your Campus Student Services Office.
2. Meet with the course instructor and attempt to resolve the issue. Obtain instructor’s signature on *Student Appeals* form. If the issue is not resolved, proceed to step 3.
3. Meet with the appropriate department chairperson and attempt to resolve the issue. Obtain the department chairperson’s signature on the *Student Appeals* form. If issue is not resolved, proceed to step 4.
4. Submit the *Student Appeals* form (with the instructor and department chairperson’s signatures if it is an academic appeal) to the respective Dean of Student Services. The *Student Appeals* form must be accompanied by full documentation of the circumstances surrounding the issue. If the issue is not resolved, proceed to step 5.
5. If the issue is not resolved by the Dean of Student Services, a student can request that the appeal be forwarded to the respective Provost. If the issue is not resolved, proceed to step 6.
6. If the issue is not resolved by the Provost, a student can request that the appeal be forwarded to the Collegewide Student Appeals Committee. Additional documentation of the circumstances surrounding the appeal may be required.

Note: The decision of the Collegewide Student Appeals Committee is final.

Photography Policy
Please be advised that your photo may be taken and used in materials (including BCC’s web site) promoting the college. If you do not want your photograph used, please contact Community Relations and Marketing Department at (321) 433-7090.
Financial Aid and Scholarships

Financial Aid
Brevard Community College makes postsecondary education possible for all individuals in the community. The primary purpose of the Financial Aid Department at Brevard Community College is to provide assistance to those individuals who, without such aid, would be unable to attend college. For additional information, please call a BCC Financial Aid Office or visit the Web site at www.brevardcc.edu/FinancialAid.

What types of financial assistance are available to qualified students?
BCC participates in a variety of federal, state and institutionally funded aid programs. Assistance programs are classified as Grants, Scholarships, Loans, or Employment.
- **GRANTS** are federally or state funded programs that do not require repayment. This type of aid is generally awarded to individuals who demonstrate exceptional financial need.
- **SCHOLARSHIPS** are usually awarded to students who demonstrate academic excellence or exceptional talent or skills. Each scholarship has its own criteria, requires a separate application, and does not require repayment.
- **LOANS** are financial assistance, that must be repaid usually with interest and in a specific time period. Often repayment is deferred while the student is attending college.
- **EMPLOYMENT** programs allow the student to defray part of the expenses of a college education by working part-time. Most positions are located on campus and require 12 hours of work per week.

What specific Financial Aid Programs are offered at Brevard Community College?
1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant
3. Florida Student Assistance Grant
4. Federal College Work Study Program
5. Federal Stafford Subsidized and Unsubsidized Student Loan Program
6. Federal Parent Stafford Loan Program
7. BCC Tuition Assistance Program
8. BCC Academic Excellence Scholarships
9. Scholarships from local sources

Financial Aid Search via the Internet
Another source for scholarship information is through Internet searches. Examples of scholarship search services include:
- www.fastweb.com
- www.finaid.org
- www.plato.org
- www.collegeboard.com/paying

What are the general eligibility requirements for need-based financial aid?
To qualify for financial aid, the student must prove that financial assistance is needed. Need is the difference between the amount the student and the student's family can contribute and the cost to attend the college of choice. A student must meet the following requirements:
1. Have a high school diploma or a GED, or demonstrate the ability to benefit from the program through a federally-approved test
2. Be enrolled in a degree or certificate program of at least one year in length
3. Be a U.S. citizen or eligible non-citizen
4. Sign certification statements of “Educational Purpose/Refunds and Default”
5. Maintain satisfactory academic progress

Eligible Programs
For the purposes of determining financial eligibility, a student who enrolls in an eligible program at Brevard Community College must be attending the institution for the purpose of obtaining an A.A., A.S. or A.A.S. degree. The following certificate programs are eligible for financial aid:
- Accounting Operations
- Accounting Technology Management
- Air Conditioning, Refrigeration and Heating Technology
- Automotive Service Technology
- Chemical Laboratory Specialist
- Child Development Early Intervention
- Computer Programming
- Computer Specialist
- Correctional Officer
- Cosmetology
- Culinary Operations
- Dental Assisting
- Digital Design
- Early Childhood Education
- Electronic Commerce
- Law Enforcement Officer CMS
- Medical Assistant
- Medical Information Coder/Biller
- Medical Laboratory Technician
- Medical Secretary
- Network Systems Developer
- Paramedic
- Practical Nursing
- Surgical Technology
- Web Development Specialist
- Welding
Postsecondary Adult Vocational Programs (PSAV):

PSAV program students will be funded for only their designated program intent. For example, if a student’s program intent is welding, a mixture of welding, auto mechanics, and electrical engineering will not be permitted. Eligibility resides within a designated program. Financial Aid will fund only the course work directly related to the program certificate.

Interested students should contact the Financial Aid Office on the campus they plan to attend for the financial aid brochure and application.

What criteria must transfer students meet in order to qualify for financial aid?

Transfer students who apply for financial aid must have at least a 2.00 GPA after transfer credits are evaluated to be eligible to receive financial aid funding. Transfer students with less than 2.00 GPA must raise their cumulative GPA to at least 2.00.

What is the application procedure for financial aid?

1. Obtain and complete a Free Application for Federal Student Aid (FAFSA). Forms for the following academic year are available at local community college/university campuses and public libraries at the beginning of January. Students can also file electronically via the Internet. The Internet address is www.fafsa.ed.gov. The financial aid process is lengthy, so early application is highly encouraged.

2. While the student awaits the Student Aid Report (SAR) that will be generated as a result of the filing of the FAFSA, he/she should contact the Admissions and Records Office at BCC to make sure records are complete, including high school transcript, college transcript(s), appropriate testing, and declaration of a major.

3. Once the student receives the SAR, he/she should contact the Financial Aid Office to see if additional information is needed to complete his/her financial aid file.

4. The SAR is not a financial award. Each student will receive an Award Notice, that informs the student of the aid for which he/she is eligible.

5. Once the student receives the Award Notice, he/she should access www.brevardcc.edu and log in using their secure student ID# and pin#. Click ➤ Student Services and Financial Aid icon. Click ➤ Financial Aid and My Award Information. Click ➤ Accept Award by Aid Year and accept only those awards that the student wishes to accept.

What academic standards must students meet to remain eligible to receive financial aid?

Federal and state regulations require that students must meet minimum standards in order to be eligible to receive Financial Aid funds. The following minimum standards at Brevard Community College are applied uniformly to all Title IV financial aid programs administered by the College, except those programs whose eligibility requirements are restricted to institutional funds or outside donor restrictions:

1. Students must meet an academic performance requirement of at least a 2.0 cumulative GPA.

2. Students must make progress toward their degree. Minimum progress toward a degree requires first year financial aid applicants who have previously attended the college to have earned 67 percent of registration attempted at the College.

3. Minimum progress toward a degree requires continuing financial aid recipients to earn 67 percent of credit hours attempted. The percentage calculation includes all hours attempted (college credit and vocational credit).

4. Students must complete their educational objective within a given time frame:
   a. All AA, AS and AAS degree-seeking students have a maximum 90 attempted credit hours.
   b. All certificate seeking students are limited to no more than 150% of the published length of the educational program.

All transfer credits that are accepted by the college will be included as attempted credit hours as well as all Brevard Community College attempted coursework regardless of whether the courses are applicable toward the student’s degree.

What attendance standards must students meet to remain eligible to receive financial aid?

Class attendance is required beginning with the first class meeting. Students are expected to attend all class sessions for which they are registered. It is the responsibility of the student to arrange to make up work missed because of legitimate class absences and notify the instructor when an absence will occur. The instructor determines the effect of absences on grades. However, students who are receiving financial aid or veteran’s benefits, who are reported as never attending a course, will be dropped from the class and benefits adjusted or rescinded.

Distance learning students also have specific attendance requirements. Students are expected to “logon” to their classes on a regular basis. It is the responsibility of the student to secure other resources to “attend” class if computer or internet access problems are encountered.
How do incomplete grades, withdrawals, remedial course work and repeating courses impact a student's financial aid?

A student who did not complete any credit hours in a term and has incompletes in that term has 20 college days in a full semester (10 in a mini-term) from the first day of classes of the following term to make up incomplete grades in order to continue receiving funds. Reinstatement of awards is contingent on a funds-available basis, and it is the student's responsibility to notify the Financial Aid Office within the time frame provided.

If grade changes or incomplete grades made up after the time frame should affect subsequent terms or academic year eligibility, students must provide transcripts reflecting such changes and petition for resolution through the Financial Aid Appeals Committee. Withdrawals from any course(s) shall be counted in the total hours attempted and can result in failure to meet the standards of progress. Students must follow the official withdrawal procedures established by the College.

Funding for students assigned for remedial course work (college preparatory courses) will be limited to 30 credits. Course repeats always count in the total attempted credits, but the GPA configuration will only consider the final attempt in the cumulative GPA.

Do I have to repay federal funds if I withdraw from a course?

Return of unearned funds refers to the return of federal financial aid dollars that the student did not earn as a result of totally withdrawing from all classes.

Students who receive federal financial aid funds and subsequently withdraw from all classes will have a federal formula applied based on the date of withdrawal, percentage of the payment, and period attended by the student. If the formula indicates an amount “unearned,” a repayment of aid is required.

The institution will notify the student in writing of any amount to be returned to the Federal Title IV accounts. Student must repay the amount within 45 days. Student will not qualify for further federal aid until the repayment is satisfied.

What is the procedure for reinstating financial aid that has been suspended or denied?

If a student is denied/suspended from financial aid, the student must attend a semester without Title IV federal aid and earn six credits with an all-college cumulative 2.0 GPA or better. Students who take more than six hours are required to pass all credits attempted. The student is required to submit an appeal along with an updated transcript for further consideration and/or reinstatement of financial aid.

What is the procedure for financial aid appeal?

Students whose eligibility has been terminated (because of failure to meet the standards of satisfactory progress) can, in certain cases, request a formal review of the decision to revoke financial aid eligibility.

Circumstances that can be considered for this special review (appeal) include: death in the student’s immediate family, medical emergencies, accidents, divorce or separation, personal tragedy, or other documented circumstances beyond the student’s control that prevented him or her from meeting the minimum standards.

To appeal the decision on this basis, the following procedure must be followed:

1. The students must submit a written request to the Office of Financial Aid. This must include a planning guide and an unofficial BCC transcript.
2. The circumstances that prevented satisfactory progress to occur must be clearly stated.
3. The request must include documentation to support the exceptional circumstances, such as death certificate, statement from physician, or other verifiable information.
4. Once the review has been made, the student will be notified of the result of the review.

May veterans receive VA Education Benefits while enrolled at Brevard Community College?

Brevard Community College is fully accredited and approved for veterans training. Veterans eligible for educational benefits under law can receive these benefits while enrolled in approved programs of courses leading to a degree or vocational objective. Random selection of classes for VA payment is prohibited.

Training time classifications, subject to VA policy, are:

- 12 or more semester hours = full time
- 9 - 11 semester hours = 3/4 time
- 6 - 8 semester hours = 1/2 time
- 1 - 5 semester hours = less than 1/2 time

Enrollment in fewer hours is required for eligibility during Summer Terms. All new veterans must register with their campus Veterans Affairs Office as early as possible to avoid delay in benefit payments.

Probation/Suspension (Financial Aid)

Students are monitored for a cumulative 2.0 GPA, completed credits/hours, and time frame at the end of every semester. Failure to maintain a cumulative 2.0 GPA results in a probationary status until a subsequent semester review occurs. If the subsequent semester review calculates a continued lack of progress the student is suspended. Students reaching or exceeding the maximum time frame will be automatically suspended.
Students Receiving Social Security Benefits
Eligible students may receive Social Security benefits while attending Brevard Community College. Benefits are subject to Social Security policy. Verification of the course load can be made only after the established drop deadline for each term. Full-time status is determined to be 12 or more semester hours.

Scholarships
BCC offers scholarships in a number of areas. Students can apply directly to the BCC department that has the responsibility for awarding the scholarship. Specific criteria are available in the campus offices of financial aid regarding the following scholarships:

Institutional Scholarships
Principal’s Scholarship
BCC High School Academic Achievement Award
BCC Academic Excellence
Star Sat 12000
Reginald E. Johnson
Brevard Incentive Scholarships
Special Awards:
  – Cocoa Beach Chamber of Commerce
  – Delta Sigma Theta
  – College Reach Out Program (CROP)
  – Community Development
  – Congressional Art
  – Tuskegee Airmen
Art Scholarships
Drama Scholarships
Athletic Scholarships
Music Scholarships
Presidential Scholarships
Honors Scholarships
Academic Scholarships
Forensics Scholarships

BCC Foundation Scholarships
The BCC Foundation exists to support the college and advance its commitment to be our community’s center for quality teaching and lifelong learning. The Foundation is a not-for-profit, 501(c)(3) corporation chartered to provide for financial needs of the college that cannot be met through state aid or student tuition. The Foundation is the vehicle through which individuals, corporations, and other supporters contribute to the college’s educational programs and student scholarships. It is supervised by a volunteer Board of Governors composed of community leaders who support the advancement of excellence at Brevard Community College.

Each year, the Foundation awards hundreds of thousands of dollars’ worth of scholarships. Students interested in learning more about the Foundation’s scholarships or in obtaining scholarship applications may contact the Financial Aid office or visit the Foundation’s web site at: www.brevardcc.edu/foundation.

Florida Bright Futures Scholarships
Florida Bright Futures Scholarships provide financial awards through three different programs to eligible Florida high school graduates on the basis of high academic achievement and enrollment in an eligible Florida post-secondary institution within three years of high school graduation. This scholarship does not pay the cost of preparatory course work.

Florida Bright Futures Scholarships are renewable for up to seven subsequent school years from high school graduation, provided that the recipient meets all renewal criteria.

For further information contact the high school guidance office, a financial aid office of Brevard Community College, or the Department of Education at its internet address: www.firn.edu/doe/brfutures or call: 1-888-827-2004.

Other scholarships
Information regarding outside scholarships are available at the local campus financial aid office. Students are urged to apply for external scholarships. A variety of local and national clubs and organizations offer scholarships to students who meet certain criteria.

Student eligibility standards
• Demonstrate financial need or exhibit specific skills
• Be enrolled for the appropriate number of credit hours, or
• Maintain satisfactory academic progress

Criteria for selection
Selection criteria for each scholarship program is established by BCC. Most BCC scholarships are awarded according to financial need or skill.

Criteria for determining the amount of the award
The amount of aid a student receives is based on appropriate recommendation or the student’s unmet financial need.
Student Expenses and Financial Policies

Student Fee Schedule
The Board of Trustees established the student fee schedule within the guidelines approved by the Florida Legislature. It is subject to change within the academic year covered by this catalog.

Brevard Community College must receive the total amount due on or before the payment due date. Students who are delinquent may be prohibited from registering and/or changing programs, or from receiving a diploma, transcript or certification. Brevard Community College may utilize the services of an attorney and/or collection agency to collect any amount past due and the student will be charged an additional amount equal to the cost of collection including reasonable attorneys fees and expenses incurred by Brevard Community College.

Payment can be made with cash, MasterCard, VISA, Discover, personal check, bank check, or money order. Any check payment should be issued to Brevard Community College.

Application Fee
All new applicants for admission must pay a one-time, non-refundable application fee:
US Citizen: $20
International: $50 (non-resident alien)

Fee must be submitted with the completed Application for Admission. International students must apply through the International Student Office.

Registration Fees:
Academic and Vocational Credit
Fees are approved by the Board of Trustees. Please consult the online catalog for current rates.

Florida Resident
A.A., A.A.S., and A.S. Degree Programs..............$64.25 per credit hour
Vocational Certificate Programs.........................$51.35 per credit hour

Non-Florida Resident
A.A., A.A.S., and A.S Degree Programs..............$236 per credit hour
Vocational Certificate Programs.........................$205.05 per credit hour

Non-Credit Courses
Non-credit classes vary in cost according to length, materials and instructor costs. Fees are advertised with class announcements. Check with the Institute for Business Training & Community Education for information on classes.

Re-Registration Fee
The college assesses a non-refundable reregistration fee of $30 to any student who is dropped for nonpayment and wishes to re-register.

Full Cost of Instruction
In accordance with Florida law, the college charges students the full cost of instruction for repeat enrollments in certain courses. This charge is $225.35 per credit hour (effective 7/1/05, subject to change with Board of Trustees approval). See Maximum Attempts Per Course, page 35.

Additional Distance Learning Fees
Shipping Cost ..............................................$10 - $18 (if required)
Software ......................................................$70 per class
(Math prep courses)
Lab Fee (Online course)...............................$10 per credit hour
Lab Fee (Hybrid course).............................$5 per credit hour
(plus any on-campus lab fee)
Additional Lab fees may be required for certain courses.

Program Fees
Cosmetology Kit (varies) .................................$650
Dental Assisting Instrument Kit .......................$110
Dental Hygiene Instrument Kit
(freshman year) ............................................$550
Dental Hygiene Instrument Kit
(sophomore year) .........................................$850
Dental Hygiene Community
Dental Health Kit ..........................................$45
Nails Kit ......................................................$350
Facial Kit ....................................................$350
Health Sciences Accident Insurance .................$10.50
Health Sciences Liability Insurance .................$16
Health Sciences program application fee ............$25
Health Sciences Nursing application fee .............$40
Background Check .......................................$15
Health Sciences Certificate (duplicate) ..............$5

Testing Fees
- CAEL (experiential learning) .................$50
  (per course attempted through portfolio review)
- CLAST (including retakes) .......................$25
- CLEP (per exam) ........................................$55
  (non-refundable test service fee) ...............$20
- Credit by Examination ............................$50
  (per course examination, whether or not the student passes the test)
- DANTES (per exam) .................................$60
  (non-refundable test service fee) ...............$15
Learning Lab Fee - per term
Florida resident with high school diploma . . . . . . . . . $35
Non-Florida resident with high school diploma . . . . . . . . $60
BCC students accepted for or enrolled in vocational or college credit courses are exempt from Learning Lab fees.

Lab Fees
To partially offset the high cost of consumable materials and supplies, laboratory fees are assessed in some courses. The fee schedule is available online:
www.brevardcc.edu
Click ➤ KNOW BCC ➤ PUBLICATIONS ➤ FEE SCHEDULE

Official Transcript Fees
Per transcript ...........................................$5
Overnight per destination ......................$25

Graduation Fees
Graduation fees are non-refundable and must accompany the Intent to Graduate Application. All financial obligations to the college must be satisfied before a diploma or final transcript will be released to the student. While all students are encouraged to attend the formal graduation ceremony, they are not required to attend. If the student plans to attend the ceremony, caps and gowns are available for purchase through the Bookstore. Tickets to the ceremony are not required for family or guests. A professional photographer is at each ceremony.

Graduation Fee
The graduation fee is $20 for each degree the student is completing. An Intent to Graduate Application must be submitted for each degree.

Late Fee
There is a $20 late fee assessed to students who apply for graduation after the published application deadline of the term in which they wish to graduate.

Re-application Fee
Students who do not complete all graduation requirements in the term of initial application must submit a new Intent to Graduate Application and pay another $20 graduation processing fee in the term they complete their requirements.

Duplicate or Replacement Diploma
A duplicate diploma may be requested at the time of initial application at the cost of $20 per diploma. A replacement diploma can be printed at the cost of $20 per diploma.

Note: Diplomas will be printed with the name as it was at the time of graduation. All duplicate and replacement diplomas will be stamped: “ISSUED AS A DUPLICATE OF THE ORIGINAL DIPLOMA.”

Return Check Policy
The college charges a processing fee of $20 or 5% of the amount of the check, whichever is greater, for each check returned unpaid to the college. If a student incurs two returned checks, the college will no longer accept checks from the student for college payments.

In the event that a check was returned due to an error made by a banking institution, a letter from the banking institution acknowledging its error must be received by the college in order to waive the processing fee.

Refund Policy
College and Vocational Credit Courses
Automatic refunds for college credit or vocational credit course fees will not be processed until after the last day to drop a course. To be eligible for a refund, the student must drop the course(s) on or before the last day of the Add/Drop period, as listed in the Schedule of Classes.

Matriculation, tuition, and lab fees paid during scheduled registration periods are automatically refundable based on the following:

- **Fall, Spring and Summer Terms** - All fees, except the non-refundable $30 re-registration fee, are refunded at 100% if the drop procedure is completed by the established deadline in the Schedule of Classes. There will be no automatic refunds after that period.

- **Non-Credit Courses** — To receive a refund for a non-credit course, a student must submit a refund request in writing at least three business days prior to the start of the class. No refunds will be issued after that period.