Administrative Offices

THOMAS E. GAMBLE
District President

DISTRICT CABINET
Dr. Thomas Gamble, District President • Dr. Brenda Fettrow, President, Cocoa Campus • Dr. Mike Kaliszewski, President, Melbourne Campus
Dr. Laurence Spraggs, President, Titusville Campus • Dr. Bert Purga, President, Palm Bay Campus • Dr. Judy Bilsky, Associate Vice President, Educational Services
Ms. Ingrid Bradley, Associate Vice President, Community Relations & Marketing
Mr. Al Little, Vice President, Finance & Administrative Services
Mr. Frank Billings, Special Assistant to the District President, Institutional Effectiveness & Strategic Management • Ms. Joni Oglesby, Associate Vice President, Human Resources • Dr. Katherine M. Cobb, President, Virtual Campus

◆ ◆ ◆ ◆ ◆ ◆

1519 Clearlake Road • Cocoa, FL 32922
321/632-1111, ext. 62000

BREVARD COMMUNITY COLLEGE
Thomas E. Gamble, District President

BOARD OF TRUSTEES
James W. Handley, Chair • Alexandra Penn Williams, Vice Chair
Eugene C. Johnson • Miriam E. Martinez • C. R. “Rick” McCotter III

Brevard Community College is an equal opportunity/equal access institution.

HANDBOOK COMMITTEE: Rebecca Talluto, Chairperson, Dean of Educational Services, Titusville Campus • Barbara Bell, Student Advisor, Palm Bay Campus • Erica Fair, Student Advisor, Melbourne Campus • David Hancock, Student Advisor, Cocoa Campus • Lisa Hopper, Student Development Specialist, Titusville Campus • Mary Moton, Student Advisor, Virtual Campus • Danielle C. Ohman, Recruitment & Retention Specialist, Collegewide

CONSULTANTS: Dr. Judith Bilsky, Associate Vice President for Educational Services • Lyn Frame, Supervisor, Publications Department, Cocoa Campus • JoAnn McClain, Director, Collegewide Printing Services

Design and layout: Publications Department

IMPORTANT
The College reserves the right to change any provision of requirement when such action will serve the interests of the College or its students. The College further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the College. While this handbook was prepared on the basis of the best information available at the time of publication, all information is subject to change by the Board of Trustees.
Our Vision
Brevard Community College is committed to Being our Community’s Center for
• Quality Teaching and
• Lifelong Learning

Our Mission
To engage our diverse population in quality, accessible, learning opportunities which successfully meet individual and community needs.

Brevard Community College fulfills its mission by offering the following:
1. Undergraduate Studies and Associate Degrees to pursue a Baccalaureate Degree.
2. Technical and vocational training for Associate Degrees and Certificates for entering the workforce, improving professional skills, and developing new competencies.
3. Instructional support services such as advisement and career guidance.
4. Activities supporting cultural enrichment, economic development, sports, wellness and quality of life.
5. Workshops and classes for personal growth, developmental instruction, and lifelong learning.

Our Philosophy
The College embraces the following key values and beliefs:

1. **RESPECT FOR THE INDIVIDUAL (COURTESY/CIVILITY):** Central to our philosophy is respect for the individual, manifested through courtesy and civility in every endeavor.

2. **CONTINUOUS IMPROVEMENT/PROFESSIONAL COMPETENCE:** Recognizing that we exist in a dynamic environment, we foster innovation to promote continuous improvement in student, employee, and organizational development.

3. **PASSION FOR LEARNING:** As an educational catalyst, the College sparks the flame of human curiosity by creating an environment to ignite and sustain a passion for lifelong learning.

4. **LEADERSHIP, EMPOWERMENT, INTEGRITY:** We value leadership styles that engender trust and confidence, and that empower people to make sound decisions.

5. **TEAMWORK, SENSE OF BELONGING:** We encourage a sense of belonging by employees and students through promoting an atmosphere of teamwork that embraces the college’s mission and goals.

6. **SERVICE:** We provide quality service to students, colleagues, and the community with the intention that all those served achieve higher levels of success and satisfaction.

7. **ACCOUNTABILITY:** Through systematic review and evaluation, we are publicly accountable to achieve our mission.

8. **SENSE OF ACHIEVEMENT:** We value achievement and reward those who strive to do their best.
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FALL TERM 2002
College offices will be closed until 2 p.m. on August 15
Aug. 14 Wed. Faculty Report
Aug. 15 Thurs. Welcome Back Day – Collegewide
Aug. 19 Mon. Fall Term begins
Aug. 23 Fri. Last day to drop with refund of fees or change to audit status
Sept. 2 Mon. Labor Day Holiday (Weekend classes will meet as scheduled)
Sept. 6 Fri. Last Day to apply for CLAST
Oct. 5 Sat. CLAST administration
Oct. 17 Thurs. Collegewide Inservice Day; No daytime classes for students
Oct. 21 Mon. Last day to apply for December graduation
Oct. 31 Thurs. Last day to withdraw from classes with grade of “W”
Nov. 11 Mon. Veteran’s Day Holiday
Nov. 28-Dec. 1 Thurs.-Sun. Thanksgiving Day Holidays
Dec. 9-13 Mon.-Fri. Final Exams
Dec. 21 Sat. Graduation, 1 p.m. & 4 p.m.
Dec. 24-Jan. 1 Tues.-Wed Holidays - Winter Break; College Closed

SPRING TERM 2003
Jan. 2 Thurs. College Re-opens; Staff and Faculty Report
Jan. 6 Mon. Spring Term begins – First day for students
Jan. 10 Fri. Last day to drop with refund of fees or change to audit status
Jan. 17 Fri. Last Day to apply for CLAST
Jan. 20 Mon. Holiday - Martin Luther King, Jr. birthday observance (Weekend classes will meet as scheduled)
Feb. 15 Sat. CLAST administration
Mar. 12 Wed. Collegewide Inservice Day; No daytime classes for students
Mar. 17 Mon. Last day to apply for May graduation
Mar. 21 Fri. Last day to withdraw from classes with grade of “W”
Mar. 31-Apr. 6 Mon.-Sun. Holidays – Spring Break; College Closed
May 5-8 Mon.-Thurs. Final Exams
May 9 Fri. Last day to apply for CLAST
May 17 Sat. Graduation, 1 p.m. & 4 p.m.
SUMMER TERM A 2003
May 12 Mon. Summer Term A begins
May 14 Wed. Last day to drop with refund of fees or change to audit status
May 26 Mon. Memorial Day Holiday (Weekend classes will meet as scheduled)
June 6 Fri. Last day to withdraw from classes with grade of "W"
June 6 Fri. Last day to apply for posting August Graduation
June 7 Sat. CLAST administration
June 20 Fri. Examination Day/Summer Term A ends

SUMMER TERM B 2003
June 24 Tues. Summer Term B begins
June 26 Thurs. Last day to drop with refund of fees or change to audit status
July 4 Fri. Independence Day Holiday (Weekend classes will meet as scheduled)
July 7 Mon. Last day to withdraw from 12-week summer courses
July 21 Mon. Last day to withdraw from classes with grade of "W"
Aug. 4 Mon. Examination Day/Summer Term B ends

Registration dates and times will be listed on course announcements issued each semester.

Melbourne Campus Weekend College
BLOCK B BLOCK C
Term 1 08/23/02-11/09/02
Term 2 11/22/02-03/01/03
Term 3 03/14/03-06/07/03
Term 4 06/28/02-09/14/02 06/20/03-09/13/03
Term 5 09/27/02-12/21/02 09/26/03-12/20/03
Term 6 01/10/03-04/05/03 01/09/04-04/03/04
Term 7 04/18/03-07/12/03 04/16/04-07/03/04

2002-2003 dates are subject to change, as State of Florida approves academic calendar annually.

Terms run 12 weeks in length, with one week (or holiday weekend) between terms. Weekend College will not meet regularly scheduled Campus closings. You can earn an AA degree, start to finish, in 23 months of Weekend College. Consult current Schedule of Classes for Term dates, payment of fees, financial aid, and drop/withdraw specific to Weekend College.
Online Calendar

(For Online Classes Only)

**Fall Term 2002-40**

**Section 01Z – August**
- Blackboard Orientation ........................................ 08-17-02
- (Voluntary for students taking online and Blackboard enhanced courses)
- (All other dates the same as campus courses.)

**Section 02Z – October**
- Last day to register/Pay fees ................................. 10-11-02
- Classes begin ......................................................... 10-14-02
- Last day to drop with refund ................................. 10-18-02
- Veteran’s Day Holiday ............................................. 11-11-02
- Thanksgiving Day Holiday ................................. 11-28-02 – 11-30-02
- Winter/New Years Holiday .......................... 12-16-02 – 01-04-03
- Martin Luther King Holiday ................................. 01-20-03
- Last day to withdraw with W ................................. 01-22-03
- Final day of class .................................................. 02-21-03

**Spring Term 2003-10**

**Section 01Z – January**
- Blackboard Orientation ........................................ 01-04-03
- (Voluntary for students taking online and Blackboard enhanced courses)
- (All other dates the same as campus courses.)

**Section 02Z – March**
- Last day to register/Pay fees ................................. 02-28-03
- Classes begin ......................................................... 03-03-03
- Last day to drop with refund ................................. 03-07-03
- Spring Break ......................................................... 03-24-03 – 03-28-03
- Last day to withdraw with W ................................. 05-16-03
- Memorial Day Holiday ............................................. 05-26-03
- Final day of class .................................................. 06-27-03

**Summer Term 2003-20**

**Section 01Z – May**
- Last day to register .................................................. 05-09-03
- Blackboard Orientation ........................................ 05-10-03
- (Voluntary for students taking online and Blackboard enhanced courses)
- Classes begin ......................................................... 05-12-03
- Last day to drop with refund ................................. 05-16-03
- Memorial Day Holiday ............................................. 05-26-03
- Independence Day Holiday ................................. 07-04-03
- Last day to withdraw with W ................................. 07-10-03
- Final day of class .................................................. 08-04-03
### Telephone Directory

**Information Regarding Emergency College Closings • Ext. 65000**

**Hearing Impaired: 1-800-955-8770 (voice) • 1-800-955-8771 (TTY)**

#### Cocoa Campus

1519 Clearlake Road • Cocoa, FL 32922-6597 • (321) 632-1111, ext. 62200

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<td>Advisors</td>
<td>63480</td>
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<td>64110/64185</td>
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#### Melbourne Campus

3865 North Wickham Road • Melbourne, FL 32935-2399 • (321) 632-1111, ext 32100

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## Titusville Campus

1311 North U.S. 1 • Titusville, FL 32796-2192 • (321) 632-1111, ext. 42233

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10
Titusville Campus - continued

Student Support Services .......................... 42201 1-118
Students with Disabilities (Office for) ............ 42011 3-101
Wellness Center ................................. 43011 4-154

Palm Bay Campus
250 Community College Parkway, SE • Palm Bay, FL 32909-2299 • (321) 632-1111, ext. 22030

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Spaceport Center
Mail Stop BCC-A • Kennedy Space Center, FL 32899 • (321) 449-5060 • Fax: (321) 449-5062

Virtual Campus
1519 Clearlake Road • Cocoa, FL 32922 • (321) 632-1111, ext. 64700 • www.brevardcc.edu

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Getting Started

1. Obtain an application from any Admissions and Records Office, from the back of the catalog, or online at www.brevardcc.edu.

2. Mail or take the completed application with the $20.00 non-refundable filing fee to the campus of your choice ($50 for International Students).

3. Furnish proper documentation of Florida residency status - check with the Admissions and Records Office.

4. Request that a transcript be sent directly to the Admissions and Records Office from your high school and all colleges attended. Applicants previously attending more than one college must request that official transcripts be sent from EACH college to BCC. (If you have a college degree from a regionally accredited institution, only a transcript from that school is required.) Failure to report previous attendance at a college(s) may result in immediate dismissal. Records must be complete prior to registration. Financial aid will not be awarded until all records are on file.

5. Make an appointment for placement testing OR present SAT or ACT scores less than two years old.

6. ORIENTATION: Orientation is mandatory for first time in college students. Orientation may be completed in person or online at https://web2010.brevard.cc.fl.us/orientation/. Please consult the Educational Services Office for information.

7. See an advisor for program planning/schedule assistance/placement test interpretation.

Students with a high school or equivalency diploma are eligible for admission to BCC degree programs. Some vocational programs do not require the high school diploma; however, some may require the high school diploma for reasons of state licensing. In addition to the requirements for general admission to the College, several degree programs, vocational programs, and international student programs require a separate application submitted to the appropriate division several months preceding the semester of enrollment. Consult the current catalog or an advisor for information regarding admission to all College programs.
State of Florida Board of Education Rules accept four examinations for placement into college credit classes. The student is allowed to select the test from the state approved list, but may not pick and choose among subtests. The ACT and SAT are administered at local area high schools and require a registration fee. The Computerized Placement Test (CPT) and Florida College Entry-Level Placement Test (FELPT) may be taken at BCC without charge to students who have applied for admission. Scores must be no more than 24 months old. Vocational students must present assessment test scores from the Test of Adult Basic Education (TABE) which is also administered at BCC.

Admission to the College is not based on test scores; however, placement into college-level courses is based upon minimum cut-off scores for each subtest. Students may enroll in college-level courses in areas in which they qualify while enrolling in college preparatory courses in other areas as required by the placement test. College prep courses DO NOT count for college credit, and they MUST be taken within your first twelve credit hours. In addition to the above requirements, most Allied Health programs are limited access and also require TABE testing. Students applying for Allied Health programs should call 632-1111, Ext. 64110 to arrange TABE testing. You may also contact the Learning Lab (Titusville and Palm Bay) or Testing Office (Cocoa and Melbourne) to schedule required TABE testing. Appointments for placement testing (CPT or FELPT) are made through the campus Testing Office and/or Learning Labs.

ACADEMIC RECORDS
It is the responsibility of the student to contact his/her previous educational institutions and arrange to have official copies of transcripts mailed directly to BCC. For your convenience, transcript request cards are available in all Admissions and Records Offices. Questions regarding admissions should be directed to the Admissions Supervisor on each campus. All transfer credit evaluations are handled by the Collegewide Enrollment Services Office located on the Cocoa campus. Official transcripts are sent by BCC to other institutions upon written request signed by the student. Student copy transcripts are available through the BCC website at www.brevardcc.edu. All financial obligations to the College must be paid before transcripts are released. Your current address is an integral part of your academic records as BCC does not forward returned mail. Keep the College notified of any changes.

ACADEMIC ADVISING
Student advisors provide academic advisement, test interpretation and referrals to other agencies for students experiencing personal problems. Services are available on a walk-in basis in the Educational Services Office on each campus. All first-time, degree-seeking students must see an advisor prior to registering.
AUDIT
Students who wish to audit a course need to complete both a Registration and an Audit form. Preparatory and Vocational courses may not be audited. The audit and credit fee is the same. Deadline for changing status from audit to credit or credit to audit is the same as the last date to drop with refund.

ADD/DROP
During the first week of the Fall and Spring semesters, students may drop classes in which they have enrolled or register for additional classes. Students who drop a class by the established deadline will have their fees refunded. After this date, students may withdraw from their first or second attempt of a class up to the published withdrawal date without grade penalty, but NO REFUND will be issued. (See Refund Information.) Students must complete a proper registration form, obtained from the Admissions and Records Office, to have a class dropped or to enroll in additional classes.

WITHDRAWAL, FORGIVENESS POLICY AND MAXIMUM ATTEMPTS PER COURSE
1. No more than three (3) attempts per course are allowed, including withdrawals (Note: withdrawal deadlines in Calendar). Audited or dropped classes do not count as attempts if enrollment is declared during regular add/drop period. (“Attempts” are counted beginning Fall Semester 1997.)

Caution! Withdrawals may affect your Financial Aid award.

2. Third (and subsequent) attempts of the same course WILL be graded. Withdrawals will not be permitted on the third attempt. (Grade Forgiveness is limited to courses where “D” and “F” grades were earned and may be used only two times per course.) Consult upper-division schools for their policy on “forgiven” grades.

3. Fourth attempts are only allowed with Dean’s approval of extenuating circumstances – Documentation is required.

4. Full tuition cost is charged for: 3rd attempt (and subsequent attempts) for college prep and college credit courses

5. See an advisor for the appropriate form if you want to appeal for a fourth attempt OR if you want to appeal for relief from the full cost of instruction.

GUIDELINES FOR EXEMPTION TO FULL-COST OF TUITION FOR MAXIMUM ATTEMPTS
An exemption based on extenuating circumstances shall be granted only once for each course. Extenuating circumstances are those considered to be exceptional, documented, and beyond the control of the student. Criteria used to determine extenuating circumstances include, but may not be limited to:

1. Serious illness
2. Medical condition preventing completion
3. Death of an immediate family member
4. Involuntary call to active military duty
5. Learning disability
6. English as a second language background
7. Change in conditions of employment
8. Other emergency circumstances or extraordinary situations, such as natural disasters

An exemption based on a financial hardship may be granted more than once for each course; however, an exemption based on a financial hardship will only be granted after the student has demonstrated reasonable effort to succeed in the course. Criteria for determining a financial hardship include, but are not limited to:
1. Qualification for federal need-based financial aid
2. Documented financial hardship

Important! Maximum attempts began with the 1997 Fall Semester regardless of the number of previous attempts.

ALTERNATIVE COLLEGE PREP INSTRUCTION
Part of the new statewide policy also allows students to pursue college prep instruction through alternatives to the traditional college prep courses. This includes programs offered by the Brevard County School Board and private providers of instruction. Students who pursue college prep instruction by providers other than the college will be required to pass a competency test administered by Brevard Community College to document the attainment of required skills. Students who believe that they qualify for an exemption must see an advisor prior to re-registering for a prep course.

PLEASE NOTE: In addition to the options above, students who have exhausted their three attempts in any prep course may register for BCC’s Institute for Business Training and Community Education prep courses if they wish to satisfy state requirements for completing the prep program.

FEE PAYMENTS
Fee payments are due on the dates published in each semester schedule of classes. Payments may be mailed or paid in person, by cash, check, money order, cashier’s check, MasterCard or VISA. Credit card payments may be made by phone or online at web2.brevard.cc.fl.us/payfees. Students who have not paid fees by the deadline may be dropped from all classes. A non-refundable re-registration fee of $30 will be charged for re-registration after being dropped for non-payment during the add/drop period.

COLLECTION OF FEES DUE
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
The staff of the Financial Aid Department provides assistance to students needing financial aid to attend Brevard Community College. They administer grants, loans, work study programs, and scholarships that are available to eligible students. Applications for these programs may be obtained from the Financial Aid office on each Campus. It is the responsibility of the student to immediately contact Financial Aid if there is a change in enrollment status. To maintain eligibility for financial aid, a student must maintain a 2.0 grade point average (GPA) and successfully complete 67% of credit hours attempted. A student must also make a positive progress toward a degree or certificate. Standards of Satisfactory Progress are published in the College Catalog, financial aid brochures, and the BCC Financial Aid website at http://web2010.brevardcc.edu/finaid/.

Return of Unearned Funds
Return of unearned funds refers to a return of federal financial aid dollars that the student did not earn as a result of an unofficial or official withdrawal from classes. Students receiving federal financial aid funds and subsequently withdrawing 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 will be necessary.

The institution will notify the student in writing of any amount(s) to be returned to the Federal Title IV accounts. Student(s) must repay the amount within 45 days. Student(s) will not qualify for further federal aid until the repayment is satisfied.
FACULTY
The faculty at Brevard Community College are here to help you reach your educational goals. Questions about course objectives, content, grading policy, etc. should be directed to your instructor. If for any reason you will be unable to meet the course objectives, contact your instructor as soon as possible. Faculty are available during class and office advisement hours to be of assistance.

If a student feels unfairly treated or graded in a course, appealing informally to the instructor should be the first course of action. If the complaint is not resolved, then appeal should be directed to the Department Chairperson and then to the campus Dean of Educational Services. A final appeal in writing may be directed to the Collegewide Appeals Committee.

ATTENDANCE POLICY
Students are expected to attend all class sessions for which they are scheduled. 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 or 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.

RELIGIOUS HOLIDAYS: Upon submitting an advance written request to the instructor, a student will be granted an excused absence for religious holidays. Instructors are to provide assignments and/or exams without penalty for those students who request to be excused for religious observances as mandated by federal and state statutes. Students excused for religious observances are responsible for material covered during their absences and are expected to meet the class requirements for those days without undue delay.

EARLY ALERT
“Early Alert” is a mid-term warning letter, generated by faculty during the fall and spring terms. It is mailed to students determined to be in academic jeopardy. The intent of the letter is to encourage students to take the steps necessary to successfully complete their course(s).

STUDENT PARKING/STUDENT IDENTIFICATION CARD
Students must park in designated areas and are required to have parking decals, which are available at no charge, in the Information Center at all campuses and centers. Fines are assessed for failure to display a decal and for parking or moving violations. Obtain your Library Card/Student Identification Card from the Circulation desk at the Learning Center/Library. Proof of student status (current schedule) is necessary.
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 as well as service to concerts, art and craft fairs, dances, faculty vs. students basketball, and volleyball games. For sports enthusiasts, the P.E. Department provides an intramural program offering the opportunity to participate and compete in a wide variety of activities for fun and fitness. Contact your campus office of Educational Services for information on starting or joining a club.

**STUDENT GOVERNMENT ASSOCIATION**
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 handbook.

**BCC BOOKSTORE**
BCC Bookstores offer textbooks, college supplies, clothing, cards, gifts, and sundry items. The extent to which these are available, as well as Bookstore hours, vary from one campus to another. For current information regarding the Bookstore, call 254-6651 (Melbourne), 631-9300 (Cocoa), 952-4427 (Palm Bay), or 632-1111, ext. 42003 (Titusville).

Students should bring their course schedule with them to the Bookstore as it contains their course numbers which are needed to find the correct books. Full refunds are given up to one week after the start of the semester and must be accompanied by a receipt. Refunds in the amount of 75% of the purchase price will be given up to 30 days after the start of the semester, provided the customer has a receipt. Books must be returned in the same condition they were sold; therefore, students should not write in the book unless they are sure they are going to remain in the class. Refunds will not be issued after the first 30 days of the semester. Students may sell back their books at any time during the year; however, the best prices, half the purchase price, are generally given during finals week.

**CHILD CARE CENTER**
The BCC Child Care Centers located on the Cocoa, Melbourne, Titusville, and Palm Bay campuses are available for children (ages 2-5 years) of students,
COSMETOLOGY SERVICES
Brevard Community College, Cocoa Campus, offers a vocational program in Cosmetology. The program offers its services to students in Room 124 of the Allied Health Building (Bldg. 20). Services are offered at reduced prices. It is recommended that students call 632-1111, ext. 63540 or 634-3762, for current information on prices and hours.

COMPUTER LABS
Each campus provides computer labs for student use. Some labs are furnished with software specific to meeting course requirements, i.e. prep courses and computer programming courses. Other labs provide Internet access, career exploration software, and tutorials for general use. Lab availability and schedules vary by campus and by semester. For further information regarding computer lab availability and the software available, please call ext. 32303 (Melbourne), ext. 42121 (Titusville), ext. 63303 (Cocoa), or ext. 22038 (Palm Bay). Or refer to the following website: http://web2010.brevardcc.edu/complabs.

DENTAL SERVICES
Brevard Community College offers programs in Dental Assisting and Dental Hygiene. These programs offer their services to students in Room 111-B of the Allied Health Building (Bldg. 20), Cocoa Campus. Services are offered at reduced prices during specific times of the school year. It should be understood that services are time consuming due to student instruction. For more information, call 632-1111, ext. 64115.

FACTS.ORG
(Florida Academic Counseling and Tracking for Students)
FACTS provides a full range of services for prospective and current college students. This website features information on financial aid, college admissions, degree shopping, profiles of Florida colleges and universities, career guidance, and online admission applications. FACTS provides current college students with access to their academic records, grades, degree audits, and information on how to successfully transfer from the community college to the university. Please go to www.facts.org for further information.

HEALTH/INJURY/ACCIDENT
The College staff will plan and regulate classroom and campus conditions with concern for the mental and physical health and safety of the students. NO medical facilities or medical insurance are provided by the College. In the event of a serious injury or sudden onset of illness, first aid may be administered within the capabilities of personnel on the scene.
JOB LINK
Brevard Community College offers placement assistance through Brevard Job Link. Job search assistance, labor market information, career assessment and other employment services are available to anyone seeking employment, full or part time. Tuition assistance may also be available to targeted populations (low income individuals or laid-off workers). Four full service centers are available in Brevard County. A mini-service center is open on all campuses. Call 504-7600 or visit the website at www.brevardjoblink.org.

LEARNING RESOURCES CENTERS/LIBRARIES
Campus Libraries observe the following hours:

Cocoa Only
Monday - Thursday ................. 7:30 a.m. - 9:00 pm.
Friday .................................. 7:30 am - 5:00 p.m.
Saturday .................................. 9:00 a.m. - 5:00 p.m.

Melbourne, Palm Bay, and Titusville
Monday - Thursday ................. 7:30 a.m. - 9:00 pm.
Friday .................................. 7:30 am - 5:00 p.m.
Saturday .................................. 9:00 a.m. - 12:00 p.m.

LOST AND FOUND
BCC is not responsible for personal property that might be lost or stolen while on campus. In case of lost or found items, please check with one of the offices listed below:

Cocoa Campus ............. Security Office or Educational Services
Melbourne Campus ........ Educational Services
Titusville Campus ........ Security Office
Palm Bay Campus .......... Security Office

STUDENT INSURANCE
Insurance coverage with respect to injuries or accidents sustained during College activities will be effected by private contract between an insurance company and the student or parent. Applications will be made available on each campus to the students through the Admissions and Records Office or Educational Services. BCC will not be accountable for money transactions between the insurance carrier and students. Students who are enrolled in certain programs, classes, or clubs will be required to show proof of insurance for injury and accident coverage. International students, industrial/vocational students, intercollegiate sports athletes, and high risk activities, such as sailing or karate, are examples of those who will need such insurance. All students of the College may purchase accident and injury insurance through a College-approved carrier. Forms may be found in the Educational Services Office.
THE GORDON RULE – SBE Rule 6A-10.030

All AA Degree students are also required to:

• Earn a “C” or higher in all courses used to fulfill English, mathematics, humanities, and social/behavioral science general education requirements. The “C” or higher in those courses assures that all Associate in Arts Degree students have attained the required level of competence in writing and mathematics as required by SBE Rule 6A-10.030 (Gordon Rule).

• Produce written work of at least 6,000 words in each of the two General Education English classes listed under Communications.

• Produce written work of at least 3,000 words in each course taken under humanities and social/behavioral science.

• The combined writing exceeds the 24,000 word requirement referenced in SBE Rule 6A-10.030 (Gordon Rule).

English
– ENC 1101, 3 credit hours - 6,000 word minimum writing requirement
– ENC 1102, 3 credit hours - 6,000 word minimum writing requirement
– SPC 2600, 3 credit hours - oral communications

Humanities
6 credit hours - 3,000 word minimum writing requirement in each of two classes

Social/Behavioral Sciences
8 credit hours - minimum 3 credit hours Social Science (3,000 word writing required) and 3 credit hours Behavioral Science (3,000 word writing required). An additional three credit hour Gordon Rule Social/Behavioral Science course or HLP 1081 may be used to satisfy the remaining 2 credit hour requirement. (A grade of “D” is acceptable in HLP 1081, as this is not a Gordon Rule class.) The combined writing exceeds the 24,000 word requirement referenced in SBE 6A-10.030 (Gordon Rule).

Mathematics
A minimum of 6 credit hours from the following list, successfully completed with a grade of “C” or higher. Students should select courses with a thorough understanding of the mathematics requirements for their particular upper division major at the transfer university of choice. See an advisor. NOTE: All prerequisites must be observed.

MAC 1105 College Algebra ................................. 3
MAC 1114 College Trigonometry ............................ 3
MAC 1140 Precalculus Algebra .............................. 3
MAC 1147 Precalculus Algebra/Trigonometry ............ 5
Mathematics - continued
MAC 1233 Essentials of Calculus ......................... 3
MAC 1311 Calculus I with Analytic Geometry .............. 5
MAC 2312 Calculus II with Analytic Geometry ............. 5
MAC 2313 Calculus III with Analytic Geometry .......... 5
MAD 2104 Discrete Mathematics .......................... 3
MAP 2302 Differential Equations ......................... 3
MGF 1106 Math for Liberal Arts I ......................... 3
MGF 1107 Math for Liberal Arts II ....................... 3
STA 2023 Statistics ......................................... 3

Note: MAT 1033 does not meet math general education requirements.

COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)
The CLAST is an achievement test which measures selected communications and mathematical skills. Florida Statutes and State Board of Education rules mandate that students satisfy the CLAST requirement when pursuing an Associate in Arts (AA) Degree. You may be required to satisfy the CLAST when seeking admission to the upper division at a Florida state university or desiring to receive some forms of state-sponsored financial aid at state or private universities. Students are eligible to register for the CLAST after satisfactorily completing at least 18 credit hours of college-level coursework. Students meeting certain criteria may be exempt from taking the CLAST. Students seeking an exemption must contact an advisor.

The CLAST is administered three times a year. Application and test dates are posted throughout the College. Registration applications and applications for CLAST exemption are available in the Educational Services office and must be signed by an advisor. Students must register on or before the advertised deadline. (See college calendar for deadline.) Late registrations, walk-ins, or stand-bys are not permitted. See an advisor for further information.

CLAST includes four subtests: ESSAY, ENGLISH LANGUAGE SKILLS, READING, and MATHEMATICS. Total testing time is approximately five hours (including time required for arrival, instruction and a break).

Students who have not passed CLAST may retake any or all of the subtests in any subsequent administration providing they have fulfilled CLAST review requirements and are properly re-registered. Students who have already passed a subtest(s) may not retake the subtest(s) to earn a higher score.

Students who are not exempt in a given CLAST subtest area must take and have passing scores on that subtest to receive an AA degree.

CLAST RULES ARE SUBJECT TO CHANGE DUE TO REVISIONS IN FLORIDA LAW.

*All education majors must take and pass all four sections of the CLAST.
Non-Traditional Credit

A student may receive college credit based on work experiences or educational experiences. This credit may be determined by Credit by Examination, College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), Credit for Prior Military Training/Educational Experience (must present DD-214 or other required documents), and Credit for Adult Experiential Learning (CAEL). The College also recognizes and participates in the following accelerated programs: Advanced Placement, Early Admissions, Dual Enrollment, Credit-in-Escrow, and International Baccalaureate. See an advisor for further information regarding these programs.

Scholastic Honors

**Dean's List:** published at the end of each Fall and Spring semester, lists students who have earned at least six credit hours having a grade point average of 3.25-3.74. **Honors List:** published at the end of each Fall and Spring semester, lists all students who have earned at least six credit hours with a grade point average of 3.75-3.99. **President's List:** published at the end of each Fall and Spring semester, lists all students who have earned at least six credit hours with a grade point average of 4.0. An "F" or an "I" in any course precludes a student from being listed on Dean's, Honors, and President's lists.

Students who are registered in courses still in progress when Scholastic Honors letters are mailed will not receive letters. Once all courses for the term are completed, the honors statement will be posted to their transcript.

Students who have requested their records to be flagged “confidential” will not be mailed a letter. They must contact the campus Dean of Educational Services to request a letter.
Graduation

The graduation process begins at the time of enrollment. Students are assisted toward achieving their academic goals through the campus Educational Services Office. Academic advisors can assist students in planning their program of study to prepare for graduation and transfer. The College catalog provides complete degree/course descriptions.

Graduation requirements for AA, AS, and AAS degree programs include, but are not limited to, completion of at least 25% of the college credit hours through BCC and achievement of a cumulative GPA of 2.0 or higher in all college work attempted. While a student may earn a cumulative GPA of 2.0, which includes grades of D or F, a grade below C may not be accepted at some colleges and universities. The BCC catalog lists complete graduation requirement information for all BCC programs of instruction.

Quarter hours transfer to BCC at the rate of .66 semester hours per quarter hour.

While foreign language is not a requirement for graduation at BCC, some four-year universities (including all Florida state universities) have foreign language entrance requirements. It is important for AA degree-seeking students to identify a major and transfer university to determine the amount of foreign language credit required.

Students ready to graduate are responsible for submitting an Intent to Graduate Application by the prescribed application deadline during the term in which they plan to graduate. The application deadline date is published each term in the Schedule of Classes. The application form must be completed and signed by the student and an academic advisor who will verify that the student has completed all degree requirements. A graduation fee of $20 must accompany the application. If graduation requirements are not met during the semester, an additional $5 reapplication fee is charged if that reapplication is made within one year. After one year, the full $20 application fee must be paid again. Graduation fees are not refundable. A second degree earned within one year of the first will require a $5 application fee; after one year, the fee is $20. A late fee will be assessed to students who apply for graduation after the published application deadline of the term in which they wish to graduate.

Students who receive a grade of “I” in the term which they apply to graduate have three weeks after the last day of that term to complete the coursework. After that time they must reapply for graduation and pay the reapplication fee.

Students who meet all degree requirements but do not apply for graduation will be automatically graduated through the academic action process. They will be notified by letter of their eligibility and be given a deadline to request their graduation not be processed, if they are continuing coursework. Students who are automatically graduated will not be issued a diploma until they apply and pay the $20 fee.

Graduation ceremonies are held at the end of each fall and spring term. Students who graduate at the end of a summer term may participate in the graduation ceremony for the following fall term. Students must purchase their caps and gowns through the Bookstore.

A student completing his or her degree or certificate requirements with a cumulative GPA of 3.50 or higher will graduate with Honors.
ASTRONAUT MEMORIAL PLANETARIUM AND OBSERVATORY
The Astronaut Memorial Planetarium and Observatory at BCC’s Cocoa Campus is an advanced space science learning facility. Students and members of the community may journey through the universe in the world’s most sophisticated planetarium, experience three-story-high motion picture images in the IWERKS Theater and visit Florida’s largest public access telescope and observatory. Call 634-3732 for more information on Planetarium programs and special events.

ATHLETICS
Brevard Community College is a member of the Southern Conference, the Florida Community College Athletic Association, and the National Junior College Athletic Association. Athletic teams include Men’s and Women’s Basketball, Women’s Softball, and Men’s Golf. All athletes must be registered for at least 12 credit hours each semester to be eligible. Scholarships are available in all sports. Contact the Athletic Director: 632-1111, ext. 63750.

CENTER FOR SERVICE LEARNING
The Center for Service Learning strives to make service an integral part of students’ education at Brevard Community College, creating an expectation of service as an intentional part of the collegiate experience. The Center recruits, places, and supports students in meaningful service-learning through community service work. Please call 632-1111, ext. 62410 (Cocoa), ext. 33150 (Melbourne), ext. 22219 (Palm Bay), or ext. 42010 (Titusville) to discover the wide range of service-learning opportunities (courses), Service Hours On Academic Transcript (SHOAT), and placement sites available to students. More than 100 faculty members integrate service-learning in their courses. Thousands of BCC students serve about 100,000 hours annually in community organizations and projects. The service-learning program is one of the most respected and replicated programs in the country.

COOPERATIVE EDUCATION
Cooperative education integrates classroom study with planned and supervised practical experience in industry, business, government, or service-type situations. The plan is dependent upon the student, the employer, and the College all working together to develop a total experience related as closely as possible to the student's academic career goal and/or objectives. Brevard Community College students enrolled in degree or certificate programs are eligible to enter the Cooperative Education Program. Participating students must maintain a 2.0 (C) grade point average and have completed at least two courses in their major field.

CREDIT FOR ADULT EXPERIENTIAL LEARNING (CAEL)
CAEL is an Experiential Learning Program developed primarily for working adults. It recognizes the academic value of experience outside the college
classroom by awarding academic credit. This learning, referred to as Prior Experiential Credit, may result from work experience, employment-related training programs and seminars, volunteer work, travel, military service or intensive self-directed study. It is a way of recognizing learning regardless of the circumstance under which it was acquired.

INSTITUTE FOR BUSINESS TRAINING & COMMUNITY EDUCATION (IBT&CE)
The Institute for Business Training & Community Education is dedicated to the enhancement of economic and community development. The Institute provides training programs, workshops, and conferences for business, industry, professions, government, and the public-at-large. The Institute offers a variety of continuing education activities for citizens of all ages on all four campus locations throughout Brevard County. The Institute specializes in the development and delivery of customized training for employers.

INTERNATIONAL STUDENT SERVICES
The International Services office provides assistance and support to all international students attending BCC. Prospective students can receive information and applications for admission as a foreign student. Currently enrolled students will find full support in matters pertaining to immigration, academic programs, and cultural adjustment to the U.S. The International Services office also provides many opportunities throughout the academic year for students to participate in multi-cultural activities and programs. BCC strives to maintain a salutary and supportive environment allowing the international students to fully enjoy their U.S. educational experience. For more information contact the International Student Office at 632-1111, ext. 62381 (Cocoa), ext. 33210 (Melbourne), or ext. 22014 (Palm Bay).

LEARNING LAB
The labs are comprehensive resource centers providing academic support to all students in all disciplines. The resources include computer-assisted instruction, programmed materials, peer tutors, paraprofessionals and a professional staff, faculty examinations, placement testing, career exploration/job placement, and Vocational Preparatory Instruction (VPI). The labs are located on each campus of Brevard Community College. Students should contact the Learning Lab/CAI lab on their campus for more information.

THE HISTORIC COCOA VILLAGE PLAYHOUSE, INC.
A variety of entertainment is offered while the audience experiences Brevard's own history in The Historic Cocoa Village Playhouse, which is now on the National Register of Historic Places. Further information on these and other Playhouse performances may be obtained by phoning 636-5050.
KING CENTER FOR THE PERFORMING ARTS
The Maxwell C. King Center for the Performing Arts, located adjacent to the Melbourne Campus, is a versatile, multi-use facility large enough to accommodate the many cultural and educational needs of the community. The Center provides BCC students with the best in educational, cultural, and community experiences. Symphonies, operas, ballets, Broadway musicals, jazz, and pop artists are representative of the great variety offered at the Center. BCC students are offered 50% discounts on selected hall-sponsored performances at the Center. Discount tickets are subject to availability and must be purchased at the King Center Ticket Office on the day of show. For further information, call the King Center Ticket Office at 242-2219.

MOORE CENTER FOR MULTICULTURAL ACTIVITIES
The Moore Center offers programs and resources to promote greater awareness and appreciation for the contributions of all races, cultures, and religions and to help students develop the cultural competence vital to good citizenship in our increasingly diverse society. Activities of the Moore Center include dialog groups, workshops, and cultural celebrations. We also support collegewide initiatives for infusing diversity into the curriculum and community-based initiatives that support diversity education. The Center has a growing resource room for books, videos and other academic resources. Join the Moore Center in its work and attend activities to get to know your neighbors on campus and in the community. Please call us at 632-1111, ext. 63355.

SERVICES FOR STUDENTS WITH DISABILITIES
Brevard Community College offers services to all students with documented disabilities. To ensure appropriate support, services and specialized equipment are provided on an individual basis to students who request them. Services include, but are not limited to, the following: extra time on classroom and placement tests, academic advising, minimal tutorial services (math and English), telecommunication devices for the deaf (TDD), sign language interpreters, quiet testing facilities, adaptive furniture and devices, specialized computer software, the services of a learning disabilities specialist, assistance with course substitution and test waiver procedures, and other reasonable accommodations. Since the extent to which these services are available and office hours vary from campus to campus, students should contact the Office for Students with Disabilities on their particular campus for additional information.

STUDENT SUPPORT SERVICES (Federal Grant Program)
Student Support Services offers academic, career and financial advisement as well as tutoring, supplemental instruction, and study skills assistance to most degree-seeking citizens who are: eligible for the Pell Grant; first generation college (i.e., neither parent nor legal guardian holds a bachelor’s degree); and/or physically or learning disabled. Services are provided without cost to those who qualify and are available by contacting Student Support Services staff at any campus. For more details, you may also visit the Student Support Services website at http://web2010.brevard.cc.fl.us/sss.
Brevard Community College District students are both citizens and members of the academic community. As citizens, students enjoy freedoms 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.

**ESSAY ON INTEGRITY**

Integrity is an essential part of a true educational experience: integrity on the part of a faculty member and on the part of a student.

For example, would you choose to be operated on by a doctor who cheated his/her way through medical school? Or, would you feel comfortable on a bridge designed by an engineer who cheated his/her way through engineering school? Would you trust your tax return to an accountant who copied his exam answers from his neighbor?
Those are simple examples, but what difference does it make if you as a student or I as a faculty member violate the principles of academic integrity in a political science course, especially if it’s not your major?

For me, the answer is that integrity is important in this course precisely because integrity is important in all areas of life. If we don’t have integrity in the small things, if we find it possible to justify plagiarism or cheating or shoddy work in things that don’t seem important, how will we resist doing the same in areas that really do matter, in areas where money might be at stake, or the possibility of advancement, or our esteem in the eyes of others?

Personal integrity is not a quality we’re born to naturally. It’s a quality of character we need to nurture, and this requires practice in both meanings of the word (as in practicing the piano and practicing a profession). We can only be persons of integrity if we practice it daily.

What Academic Integrity Requires of the Student in This Area

With regard to class sessions, the principles of academic integrity require you to take both the teacher and your fellow students seriously and to treat them with respect. This requires that you:

• show up for all class sessions, unless you are simply unable to do so,
• come to class on time and not leave early,
• make good use of class time by being engaged in what’s going on,
• ask questions about anything you don’t understand, and not just for your own sake but because other students might not realize they also don’t understand,
• participate in class discussions so as to contribute your thinking to the shared effort to develop understanding and insight (remember that even something that’s clearly wrong can contribute to the discussion by stimulating an idea in another student that he/she might not otherwise have had),
• monitor your own participation so as to allow for and encourage the participation of others,
• respect other students by not making fun of them or their ideas, and by not holding side-conversations that distract from the class discussion.

Bill Taylor
Professor, Political Science
Oakland Community College
Violation of the standard of conduct herein stated will be considered as a disciplinary matter and treated in accordance with procedures of due process and with respect of the right and welfare of all members of the College community. Standards of conduct for which students are subject to disciplinary action, such as suspension or expulsion from BCC, include, but are not limited to, those described below:

1. **Academic Honesty**
   Cheating, plagiarism, and any other misrepresentation of work are prohibited.

2. **College-sponsored Activities and Events**
   Use of College facilities must have prior approval by the proper College authority. All College-sponsored activities and events are subject to any limitations and provisions established by the appropriate College official (i.e., outdoor concerts, student rallies, outside speakers).

3. **Alcoholic Beverages** (See #12 also)
   Possession of alcoholic beverages is prohibited on the campuses of Brevard Community College and at any college-sponsored activity or event unless officially approved for a specific function by the District President.

4. **Arson**
   No student shall commit or aid in the intentional commission of an act which results in fire being ignited which causes damage, (or is intended to cause damage), to the property of the College or to the property of any other person.

5. **Assault and/or Battery**
   No student shall threaten or inflict bodily harm or discomfort on another.

6. **Complicity**
   A student present during the commission of an act by another student which constitutes a violation of College policy may also be charged if the former student’s subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the College to burden innocent witnesses.

7. **Contracting or Representation in the Name of the College**
   Students are prohibited from contracting in the name of Brevard Community College and may not claim to be official representatives of the College. Students will not endorse a product in a manner which implies an official endorsement by the College.
8. **Damage or Destruction of Property**  
Accidental damage, vandalism, or malicious damage to property belonging to Brevard Community College or others may require restitution from the person responsible for such damage and/or disciplinary action.

9. **Defamation, Threats, and Extortion**  
Verbal or written communication which exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another is prohibited.

10. **Disruption**  
In accordance with Chapter 240-132, Florida Statutes (2001):

> “Any person who shall accept the privilege extended by the laws of this state of attendance or employment at any state college, state community college, or state university shall by so attending or working at such institution, be deemed to have given his or her consent to the policies of that institution, the Board of Regents of the Division of Universities of the Department of Education, and the laws of this state. Such policies shall include prohibition against disruptive activities at state institutions of higher learning.”

Students who intentionally act to impair, interfere with, or obstruct the orderly conduct, process, and functions of the College, either on or off campus, shall be subject to appropriate disciplinary action by College authorities.

Disruptive conduct shall include, but not be limited to the following:

a. Violence against or endangerment of any member or guest of the College community.

b. Deliberate interference with academic freedom and freedom of speech (including not only disruption of a class but also interference with the freedom of any speaker invited by any section of the College community to express his/her views).

c. Theft or willful destruction of College property or of the property of the College.

d. Forcible interference with the freedom of movement of any member or guest of the College.

e. Obstruction of the normal process and activities essential to the College community.

General Authority 230.753 FS Law Implemented 230.754 FS.

Orderly demonstrations of points of view by signs, etc., which are neither vulgar nor profane are not considered disorders.

11. **Children on Campus**  
Because of potential disruptiveness to the learning environment, non-enrolled children are not permitted to visit a class in session. **Children will not be permitted to remain in the common areas of college buildings without adult supervision.**
12. **Dress and Appearance**

Students are expected to maintain standards of personal appearance and dress which are conducive to the maintenance of health, welfare, and safety for themselves and for their associates in the community. Dress worn by students must be of sufficient quality and quantity to properly cover and protect the body, including shirt and shoes.

13. **Illegal Drugs and Controlled Substances**

The College cannot protect students from state and federal drug abuse laws and will cooperate fully with law enforcement agencies. In accordance with Brevard Community College Policy 102.04: An applicant for admission to the College will be asked to sign a document to certify that he or she:

- Will not possess, sell, purchase, deliver, use, manufacture, distribute, or be under the influence of illegal drugs, alcohol, or other controlled substances while present on any Brevard Community College campus or in attendance at any College-sponsored event on or off Campus.
- Will notify the College within five (5) days of any conviction for any offense relating to the possession, sale, purchase, delivery, use, manufacture, or distribution of illegal drugs or controlled substances.
- Has read, understood, and will obey the College drug policy.

Applicants who refuse to sign the drug-free certification document may be refused admission to the College. If an applicant cannot agree to accept the above conditions for admission to the College, he or she may be offered counseling which may include information as to where to obtain rehabilitative services.

The statement of certification will be considered a legal contract between the student and the College, and such contract will be considered broken upon conviction of an offense relating to the possession, sale, purchase, delivery, use, manufacture, or distribution of illegal drugs or controlled substances.

The term *conviction* means an adjudication of guilt by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

A student who is convicted for a drug-related offense that occurred on campus or while in attendance at a College event will be sanctioned up to and including suspension or expulsion. A student who is tested positive for an illegal drug or controlled substance during screening for college-related programs or for program-related clinicals will also be sanctioned up to and including suspension or expulsion.

14. **Misuse of Emergency Equipment**

Fire escapes, designated ground-level doors, fire hoses, extinguishers, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, as well as blocking fire exits or impeding traffic in any way is prohibited.
15. Unauthorized Use of College Facilities
The unauthorized use of, or entry into any College facilities (i.e., classroom, labs, athletic fields), whether by force or not, is prohibited.

16. Gambling
Gambling is prohibited on the campuses of Brevard Community College.

17. Hazing
Hazing in any form on campus or at any College-sponsored activity is prohibited.

18. Identification of Students
Students are required to present proper identification when requested by authorized College officials. Any misrepresentation, alteration, or misuse of identification is prohibited.

19. Providing False Information
No student shall knowingly give false or perjured testimony in any College investigation or proceeding. No student shall knowingly give false information to a College official or show reckless disregard for truth.

20. Duplication of Keys
Duplication of College keys is prohibited.

21. Public Laws
Any act by a student which constitutes a charge of a violation of public law, occurring either on or off campus, may establish cause of legal and/or disciplinary action by the College.

22. Distribution or Sale of Literature or Goods
Distribution or sale of literature or goods on the campuses must be approved by the Campus President.

23. Use of College Mail Services
Use of College mail services is limited to official business of the College or College-sponsored or approved College-related organizations. Students must receive approval from the campus Educational Services Office in order to use College mail services.

24. Obeying Reasonable Orders of College Officials
Students are required to comply with reasonable requests or orders by authorized College officials or representatives acting on the part of the College. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations and hearings.

25. Breach of Peace
Conduct or expression on College-owned or controlled property which disrupts the orderly functioning of the College, or the delivery/reception of instruction which is lewd, indecent or obscene is prohibited. (Cellular telephones and audible pagers should only be used outside of classrooms.)

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26. **Animals**
Animals are not permitted in any of the College facilities unless they are guide dogs or animals that are part of an approved course or college presentation.

27. **Violation of Probationary Status**
A student who is alleged to have violated the Code of Conduct, while being subject to disciplinary or final disciplinary probation, may be charged with the separate offense of violating disciplinary probation.

28. **Falsification of Records**
Falsification of College records, including, but not limited to admission, registration, disciplinary, and health records, by forgery or other means of deception, is prohibited.

29. **Search and Seizure**
College officials reserve the right to search lockers or other College property when deemed necessary to uphold the responsibility of the College regarding discipline, safety, and the maintenance of an educational atmosphere. Contraband items will be confiscated and may be used as evidence in disciplinary cases. Briefcases, handbags, and other such containers may be searched in the library, in laboratories, in the bookstore, and at other places where material and equipment are not secured.

30. **Smoking**
Smoking is prohibited in all enclosed facilities of the College unless otherwise posted.

31. **Outside Speakers**
Speakers may be invited to address a campus audience by a recognized student organization and the Student Government. These invitations must be approved by the campus Dean of Educational Services or Campus President.

32. **Recognition of Student Groups**
In order to be classified as a student organization, established recognized procedures must be met and approved by the campus Dean of Educational Services.

33. **Theft, Unauthorized Possession and/or Sale of Property**
Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to College disciplinary action as well as to arrest and prosecution by legal authorities. Students are required to make full restitution. Students in possession of property owned or controlled by the College (i.e., the bookstore, library, audio-visual department, athletic department) or by another person, without authorization or payment for such property, will be subject to College disciplinary action.

34. **Use of Vehicles**
Riding bicycles in hallways, in buildings, or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated
roadways and parking lots. Mopeds are classified as bicycles. Roller skating or skateboarding is prohibited on the campuses of Brevard Community College in any location or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard or which imperil the health or safety of persons and property on the campus. EXCEPTION: Motorized vehicles for handicapped persons may be used on walkways and in buildings.

35. **Firearms, Weapons, Fireworks, Explosives**
   Students may not possess weapons while on college property (law enforcement officers excluded). Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.

36. **Theft or Other Abuse of Computer Time, including but not limited to:**
   a. Unauthorized entry into a file to use, read, change contents, or for any other use.
   b. Unauthorized transfer of a file or unauthorized copying of licensed products.
   c. Unauthorized use of another individual’s identification and password.
   d. Use of computer facilities to interfere with the work of another student, faculty member, or College official.
   e. Use of computing facilities to send obscene or abusive messages.
   f. Use of computer facilities to interfere with the normal operations of the College computing system.
   g. Use of computing facilities to download obscene materials.

37. **Failure to Pay Financial Obligations**
The College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt he/she owes to the College. If a student fails to pay the College an amount due, disciplinary action may be initiated. College transcripts will not be issued to any student who has not satisfied all financial obligations to the College.

38. **Interference with College Guests**
The College may initiate disciplinary actions for any interference with the freedom of movement of any member or guest of the College.

39. **Threat to any College Guest**
The active threat of violence against any member or guest of the College is strictly forbidden.

40. **Violations of Law**
Federal and state law, respective county and city ordinances, and all College and District Board of Trustees rules and regulations will be strictly enforced.
(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 campus Dean of Educational Services or Campus President.

2. Alleged violations are investigated by the campus Dean of Educational Services or Campus President.

3. If the matter can be resolved by mutual consent between the student and campus Dean of Educational Services or Campus President, then the case will not go to the Campus Disciplinary Committee.

4. If the matter cannot be resolved by mutual consent, then a Disciplinary Hearing will be scheduled, and the student and appropriate parties will be informed.

5. The Campus Disciplinary Committee will be formed, and the hearing will take place. (See procedures under Campus Discipline Committee.)

6. If there is a finding of guilt, the Committee will inform the student and render a recommendation as to disciplinary action.

7. The student is informed that the recommended disciplinary action will be forwarded to the campus Dean of Educational Services or Campus President who will render the penalty decision. The student will be instructed to make an appointment within three days to receive the decision.

8. If there is a finding of innocence, the Hearing Committee will exonerate the student of charges brought against him/her unless substantial new evidence is brought forth. If new evidence is presented, the campus Dean of Educational Services or Campus President shall review the new evidence and decide whether a new hearing is justified.

9. Final Appeal:
An appeal may be made to the District President of the College. The student must make the appeal in writing and submit it to the Associate Vice President of Educational 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 Associate Vice President of Educational Services will review and present the case to the District President. The District President’s decision is final.

**CAMPUS DISCIPLINE COMMITTEE**

A Campus Disciplinary Committee will be formed whenever there is a case to be heard.

**Composition:** The committee shall be made up of five persons including two students, two faculty members, and one professional staff member. Potential members are to be screened carefully, and only those who demonstrate the ability to be impartial and fair minded in the case under consideration will be selected to serve on the hearing committee. Faculty, staff, and students who are directly involved in the case may not serve on the committee. Actions of the committee are decided by majority vote.

A faculty or staff member shall serve as the chairperson. This person shall preside over the hearing, maintain proper decorum and order, rule on admissibility of evidence, and dismiss any person who impedes or threatens to impede a fair and orderly hearing. The chairperson shall vote only in the event of a tie vote.

The campus Dean of Educational Services or Campus President shall appoint the committee. The campus Dean of Educational Services or Campus President shall also establish the hearing date, time, and place and communicate the same to the student, Hearing Committee, and others involved in the case. (The Dean or Campus President also serves as a general resource to the committee and communicates the findings and recommendations of the committee to the student and other affected parties.)

**COMMITTEE RESPONSIBILITIES**

The Campus Discipline Committee will have the following responsibilities during a hearing for a case in which a plea of not guilty has been entered:

1. To insure, to the extent possible, that all questions asked and information offered are relevant to the question of guilt or innocence in the fact-finding portion of the hearing, and if the student is found guilty, that information of a mitigation plea nature is reserved for the penalty-recommending portion of the hearing.
2. To insure that the accused student will have the right to examine evidence, to testify, and to present evidence and witnesses. The student will have the right to hear and question all witnesses appearing and testifying against him/her.
3. To insure that no statements against the accused student are considered unless the student has been advised of his/her content and of the names of those who made them, and unless the student has been given the opportunity to rebut unfavorable inferences which might be drawn.
To insure that relevant evidence is introduced before the Committee and that the decision of innocence or guilt will be based solely upon the evidence.

To compile for the campus Dean of Educational Services or Campus President a complete file of a case to include both an abstract and verbatim record, such as a tape recording of the hearing, all written statements and exhibits utilized in the proceedings, and the Committee's decisions and penalty recommendations. No record will be made of the closed deliberations of the Committee. For purpose of appeal, the student shall have access to the record of hearing which should remain in the Office of Educational Services.

At the beginning of the hearing, to explain briefly to the student the manner in which the hearing will be conducted and to apprise the student of the consequences of giving false testimony. To conduct the fact-finding portion of the hearing in the following recommended manner and order:

a. Introduction of participants
b. Reading of charge(s) by Chairperson and advising charged student of possible penalties
c. Student's response to charges
d. Investigator's summary report of allegations
e. Introduction of College witnesses and/or exhibits with questions from Committee, charged student, and investigator
f. Introduction of Student's witness and/or exhibits with questions from the Committee, charged student, and investigator
g. Rebuttal by charged student with questions from Committee
h. Rebuttal by investigator with questions from Committee
i. Closing statements by investigator and charged student
j. At the conclusion of the fact-finding portion of the hearing, the hearing participants may be excused, and, in a closed session, a decision may be rendered on the guilt or innocence of the student by majority vote. If the accused student admits guilt during the fact-finding portion of the hearing, the committee will immediately go into the penalty recommendation portion of the hearing.

If a majority determination cannot be made on the findings, the Chairperson shall declare a mistrial, and inform in writing the campus Dean of Educational Services or Campus President of such action. The campus Dean of Educational Services or Campus President shall appoint a new discipline Hearing Committee and Chairperson who will hold a new hearing.

k. If there is finding of guilt, the Committee will inform the student of the finding and instruct the student that the penalty recommendation portion of the procedures allows the student the right to present any mitigating circumstances or other factors. The Committee will, in closed session, render a penalty recommendation.
1. The student is informed that the recommended disciplinary action will be forwarded to the campus Dean of Educational Services or Campus President who will render the penalty decision. The student is instructed to make an appointment within three school days to receive the decision.

DISCIPLINARY SANCTIONS
A list of disciplinary sanctions (Florida Statute 240.133) that may be imposed in cases of violation of the Student Code of Conduct follows:

1. **Expulsion:** Mandatory separation from the college with no promise of future re-admission. A student who has been expelled is barred from enrolling at, or visiting, any of the campuses or centers of Brevard Community College. Recommendations for expulsion from the college are to be made through the Campus President or Dean of Educational Services who will present the recommendation to the District President for consideration.

2. **Suspension:** Mandatory separation from the College for a period of time as specified in the order of suspension. A student who has been suspended is barred from enrolling at or visiting any of the campuses or centers of Brevard Community College during the suspension. The student may re-enroll at the College when the suspension order has elapsed. This sanction is subject to the approval of the District President.

3. **Temporary Suspension:** The campus Dean of Educational Services or Campus President may temporarily suspend any student when: (1) the student is ordered by an administrator, officer, or faculty member to cease or desist any activity which disrupts the orderly operation of the College and (2) the student persists in activity which is disruptive after receiving the warning and order. The Dean of Educational Services or Campus President shall determine whether or not the suspension shall continue until a hearing is held on the merits of the respective case. A student on temporary suspension is barred from visiting privileges and class attendance at any of the campuses or centers of Brevard Community College.

4. **Final Disciplinary Problem:** A disciplinary sanction serving notice to a student that the behavior is in flagrant violation of College standards and that the following conditions exist:
   a. The sanction is for the remainder of the student's attendance at the College.
   b. Another conviction of a violation of the College Code of Conduct will result in the imposition of the minimum sanction of suspension.

5. **Disciplinary Probation:** A disciplinary sanction serving notice to a student that the student’s behavior is in serious violation of College standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation.
6. **Disciplinary Censure:** A disciplinary sanction serving notice to a student that the student’s behavior has not met College standards. This sanction remains in effect for the duration of one complete semester. Future violations of the College Code of Conduct, if occurring while disciplinary censure is in effect, could result in more serious disciplinary sanctions.

7. **Restitution:** Reimbursement for damage to, or misappropriate use of, property of the College or other persons. Reimbursement may take the form of rendering repair or compensating for damages.

8. **Restriction or Revocation of Privileges:** Temporary or permanent loss of privileges, including, but not limited to, the use of a particular College facility or parking privileges.

9. **Other Appropriate Action:** Disciplinary action not specifically set out above but deemed proper as judged by the campus Dean of Educational Services or Campus President.

The hearing committee may recommend with the approval of the campus Dean of Educational Services or Campus President appropriate sanctions within the indicated range of severity. The Committee’s verdict and sanction recommendation will be received and reviewed by the campus Dean of Educational Services or Campus President, who will make a sanction decision and convey appropriate information to those involved. Communication of sanction to the student: Any imposed sanction shall be communicated to the student in writing immediately following the decision to impose the sanction. The letter shall be given directly to the student or mailed to the student’s last address on file in the Admissions and Records Office.

**ACADEMIC DISHONESTY**

**Definition:** 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.

A. Cheating;
B. Collaborating with others in work to be presented, if contrary to the stated rules of the course;
C. 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.

**ACADEMIC DISHONESTY PROCEDURES**

1. Violations of the Academic Dishonesty Policy are brought to the attention of the student by the instructor.
2. If there is suspicion of wrong doing without corroborating evidence,
the matter will be discussed with the student, and if warranted a verbal
warning will be issued.
3. If there is evidence that a violation has taken place, then 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, then the
student may request a hearing before the Collegewide Academic
Student Appeals Committee. The Committee’s recommendation is sent
to the District President for review. The District President’s decision is
final. The student may be permitted to remain enrolled in the course
during the appeal process.

**Drug-Free Campus**

**COLLEGE POLICY SUMMARY:**
Because the likelihood of success is so dramatically reduced for students
on drugs, Brevard Community College is determined to have drug-free
campuses. Illegal use of drugs or alcohol will not be tolerated on any
BCC campus or at any BCC-sponsored event off campus.

Brevard Community College requires applicants to commit themselves
to obeying the law and refraining from illegal drug and alcohol activity
on its campuses and at its events. Applicants who cannot agree to
signing this pledge will not be granted admission to Brevard
Community College. They will be offered, however, referral counseling
to inform them of drug rehabilitation services in the community which
may help them. The Educational Services office on each campus can
provide further information.

A student who is convicted for a drug-related offense that occurred on
campus or while in attendance at a College event will be sanctioned up
to and including suspension or expulsion. A student who is tested
positive for an illegal drug or controlled substance during screening for
college-related programs or for program-related clinicals will also be
sanctioned up to and including suspension or expulsion.

The College has the responsibility to refer for prosecution anyone
engaging in illegal drug or controlled-substance activity on its campuses
or at its events. A student who is convicted of any drug offense must
report it to the Dean of Educational Services on his/her campus within
five days (5). Students may contact the same office for an explanation
of appeal rights for each step of the disciplinary process.
AIDS stands for Acquired Immunodeficiency Syndrome. It is a disease caused by the Human Immunodeficiency Virus, HIV — the AIDS virus. The AIDS virus may live in the human body for years before it shows. It makes you unable to fight other diseases which can kill you. Many people feel that only certain "high-risk" groups of people are infected by the AIDS virus. This is untrue. Who you are has nothing to do with whether you are in danger of being infected with the AIDS virus. What matters is what you do. You are at risk of being infected with the AIDS virus if you have sex with someone who is infected, or if you share drug needles and syringes with someone who has been infected by the AIDS virus. Babies of women who have been infected with the AIDS virus may be born with the infection because it can be transmitted from the mother to the baby before or during birth. A person who is infected can infect others even if no symptoms are present. You cannot tell by looking at someone whether he or she is infected with HIV; however, a special blood test can detect HIV infection.

FOR MORE INFORMATION ABOUT HIV/AIDS:

CALL THE AIDS HOTLINE (toll-free) English 1 800 FLA-AIDS
En Español 1 800 FLA-SIDA

OR LOCALLY YOU CAN CALL . . . . . . . . . . . . . . . . . . . . (321) 690-6486

TDD . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 888-503-7118

The college is concerned for employees or students who exhibit symptoms of AIDS or other life-threatening communicable diseases or who test positively for such diseases.

CONFIDENTIALITY OF INFORMATION

According to the Recommended Standards and Practices for a College Health Program (4th Edition), 1984, the American College Health Association recommends:

“... 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.”

The College will conform to the recommended standards, with respect to the confidentiality of any information received pertaining to the medical situation of employees or students.
Brevard Community College maintains certain practices and procedures to assure compliance with the Family Educational Rights and Privacy Act (FERPA). This law affords students certain rights with respect to their education records.

**Directory Information**

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Brevard Community College has established the following as directory information:

- Name, address, telephone listing, electronic mail address
- Date and place of birth
- Participation in officially recognized activities and sports
- Major
- Weight and height of athletes
- Enrollment status (full, part time)
- Degrees and awards received
- Dates of attendance
- Most recent previous school attended
- Grade level

Although the above directory information may be available for release, Brevard Community College does not routinely release such information to third parties. The Act states each student has the right to inform the College that any or all information is not to be released. The College will honor the student’s request to restrict the release of “Directory Information” as stated previously. To withhold information, a student must notify the Admissions and Records Office in writing prior to the drop/add period each semester. Status of disclosure at the last registration period is binding and all records will be noted “Confidential.” No information will be released without the written consent of the student.
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. Inquiries regarding the College’s Equal Opportunities Policies, including Title IX (sex discrimination) and Section 504 of the Americans with Disabilities Act (Disabled Discrimination) may be directed to Joni F. Oglesby, Equity Coordinator, Administration, Building 2, Cocoa Campus (321) 632-1111, ext. 63780 or alternate contact, Rochelle Schwindt, Coordinator of Employee Relations, Building 2, Cocoa Campus (321) 632-1111, ext. 62087. Inquiries regarding veterans’ programs may be directed to the Office of Veterans Affairs, Building 10, Room 207, Melbourne Campus, (321) 632-1111 ext. 32600.

HARASSMENT/DISCRIMINATION POLICY

POLICY STATEMENT: It is the policy of the District Board of Trustees that each employee and student be allowed to work and attend Brevard Community College in an environment free from any form of improper discrimination. Harassment of any nature is prohibited whether it be sexual, racial, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a College employee or student. (This policy also applies to employment applicants and prospective students.)

NOTIFICATION REQUIREMENTS: This document shall be included in all future publications of Student Handbooks. Full-time and Adjunct Faculty Handbooks and similar handbooks issued for other employees and will provide basic steps of due process available to the complainant.

DEFINITION OF HARASSMENT: Harassment includes unwelcome sexual conduct or request for sexual favors and verbal or physical conduct reflecting on an individual’s race, ethnic background, national origin, gender or disabling condition which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual’s work or school performance or participation, or otherwise adversely effects an individual’s employment or educational opportunities.

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

- Sexual Harassment
- Discrimination
PROCEDURE FOR FILING A COMPLAINT: Any employee or student having a complaint concerning sexual harassment may discuss it with the Dean of Student Development, Department Chair, Campus President, or 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 Development, Department Chair, Campus President, 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 Coordinator of Employee Relations, or the Associate Vice President for Human Resources. He/She will forward a recommendation to the District President for determination of action to be taken. The District 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 for Mrs. Joni F. Oglesby, Associate Vice President for Human Resources, Building 2, Room 113, Cocoa Campus at ext. 63780.
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 Campus Dean of Educational 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 your Educational Services Office.

**STUDENT 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 Educational 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 Educational 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 respective Dean of Educational Services, a student can request that the appeal be forwarded to the Campus President. If the issue is not resolved, proceed to step 6.

6. If the issue is not resolved by the Campus President, 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 Collegewide Student Appeals Committee’s decision is final.*
On each BCC campus, the Dean of Educational Services serves as student ombudsman to assist students with any problems involving the delivery of student services. The Deans are:

- **LeRoy Darby** . . . . . . . . . . . . . . . Cocoa Campus • 11-222
- **Rebecca Talluto** . . . . . . . . . . . . . Titusville Campus • 3-115
- **Helton Aldridge** . . . . . . . . . . . . . Palm Bay Campus • 01-206
- **Jim Heck** . . . . . . . . . . . . . . . . . Melbourne Campus • 01-126
- **Dean of Virtual Campus (TBA)** . . . . . . Cocoa Campus • 17-124

Brevard Community College Associate in Arts graduates are guaranteed the following rights under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.04):

1. Admission to one of the state universities, except to limited access programs which have additional admission requirements.
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Adherence to university requirements and policies based on the catalog in effect at the time the student first entered a community college, provided the student maintains continuous enrollment.
4. Transfer of equivalent courses under the Statewide Course Numbering System.
5. Acceptance by the state universities of credit earned in accelerated programs (e.g. CLEP, AP, PEP, Dual Enrollment, Early Admission, and International Baccalaureate).
6. No additional General Education Core requirements.
7. Advance knowledge of selection criteria for limited access programs.
8. Equal opportunity with native university students to enter limited access programs.

Should any guarantee be denied, students have the right of appeal. Each state university and community college shall make available established appeal procedures through their respective articulation officers.
BUILDING 1
Data Center

BUILDING 2
George Washington Carver
Administration Building
• Collegewide Administrative Offices
• Information

BUILDING 3
Clark Maxwell, Jr. Lifelong
Learning Center
• Child Care Center
• Institute for Business Training & Community Education
• Theatre 360
• UCF
• WENDI

BUILDING 4
Bernard Simpkins Fine Arts Center
• Auditorium
• Behavior & Social Science
• Communications
• Humanities
• Music and Art

BUILDING 5
Rodney S. Ketcham Business Center
• Business/Office Technologies/Computer Science
• Office of the Campus President

BUILDING 6
Bookstore

BUILDING 7
Irene H. Burnett Science Building
• Math Department
• Science Department
• Science Labs

BUILDING 8
• Collegewide Printing Services
• Publications

BUILDING 9
Dr. Mary Cathryn Park
Classroom Building
• Foreign Language Lab
• Office of Institutional Effectiveness and Planning
• Office of Students with Disabilities
• Reading Lab
• Student Support Services
• T.I.L. Interactive Classroom

BUILDING 10
Gen. George F. Schlatter Veterans Memorial Amphitheater

BUILDING 11
Ralph M. Williams Student Center
• Admissions and Records
• Café
• Cashier
• Dean of Educational Services
• Director of Collegewide Admissions & Records
• Director of Enrollment Services
• Financial Aid
• International Student Services
• Moore Multicultural Center
• Mini Job Link
• Registration
• Student Government
• Student Advisors
• Testing
• UCF Admissions
• Veterans Affairs

BUILDING 12
BCC/UCF Joint Use Library
• CAI Lab
• Director, Title III
• Learning Lab (VPI)
• Library
• Student Job Placement

BUILDING 13
Roger W. Dobson Building
• WBCC TV68

BUILDING 14
Vocational Building
• Air Conditioning
• Drafting
• Electricity
• Fire Science
• Graphic Design
• Photography
• Security/Student Parking Decals

BUILDING 15
Annex

BUILDING 16
Industrial Center
• Automotive Service Technology
• Welding

BUILDING 17
Technical Center
• Medical Assisting
• Surgical Technology
• Emergency Medical Science
• Paramedic
• Virtual Campus

BUILDING 18
J. Bruce Wilson Gymnasium
• Athletic Department
• Fitness Labs
• Physical Education Department
• Swimming Pool

BUILDING 19
Astronaut Memorial
Planterium & Observatory

BUILDING 20
HCVAS - Allied Health Center

BUILDING 21
Veterinary Technology Building

BUILDING 42
Foundation House
BUILDING 1
N. Earl Jones Building
• Allied Health Lab
• CAI Lab
• Florida NASA Business Incubator
• Humanities, Business and Communications Faculty Offices
• Learning Lab
• Office Systems Technology Department
• Science and Computer Labs and Offices
• Information Desk

BUILDING 2
Confined Space Simulator
• Supports the Confined Space Safety and Rescue Training Program

BUILDING 3
Student Center
• Admissions and Records
• Bookstore
• Cashier
• Center for Service-Learning
• Community Activity Room
• Dean of Educational Services
• Educational Services
• Financial Aid
• Institute for Business Training & Community Education
• Office for Students with Disabilities
• Registration

BUILDING 4
John Henry Jones Gymnatorium
• "Fitstop" Wellness-Fitness Center
• Math Department

BUILDING 5
Frank Elbert Williams Learning Resources Center
• Behavioral Sciences Department
• Campus President and Administrative Offices
• Communications Department
• Foreign Language Lab
• Library
• Social Sciences Department
• Mini-Job Link (Career Services)

BUILDING 6
Child Care Center
• Call 632-1111, ext. 42200 for information

Virtual Campus

Katherine M. Cobb
Campus President
Virtual Campus

Virtual Campus Homepage:
http://www.brevardcc.edu/campuses/virtual/

Information about Programs and Services:
http://www.brevardcc.edu/campuses/Virtual/virtual_information.cfm

Virtual Campus Courses:
http://www.brevardcc.edu/campuses/virtual/virtual_courses.cfm

Virtual Campus Student Success and Mentoring Site:
http://www.brevardcc.edu/campuses/virtual/oic/
Useful Website Addresses

Brevard Community College  .............................................. www.brevardcc.edu

BCC Student Network  .................................................. web2.brevard.cc.fl.us

• Admissions/Registration/Financial Aid/Fees
  User ID is your Social Security number and your initial PIN is your birthday MMDDYY

• Student E-mail Accounts (Imail accounts are created within 24 hours after registration.)
  – Go to: http://imail.brevard.cc.fl.us
  – User ID: User ID is lastname + last 3 digits of your social security number
    (example: doe999)
  – Password: Same as UserID (all lower case)
  – E-mail Address: Lastname + last 3 digits of your social security number
    @imail.brevard.cc.fl.us (example: doe999@imail.brevard.cc.fl.us)

• Online Library Services
  14 digit number on the back of BCC Library card
  Go to https://web2010.brevard.cc.fl.us/library/cardrequest.html for information about
  obtaining a library card

University Sites:
Florida A&M University  ............................................... www.famu.edu
Florida Atlantic University  ............................................ www.fau.edu
Florida Gulf Coast University  ...................................... www.fgcu.edu
Florida International University  ................................. www.fiu.edu
Florida State University  ............................................... www.fsu.edu
University of Central Florida  ....................................... www.ucf.edu
University of Florida  .................................................... www.ufl.edu
University of North Florida  ......................................... www.unf.edu
University of South Florida  ......................................... www.usf.edu
University of West Florida  ............................................ www.uwf.edu

Financial Aid/Scholarships
FAFSA  ................................................................. www.fafsa.ed.gov
FACTS (Florida Academic Counseling and Tracking for Students)  ........ www.facts.org
VA Benefits  .......................................................... www.va.gov/education
America's Job Bank  ..................................................... www.ajb.dni.us
Department of Education  ............................................... www.ed.gov
US Government Student Information  .............................. www.student.gov