



**PALM BEACH STATE  
COLLEGE**

Your Pathway to Success

# 2010-2011 Student Handbook



[www.PalmBeachState.edu](http://www.PalmBeachState.edu)



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media sites!

**BELLE GLADE**

1977 College Drive

**BOCA RATON**

3000 St. Lucie Avenue

**LAKE WORTH**

4200 Congress Avenue

**PALM BEACH GARDENS**

3160 PGA Boulevard

561.967.7222

866.576.7222

Toll-Free



# 2010-11 Student Handbook

## **Welcome to Palm Beach State College!**

This book is dedicated to the students of Palm Beach State College, whose hard work and determination to succeed are an inspiration to those who teach and support them. We look forward to working with you to help you achieve your educational goals.

Your success is the reason that we are here. We encourage you to meet early and often with an academic advisor, who will work with you to develop an educational plan. Palm Beach State also offers a full array of support services and student activities for learning and recreation. May this academic year be both rewarding and challenging for you.

*Dennis P. Gallon, Ph.D.*  
*President*

## **College Mission**

Palm Beach State College, founded in 1933 as Florida's first public community college, is a diverse, comprehensive institution dedicated to serving the educational needs of Palm Beach County. Integrally linked to the community through strong partnerships, the College provides associate and baccalaureate degrees, professional certificates, workforce development and lifelong learning.

Palm Beach State College's mission is to create and sustain a dynamic teaching and learning environment that provides a high-quality, accessible, affordable education, preparing students to contribute and compete ethically and successfully in a diverse global community.

## **Accreditation**

Palm Beach State College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Palm Beach State College. The Commission should be contacted only if there is evidence that appears to support an institution's non-compliance with an accreditation requirement or standard.

This handbook is provided as a supplement to the College Catalog. Should this document or the catalog not provide the information you require, please contact the appropriate department for assistance.

Upon request, this publication can be made available in alternative formats to persons with disabilities. Requests should be made prior to the need for access by calling College Disability Services at (561) 8683375 (V/TTY).

The procedures and guidelines stated herein are subject to change. The Palm Beach State District Board of Trustees policies shall supersede any regulations stated in this handbook.

**Board of Trustees**

- Wendy S. Link, Chairperson
- William Berger, Vice Chairperson
- Kenneth B. Kirby
- David H. Talley
- Carolyn L. Williams
- Eliezer C. Kinberg, Student Trustee

**Non-Discrimination Policy**

Palm Beach State College is an equal opportunity institution. The College complies with all state and federal laws granting rights to applicants for employment or admission to the College. Palm Beach State College is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status or sexual orientation. See page 14 for associated procedures for filing a complaint.

The following persons coordinate compliance with the nondiscrimination requirements of the Americans with Disabilities Act and with section 504 of The Rehabilitation Act of 1973:

**Admissions**

*Edward Mueller (561) 868-3032*

**Disability Support Services/Access**

*Susan Lang (561) 868-3375*

**Employment Access**

*Juanita Benjamin (561) 868-3111*

**Facilities Access**

*John Wasukanis (561) 868-3480*

Students may access programs and services at these Palm Beach State College locations:

**Belle Glade**

1977 College Drive  
Belle Glade, FL 33430-3699  
(561) 996-7222

**Boca Raton**

3000 Saint Lucie Avenue  
Boca Raton, FL 33431-6490  
(561) 393-7222

**Lake Worth**

4200 Congress Avenue  
Lake Worth, FL 33461-4796  
(561) 967-7222

**Palm Beach Gardens**

3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
(561) 624-7222

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# College Administration Directory

## President

Dennis P. Gallon, Ph.D.	868-3500	AD210
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## Vice Presidents

Academic Affairs Sharon A. Sass, Ph.D.	868-3147	AD207
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Administration and Business Services Richard A. Becker	8683137	AD201
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Student Services & Enrollment Management Patricia J. Anderson, Ed.D.	868-3142	AD204
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Executive Assistant to the President, Erin McColskey General Counsel, Denise Wallace	868-3143	AD203
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## Academic Affairs

Dean, Baccalaureate Studies, TBA	868-4101	CE104
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Dean, Curriculum, Planning and Research Ginger Pedersen, Ed.D.	868-3892	TC420
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## Student Services

College Registrar, Edward Mueller	868-3032	CS123
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Director of Athletics, David Holstein, Ed.D.	868-3004	PE105
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Director of College-wide Student Programs, Susan Lang	868-3375	BK110
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Director of Financial Aid, David Bodwell	868-3390	CS112
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Director of Recruitment and Dual Enrollment, Robin Johnson	868-3377	CS124
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Director of TRiO & Special Populations, Van Williams	868-3609	CRB105
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Student Life Manager, Mareta Iosia-Sizemore	868-3842	TE101
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# Palm Beach State at Belle Glade

## **Provost**

Marcia Hardney, Ph.D. 993-1126 CRA104

## **Educational Services**

Dean, Barry Moore, Ed.D. 993-1134 CRA105.2

## **Student Services**

Campus Registrar, Gerri Romero 993-1121 CRA117

Academic/Career/Counseling

Coordinator, Gwenette Royal 993-1182 CRA105.6

Disability Support Services Coordinator, John Pierson 993-1139 CRA106.0

Financial Aid Coordinator, Marvita Davis 993-1133 CRA105.7

Student Activities Coordinator, Leonard E. Bryant 993-1169 CR105.4

Testing Services Coordinator, John Pierson 993-1125 CRA106

## **Business Services**

Bookstore 993-1173 CRB128

Bursar/Cashier 993-1132 CRA116

## **Wellness Center**

TEC126



# Palm Beach State at Boca Raton

## **Provost**

Bernadette Russell, Ph.D. 862-4400 AD409

## **Academic Affairs**

Dean, Lourdes Rey 862-4410 AD407

## **Student Services**

Dean, Nicole P. Banks 862-4311 AD147  
Campus Registrar, Paula Souza 862-4340 AD133  
Academic Advisement Coordinator, Robert Schweriner 862-4375 AD151  
Career Center Coordinator, TBA 862-4355 BT125  
Disability Support Services Coordinator, Jean Sether 862-4316 AD144  
Financial Aid Coordinator, Shirley Diah 862-4330 AD147  
Student Activities Coordinator, J. Marc Davis 862-4327 AD126  
Testing Center Coordinator, Donna Marquardt 862-4321 BT127.2

## **Business Services**

Bursar/Cashier 862-4611 AD156  
Bookstore Manager 862-4360 BK100

## **College-Wide Recruitment**

Sharon Simmons 862-4335 AD135

## **Wellness Center**

862-4571 BT145

# Palm Beach State at Lake Worth

## **Provost**

Maria M. Vallejo, Ph.D. 868-3400 CRA100

## **Academic Affairs**

Dean, Roger Ramsammy, Ph.D. 868-3886 NS103

Dean, Health Occupations and Public Safety,  
Jacqueline Rogers 868-3414 ETA150

Dean, Business Trade and Industry, Patricia Richie 868-3117 ETA141

## **Student Services**

Dean, Penny McIsaac 868-3055 PG105

Campus Registrar, Irene Johnson 868-3305 PG101

Academic Advisement Coordinator, Dawn Debuwitz 868-3020 CT109

Career Center Coordinator, Gail Tomei 868-3049 CT106

Disability Support Services Coordinator, Jelesia Kirk 868-3046 CT109

Financial Aid Coordinator, TBA 868-3568 PG104

Student Activities Coordinator, Olivia Morris-Ford 868-3010 BK109

Testing Services Coordinator, Marc Webb 868-3017 CT127

Workforce Services Coordinator, Jane Hardell 868-3557 ETA132

## **Business Services**

Bookstore 868-3282 BK101

Bursar/Cashier 868-3250 FN108

## **Wellness Center**

868-3366 FT102

# Palm Beach State at Palm Beach Gardens

## **Provost**

Jean Wihbey, Ph.D. 207-5400 AD200

## **Academic Affairs**

Dean, Edward W. Willey 207-5410 AD205

## **Student Services**

Dean, Scott MacLachlan 207-5325 AD111  
Campus Registrar, Ronnie Malave 207-5305 AD107  
Academic Advisement Coordinator, Ronald Long 207-5341 BR122  
Career Center Coordinator, Tracy Joinson 207-5351 BR127  
Disabled Support Services Coordinator, Ken Swain 207-5345 BR131  
Financial Aid Coordinator, Felicia Phair 207-5331 AD102  
Intramurals, Rick Madson 207-5051 AA104  
Student Activities Coordinator, TBA 207-5355 BR141  
Testing Center Coordinator, Diane Cotignola 207-5360 BR137

## **Business Services**

Bookstore 207-5660 BR101  
Bursar/Cashier 207-5610 AD122

## **Wellness Center**

207-5098 SC120

# Web Addresses

Go to [www.palmbeachstate.edu](http://www.palmbeachstate.edu) and type in the extension below that you need. For example, [www.palmbeachstate.edu/StudentSuccess.xml](http://www.palmbeachstate.edu/StudentSuccess.xml)

**Academic Affairs**  
/AcademicAffairs.xml

**Academic Calendar**  
/AcademicCalendar.xml

**Admissions**  
/Admissions.xml

**Advising**  
/Advising.xml

**Athletics**  
/Athletics.xml

**Blackboard**  
/Blackboard.xml

**Bookstore**  
/Bookstore.xml

**Campus Locations**  
/Locations.xml

**Career Center**  
/Career.xml

**Cashier's Office**  
/Cashiers.xml

**Catalog**  
/Catalog.xml

**Contact Us**  
/ContactUs.xml

**Continuing Education**  
/CCE.xml

**Counseling Center**  
/CounselingCenter.xml

**Course Descriptions**  
/CourseDescriptions.xml

**Creole Web pages**

/WebCreole.xml

**Current/Returning Students**

/Current.xml

**Disability Services**

/Disabilities.xml

**Distance Learning**

/DL.xml

**Dual Enrollment**

/DualEnroll.xml

**Email Information**

/EmailHelp.xml

**Emergency Alert Signup**

/Alert.xml

**Events Calendar**

/CollegeEvents.xml

**Financial Aid**

/FinancialAid.xml

**Graduation**

/Graduation.xml

**Global Education Center**

/GlobalEducation.xml

**Honors**

/Honors.xml

**Hours - Student Services**

/StudentServices.xml

**International Students**

/International.xml

**Library**

/LLRC.xml

**Outreach and Recruitment**

/Outreach.xml

**PantherCard**

/Panthercard.xml

**PantherWeb**

/PantherWeb.xml

**Parking**

/TrafficandParking.xml

**People Finder**

/PeopleFinder.xml

**Program Areas**

/AreasofStudy.xml

**Prospective Students**

/ProspectiveStudent.xml

**Registration**

/RegistrationTips.xml

**Residency**

/documents/admissions/  
FloridaInStateInfo.pdf

**Safety**

/Safety.xml

**Scholarships**

/FoundationScholarships.xml

**Security**

/CollegeSecurity.xml

**Spanish Web pages**

/WebSpanish.xml

**Student Activities**

/StudentActivities.xml

**Student Learning Centers**

/SLC.xml

**Student Success**

/StudentSuccess.xml

**Student Updates**

/StudentUpdates.xml

**Testing Center**

/Testing.xml

**Transcripts, Records, Grades**

/Transcripts.xml

**Transfer Agreements**

/Transfer.xml

**Tuition and Fees**

/TuitionFees.xml

**Veteran Affairs**  
/Veterans.xml

**Wireless Locations (PAW)**  
/PAW.xml

# Contacts for Resolving Student Problems

Palm Beach State College recognizes that sometimes a student feels unfairly treated or would like further clarification of a rule or policy. Students are invited to request clarification, or register a complaint. They are, however, asked to follow the path described below.

If the appropriate contact is not immediately available, students should make an appointment with that contact rather than continuing to the next level. Problems continuing to the second level require a written explanation using the Student Problem Resolution Form found at PantherWeb. (Click on "Information," "Student Problem Resolution Form.")

ISSUE	FIRST CONTACT
Academic/Instruction	Supervising Associate Dean
Admissions Application	Campus Registrar
Advising	Campus Advising Coordinator
Athletics	Coach
Bachelor's Degree	Academic Advisor
Bookstore	Campus Bookstore Manager
Cashier	Cashier Supervisor
Class Availability	Area Associate Dean
Discrimination between students	Campus Dean of Students
Discrimination of student by employee	Campus Dean of Students
Entry testing	Campus Testing Coordinator
Financial Aid	Campus Financial Aid Coordinator
Florida Residency	Campus Registrar
Graduation	Graduation Office, Lake Worth
Harassment between students	Campus Dean of Students
Harassment of student by employee	Campus Dean of Students *
International Admissions	International Student Office, Lake Worth
Library	Campus Director of Library/Learning Resources
Limited Access Admissions	Limited Access Office on campus where program is located
Lost and Found	Campus Security Office
New Student Orientation	Campus Coordinator of Academic Advising
Not on Class Roster	Campus Registrar
Parking Ticket	Campus Security Supervisor
Refund Requests	Campus Registrar
Registration	Campus Registrar
Security	Campus Security Supervisor
Student Financial Accounts	Campus Bursar
Student Activities	Campus Coordinator of Student Activities
Students with Disabilities	Campus Coordinator of Disabilities Services
Transcripts	Campus Registrar
Veterans	Campus Financial Aid

\*Please Note: All complaints of harassment of a student by an employee must be forwarded to the executive director of human resources or the manager of employment/assistant to the President for equity programs. These complaints may or may not be presented in writing, as the Office of Human Resources will formally document all such complaints.



# Academic Policies

## Attendance

Students are expected to attend all classes and activities for courses in which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance policies are set by individual faculty/instructors and/or departments. An accurate record of attendance will be kept for each class. Students are expected to adhere to the policies set by each faculty/ instructor.

Attendance at the first class meeting of any Palm Beach State College course is required. Students who do not attend the first class may be dropped from the course, depending upon the individual faculty/instructor's attendance policy. It is the student's responsibility to read the course schedule notes and/or visit the College Website. The College policy of reinstating students for financial aid reasons or for having been dropped due to College error supersedes individual faculty/instructor's attendance policies.

Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their faculty/instructors are given prior notification and any missed assignments are subsequently completed to each faculty/instructor's satisfaction. Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident, or the death of an immediate relative or a religious observance. (See religious observances on page 21.)

Faculty/instructors decide on the validity of the excuses and provide opportunities for students to complete any required makeup work. Students are responsible for immediately informing their faculty/instructors when they must miss class sessions for emergencies.

## Examination Absence

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the faculty/instructor and a makeup examination is taken later. In the event that the student disagrees with the determination of the faculty/instructor, the academic grievance procedure will be followed. A student who fails to make arrangements within five days after returning to class loses makeup privileges, and the faculty/instructor determines the resulting grade. If the absence occurs at the end of a term, the makeup examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the faculty/instructor for permission to make up the test. Failure to do so will result in an "F" for the examination. Contact the appropriate Associate Dean's Office on the respective campus for further information.

## Standards of Academic Progress

### **Good Academic Status**

Students who are not on academic probation or dismissal from the college are considered in good academic status.

### **Academic Probation**

Students in credit programs must maintain a cumulative grade point average\* (CGPA) of:

- 1.4 or better for 1-14 semester hours attempted
- 1.6 or better for 15-27 semester hours attempted
- 1.8 or better for 28-45 semester hours attempted
- 2.0 or better for over 45 semester hours attempted.

\*The college administration will continually assess the impact of the academic progression policy and make adjustments as necessary to the academic probation grade point average table above. It is anticipated that the cumulative grade point average to remain in good academic standing will increase in the future. Therefore, it is imperative that students meet with an academic advisor on a regular basis to discuss academic success issues and support services and carefully plan their academic program.

Probation will be continued as long as the student fails to achieve the standard cumulative grade point average (CGPA) for the number of hours attempted (see table above). Probation will be

calculated at the end of each term. Transfer students whose CGPA does not meet the standard for good academic status will enroll on academic probation. Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall, spring and summer terms and must maintain a 2.0 term GPA or achieve good academic status.

Students on academic probation are required to meet with an academic advisor prior to registering for subsequent terms. Academic advisors are authorized to limit the number of hours and types of courses taken by students on academic probation. Academic probation is noted on the student's permanent record.

### **Academic Suspension**

Academic suspension is the first involuntary separation. Academic suspension results from a student's failure, while on academic probation, to regain good academic standing or achieve a minimum 2.0 term grade point average (GPA). Suspension requires the student to stay out of school for one semester to reflect on his/her academic goals and level of commitment to education. Academic suspension is noted on the student's permanent record. Students readmitted after an academic suspension will be on academic probation and must meet with an academic advisor prior to registering for classes.

### **Academic Dismissal**

Academic dismissal is a subsequent involuntary separation imposed upon a student who, having been previously suspended from the College and readmitted, fails to regain good academic status or achieve a minimum 2.0 term grade point average (GPA). After one calendar year, students on academic dismissal are eligible to appeal for readmission to the College Admissions Appeals Committee. Academic dismissal is noted on the student's permanent record. An appeal for readmission is not automatic, and the decision of the committee is final.

#### **Notes:**

1. Students on academic suspension or dismissal are eligible to enroll in PSAV or avocational courses.
2. Financial Aid Standards of Progress are different from these standards and are listed in the Financial Information section of this Handbook.
3. Students attending Palm Beach State as "Transient Students" (see Catalog for full definition) are not subject to Standards of Academic Progress policy, but must adhere to the Code of Conduct and Disciplinary regulations.

## **Probation Appeals**

A committee on probation will be appointed by the College president to hear any appeal cases.

## **Non-Degree Status**

Students who have been admitted for credit course work may classify themselves as non-degree seeking (credits will be granted for completed courses). The non-degree status may be used only in those cases where it is not necessary for the student's previous academic records to be on file. The non-degree status shall not be used with degree-seeking, certificate-seeking students, students seeking any type of financial aid (Social Security, veteran benefits, federal grants, etc.), or by international students on an F1/M1 visa. Non-degree-seeking students are not eligible for financial aid. Non-degree-seeking students may be required to submit placement scores in order to register for certain courses. Please see the Course Listing section of the College Catalog or speak with an academic advisor.

Students are required to declare a degree status prior to beginning their 22nd hour of enrollment. Students with an A.A., A.S., A.A.S., or higher degree are exempt from the 21-hour requirement provided they show proof of previous degree. Students wishing to appeal the 21-hour non-degree-seeking requirement must speak with their campus registrar.

## **Requests for Copies of Records**

Students may make an appointment to view their student record in the Registrar's Office. In the event the student does not live within driving distance of the College, or extenuating circumstances exist, students may request copies of their records through written requests to the College registrar. The request must specify the types of records to be copied. The registrar will comply with a request

for a meeting and/or copies in a reasonable timeframe depending upon the complexity of the records requested and the time during the term in which the request is received. In no case will the registrar take more than 30 days to comply with a request for records. Students will pay a fee of 50 cents per page for any copies of their records.

Subpoenas of student records must be issued by a court of competent jurisdiction and specify the type of records being requested. A fee of \$35 will be charged per subpoena. Those requesting records by subpoena must allow sufficient time, defined as 10 business days, for the affected student to be notified prior to the issuance of records.

## **Fourth-Attempt Override Appeal Procedure**

Students who fail to pass a course after three attempts may request an override to take the course a fourth time, based on illness or some other emergency beyond the student's control that prevented the student from successfully completing the subject area within three attempts. Each request must be accompanied by appropriate documentation of the condition on which the request is made. The request should be made to the campus dean of student services, who will confer with the appropriate academic affairs manager. Palm Beach State does not permit fifth attempts, and this may not be appealed.

## **100 Percent Payment of the Full Cost of Instruction**

Students will be assessed the full cost of instruction (equivalent to out-of-state tuition), for the third and fourth attempts of a college credit or college preparatory course. This rule impacts only those students whose fee assessment is based on in-state residency. Students may not withdraw from the third or fourth attempt in any course.

### **Appeal of the 100 Percent Payment of Full Cost of Instruction**

Students who fail or withdraw from a course two times due to extenuating circumstances and wish to reenroll in the course may appeal the 100 percent payment rule to the campus registrar for the third attempt and to the Campus Dean of Student Services for the fourth and final attempt. Appeals must include copies of supporting documentation and completion of the form available in the Registrar's office. The Campus Registrar shall determine the validity of the circumstances of the appeal and grant an exception only once for each class, if merited. All appeals will be considered on an individual basis. Extenuating circumstances are those determined by the College to be exceptional and beyond the control of the student which may include, but are not limited to:

- documented serious illness
- documented medical condition preventing completion
- death of an immediate family member (father, mother, sister, brother)
- involuntary call to active military duty
- documented change in conditions of employment
- other emergency circumstances or extraordinary situations, such as national disasters
- documented financial hardship (criteria for determining financial hardship shall include, but not be limited to, qualifications for federal need-based financial aid.)

## Health – Related Leave Policy

College can be stressful for many students. Some students are able to adequately cope with stress, while others may find that it becomes unmanageable and interferes with learning. In a few instances, stress may affect a student's physical or emotional condition interfering with the student's learning; this has the tendency to result in significant risk of harm to the health and safety of the student or others or may even disrupt the learning of others. When one or more of these situations happens, a student may not know that the College is here to offer guidance and assistance in supporting the student in making an appropriate decision, for the College and the student, in seeking a health-related leave or withdrawal from the College.

### I. Voluntary Health-Related Withdrawal

A voluntary health-related withdrawal may be initiated by any student with a serious health problem who, in the opinion of the attending physician or therapist, cannot complete coursework. All such requests will be reviewed and approved by the campus registrar. To return to the College, the student must present evidence that the health problem no longer interferes with the successful completion of college coursework.

- a. To request a voluntary health-related withdrawal, a student must withdraw from all courses for the semester, notify the campus registrar in writing and submit a refund request form (if the withdrawal is prior to mid-term) available at [www.palmbeachstate.edu/AdmissionsForms.xml](http://www.palmbeachstate.edu/AdmissionsForms.xml).
- b. The completed form must be submitted to the campus registrar, who will notify the campus dean of student services/educational services.
- c. A student will be eligible to apply for a voluntary health-related withdrawal if a health-related condition has disrupted his/her coursework as documented by an appropriate health care professional. When requesting leave, the student must provide appropriate supporting documentation.
- d. To re-enroll in the College, a student must present evidence to the campus dean of student services/educational services that the health problem no longer interferes with the successful completion of college coursework and/or the student's ability to appropriately participate in and benefit from the college learning environment.
- e. In most cases, at least one full academic semester must have passed before readmission from health-related withdrawal can be considered.

### II. Involuntary Health-Related Leave of Absence

An involuntary health-related leave of absence may occur only in extraordinary circumstances, when a student is unable or unwilling to request a voluntary leave of absence, and such a leave may be necessary because the student poses a significant threat to his or her safety or the safety of others or where the student's behavior disrupts the College's learning environment. Before an involuntary leave is considered, the College will take all efforts to encourage the student to take a voluntary leave, thus preserving, to the extent possible, confidentiality and privacy.

A student may be placed on involuntary health leave of absence for the following reasons:

#### a. Medical Condition

- i. A member of the College's professional, faculty/instructors or staff has reason to believe that a student may have a health situation, physical or mental, that poses a significant risk of causing substantial harm to the health or safety of the student or others, or has seriously disrupted others in the academic environments; and
- ii. Either the student's threatening or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by the College's Counseling Center to determine the cause of the behavior and appropriate intervention.

#### b. Risk to the Community

The student is alleged to have violated the student code of conduct and presence on campus poses significant risk to the safety of others or to the educational environment of the community.

### c. Procedure for Involuntary Health-Related Leave of Absence

- i. The College's professional, faculty/instructors or staff member must make a written referral to the dean of students setting forth the student's name and describing the student's behavior in order to assist the dean of students in deciding upon a course of action.
- ii. The dean of students will meet with the person making the referral and consult with the appropriate College staff. The dean of students will forward the referral and any additional information to the provost and the vice president for student services and enrollment management.
- iii. The dean of student services/educational services or a designee will notify the student that an involuntary leave is under consideration.
- iv. The dean of student services/educational services or a designee will discuss with the student the implications of and procedures relating to an involuntary health-related leave of absence. A copy of this policy will be provided to the student. Whenever possible and appropriate, the vice president for student services will encourage the student to take a voluntary health leave of absence, thereby eliminating the need to complete the process for an involuntary leave.
- v. The dean of student services/educational services or a designee will confer as soon as feasible, but not later than two days, with the following individuals or their designees (or the campus behavioral intervention team) regarding the need for a leave of absence:
  - a. Appropriate academic dean (person in charge of the program in which the student is enrolled)
  - b. Director of student programs
  - c. Academic program staff as appropriate
  - d. Chief of security
  - e. Disability support services coordinator
  - f. Others as appropriate
- vi. During these consultations, these individuals will pay particular attention to the criteria for invoking an involuntary leave, specifically whether the student poses a direct threat to the safety of that student and/or others, or whether the student's behavior disrupts the College's learning environment.
- vii. The dean of student services/educational services or a designee may require a mental or physical evaluation if he or she believes it will facilitate a more informed decision.
- viii. Following these consultations, the dean of student services/educational services or a designee will make a decision regarding the involuntary leave of absence, and must provide written notice of this decision to the student.
- ix. Within five days of receiving the decision, the student may submit an appeal of the decision in writing to the provost. The provost will only hear appeals that involve information not available to the dean of student services/educational services. After reviewing the matter fully, the provost or designee will issue a written decision, which shall be final.

#### 1. If Involuntary Health-Related Leave Is Imposed:

The dean of student services/educational services or a designee will inform the student, along with the notice of the decision, as to the steps that must be taken when the student wishes to re-enroll. The dean of student services/educational services will administratively withdraw the student from all courses for the semester and place a disciplinary hold on the

student's record. The duration of the leave will be determined based on the individual circumstances but will not be less than one full semester.

**2. If Involuntary Health-Related Leave Is Not Imposed:**

The dean of student services/educational services or a designee may consider other conditions and/or requirements under which the student's ability to remain at the College might be appropriate. This could include referral to the campus disciplinary process.

**3. Request for Re-enrollment:**

A student may request re-enrollment in the College by submitting a written request to the dean of student services/educational services, along with any appropriate supporting documentation that the circumstances that led to the leave have been satisfactorily addressed. The student should describe his or her activities during the leave and the steps taken to resolve the health-related issue. The request must contain a letter from the treating physician/psychiatrist or health care professional. The request should be submitted at least two months in advance of the date the student wishes to re-enroll. The request will be reviewed by the dean of student services/educational services, who, with the provost, must approve the re-enrollment.

## Withdrawal from College after Completion of the Term

Students who request a withdrawal from College for medical or other special reasons after the term is completed shall submit a written request to the campus registrar. The request must be accompanied by appropriate documentation of the condition on which the request is based. The vice president of student services shall appoint a committee of five College employees to consider the request and make a recommendation for the vice president's approval and action. Students who are granted a withdrawal from College through this process shall receive a "W" in their classes and shall not be eligible for a refund of fees unless a College error or responsibility is involved. Please note that requests will not be granted beyond one calendar year from the semester in question.

## Late Withdrawal/Add Requests

All add requests submitted after the end of the drop/add period and prior to the end of the academic term should be submitted by the campus registrar or campus coordinator of financial aid to the dean of student services/educational services for resolution. These requests must be based on documentable College error. The dean of student services/educational services will confer with the dean of academic affairs as necessary.

All withdrawal/audit requests submitted during the withdrawal/audit period can be handled by the campus registrar.

All withdrawal/audit requests submitted after the end of the withdrawal/audit period should be submitted to the vice president of student services and enrollment management, with the campus registrar's recommendation, for review by the Admission Appeals Committee.

## Reinstatement

Reinstatement requests submitted after the ending of the academic term are referred to the dean of student services/educational services, with the campus registrar's and academic dean's recommendation, for review.

# Student Appeals

## Frequently Asked Questions

### Academic Progress

***What does it mean to be on academic probation?***

*Type of Appeal:* Academic probation...see page 16

*Whom should I talk to first?* Academic advisor

***How can I appeal being suspended (stay out of school for one semester) from the College?***

*Type of Appeal:* Academic suspension appeal...see 17

*Whom should I talk to first?* Academic advisor

***How can I appeal being dismissed from the College?***

*Type of Appeal:* Academic suspension appeal...see page 17

*Whom should I talk to first?* Director of college-wide student programs

### Multiple Course Attempt Appeals

***How can I appeal having to pay 100% cost of instruction to take a course a third time?***

*Type of Appeal:* Third attempt appeal...see page 18

*Whom should I talk to first?* Campus registrar

***Can I repeat a course for a fourth time?***

*Type of Appeal:* Fourth attempt appeal...see page 18

*Whom should I talk to first?* Campus dean of student services/educational services

***Can I appeal having to pay 100% cost of instruction to repeat a course a fourth time?***

*Type of Appeal:* Fourth attempt appeal...see page 18

*Whom should I talk to first?* Campus dean of student services/educational services

### Withdrawals and Refunds

***Can I withdraw from a class after the published deadline to withdraw?***

*Type of Appeal:* Late withdrawal appeal...see page 22

*Whom should I talk to first?* Campus registrar

***Can I get my money back if I withdraw from a class during the term?***

*Type of Appeal:* Refund appeal...see page 43

*Whom should I talk to first?* Campus registrar

***Can I change my registration in a course to audit, and not take tests or get a grade, after add/drop?***

*Type of Appeal:* Change to audit appeal...see page 18

*Whom should I talk to first?* Campus registrar

### Course-Related Appeals

***Can I add a class after the end of add/drop?***

*Type of Appeal:* Late add or course transfer...see page 22



Whom should I talk to first? Associate dean over academic area

**What do I do if the college has made an error and dropped me from a course?**

Type of Appeal: Reinstatement in a class...see page 22

Whom should I talk to first? Campus dean of student services/educational services

**Can I register for a class after the term has ended if I attended and earned a grade, but forgot to register?**

Type of Appeal: Course reinstatement after end of term...see page 22

Whom should I talk to first? Campus registrar

**What can I do if my faculty/instructor is not allowing me to observe my religious holidays?**

Type of Appeal: Denial of religious observance...see page 25

Whom should I talk to first? Associate dean over faculty/instructor

**My faculty/instructor is accusing me of cheating; what can I do to appeal?**

Type of Appeal: Appeal charge of academic dishonesty...see page 38

Whom should I talk to first? Faculty/instructor

**What can I do to appeal a final course grade that I believe is inaccurate?**

Type of Appeal: Final Course Grade appeal...see page 28

Whom should I talk to first? Faculty/instructor

**How can I complain about a classroom-related issue?**

Type of Appeal: Academic complaint...see page 29

Whom should I talk to first? Faculty/instructor

## Disciplinary Appeals

**How can I appeal a disciplinary action against me?**

Type of Appeal: Disciplinary appeal...see page 38

Whom should I talk to first? Campus dean of student services/educational services

## Other Appeals

**I think there is an error on my student transcript. How can I get it corrected?**

Type of Appeal: Student Records Amendment Appeal...see page 25

Whom should I talk to first? College registrar

**I have been told I've lost my eligibility to receive financial aid. How can I appeal?**

Type of Appeal: Loss of Financial Aid Eligibility Appeal...see page 46

Whom should I talk to first? Campus financial aid advisor

**I have been denied Florida residency status my first semester. To whom can I appeal?**

Type of Appeal: Initial Florida residency appeal.

Whom should I talk to first? Campus registrar

**I have been denied a change from out-of-state to in-state residency. What can I do to appeal?**

Type of Appeal: Request to change residency for tuition purposes.

Whom should I talk to first? College registrar

**Is there anything I can do if I fail to meet the CLAS requirement and have a documented learning disability?**

Type of Appeal: CLAS waiver appeal

Whom should I talk to first? Campus disability support services coordinator

**Is there anything I can do if I fail to meet the CLAS requirement?**

Type of Appeal: CLAS waiver appeal

Whom should I talk to first? Campus academic advisor

# Student Rights

## I. INTRODUCTION

The students, faculty/instructors and staff of Palm Beach State College constitute an academic community committed to the preservation, communication and discovery of knowledge, as stated in the College's mission statement located in the College Catalog, and to the active pursuit of truth. Consistent with this purpose, the College acknowledges the obligation to afford each student the opportunity to develop his or her educational potential while retaining free exercise of rights and freedoms as a citizen or resident of the United States. The only restriction placed upon any right will be in order to ensure equality of opportunity to all students and the attending requirement of orderly operation of the educational processes including adherence to academic honesty and the health, safety and welfare of all persons within the College community. Each person within this community will assume the obligation of self-conduct to act in a manner consistent with a respect for the right of others and with the College's function as an education institution that encourages diversity of thought, expression, participation and enrollment.

## II. AMERICANS WITH DISABILITIES ACT

Students with disabilities enjoy all of the same rights and privileges as all other students as delineated herein below and, additionally, have the rights as prescribed by federal law specifically under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 to reasonable accommodations for purpose of the learning environment and right to privacy as to information which relates to a disability. Such information shall only be immediately accessed by the support services staff. Students who apply for services from the Office of Disability Support Services (DSS) will be fully informed as to how this information will be used. The use of information will be limited to only that which is needed, usually to assure that the College provides reasonable accommodation to the student. If a student elects to have persons other than the DSS staff receive the information, such request must be in writing and signed by the student or the student's legal representative.

## III. FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1993 and 2008, students have a right to be notified annually as to the rights of maintenance of and access to students' records which include: academic records, admission records, disciplinary records, placement file and financial aid records.

The College abides by federal and state regulations regarding the privacy of student records and complies with the laws regarding access procedures. Complete information regarding student records, retention, and access is listed in the College Catalog.

### **Student Records Amendment Appeal Process:**

If a student believes there is an error in the permanent record, the student should contact the College Registrar's Office in Lake Worth to arrange a hearing. A hearing will be conducted according to FERPA.

The hearing will be within a reasonable period of time after the request is received.

The student shall be given notice of date, place and time reasonably in advance.

The College Registrar shall make a written decision within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## IV. RELIGIOUS OBSERVANCES

Students have the right to reasonable accommodation in admission, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida law. Students must make arrangements in writing with faculty/instructors and other appropriate College personnel at least one week prior to an anticipated

religious observance for holidays not recognized on the academic calendar and which come within the accommodation requirement. A student who is denied accommodation may appeal in writing to the associate dean or supervisor over the faculty/instructor or staff member who denied the request within 10 business days from the time of the denial. If the student is not satisfied with the determination at this level, an appeal may be made to the next level of management. The maximum time between all appeal and responses will be 10 business days.

The student may appeal in writing to the vice president of student services and enrollment management for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the vice president of student services and enrollment management, composed of one faculty/instructor, one staff and one student, will hear the facts and provide a recommendation to the College President, whose decision on the matter shall be final.

## V. INTELLECTUAL PROPERTY RIGHTS

The College encourages an intellectual environment whereby the creative efforts and innovations of its students can be encouraged and rewarded. The College, therefore, does not claim ownership rights to the intellectual property created by students in the scope of their attendance except where the student has utilized substantial resources of the College in the development of the work beyond those resources commonly provided to students for production of publications or class projects.

Intellectual property is meant to include both traditional forms of intellectual property such as student publications, class project outcomes and student papers, as well as non-traditional intellectual property such as CD-ROMS, computer programs, TV courseware or other electronically recorded materials. All such intellectual property remains the property of the authoring student. However, the College retains an interest in said property by virtue of the College's assistance and support for its development, production and dissemination and, therefore, shall have reasonable access to and use of the intellectual property for such purposes as student evaluation and reproduction in exercising their administrative duties.

## VI. OTHER RIGHTS

Students have all of the rights otherwise preserved under the United States Constitution and Constitution of the State of Florida, which rights include:

a. The right to freedom of inquiry, thought, both public and private speech, and to lawful assembly, religious freedom and petition.

b. The right to participate in all College activities and classes without regard to race, religion, creed, gender, disability, national origin or sexual orientation, except that under Title IX of the Education Amendments of 1972 of the Civil Rights Code, athletic teams may be limited as to gender.

Students with a discrimination-related grievance should contact the campus dean of student services within 10 business days of the incident. Should the grievance include the campus dean of student services, then the grievance should be filed with the campus provost.

c. The right to individually and collectively be free to examine and to discuss all questions of interest to them, including questions relating to College policies, and to express opinions publicly and privately and to support causes in any orderly fashion which does not disrupt the operation of the College.

d. The right to form and join associations that advance the common interest of their members as long as the activities of such associations are conducted in accordance with College policies and public law.

e. The right to pursue their normal activities within the College and reasonable protection from physical injury or property damage.

f. The right to use the College's physical facilities such as the library and classrooms for the lawful pursuit of education within the times and at the places as determined by College policy.

g. The right to due process during the application of any disciplinary sanctions based on misconduct and as further described in the Student Code Violations.

h. The right to editorial freedom in student publications and other student media.

i. The right to representation on the appropriate designated College committees and bodies.

- j. The right to access all policies, rules and decisions concerning their continued enrollment, and the required course materials and facilities and materials necessary to pursue their studies.
- k. The right to educational programs that meet the learning outcomes of the class syllabus, to teaching consistent with those learning outcomes and to a learning environment that encourages the students' engagement with their education.
- l. The right to be informed by the faculty/instructor near the beginning of each semester/ course regarding requirements, evaluation procedures and evaluation criteria to be used, and the right to expect that those criteria be employed.
- m. The right to take reasonable exception to the data and views offered in any course of study; the students are, however, responsible for learning the content of any course of study in which they are enrolled.
- n. The right to be evaluated based solely on relevant academic criteria.
- o. The right to request and receive timely assessment of their academic work by the faculty/instructor teaching the course.
- p. The right to request and receive a reasonable and timely review of their grades by the faculty/instructor teaching the course.
- q. The right to be informed of the correct procedures to apply for financial aid, attendance policy, types of aid available, how financial need is determined, criteria for awarding aid and how academic progress is determined and what has to be done to continue receiving financial aid.
- r. The right to information under the Federal Campus Security Act (The Clery Act) regarding annual disclosure of campus crime statistics and other security information.
- s. Upon separation from the College, students have the right to request their discipline record be expunged. This request should be made in writing to the campus dean of student services, where the record is maintained.
- t. Students have the right to file a grievance according to the procedures identified below:
  - Academic: Refer to page 29, Section 3, Item 2: Academic Complaint Procedure.
  - Discrimination: Refer to page 39, Section XI, Items 2, 3 and 4.
- u. Students have the right to information about retention and completion in each of the academic programs. This information is available at the popular Web site, College Navigator, the National Center for Education Statistics. The availability of this information satisfies the federal disclosure requirement for this information.

# Student Responsibilities

## I. INTRODUCTION

Palm Beach State College, as an educational institution, has interests and purposes, the protection and promotion of which are essential to its effective functioning. These include (1) maintenance of the opportunity for students to attain their educational objectives; (2) the creation and maintenance of a stimulating, intellectual and educational atmosphere free of intimidation throughout the College; (3) protection of the health, safety, welfare, property, and human rights of all members of the College; and (4) protection of property of the College. The College has responsibility in the area of student conduct to protect and promote the pursuit of its goals as outlined above. The College's approach to student conduct emphasizes the College's obligation to foster independence, maturity and responsibility in students.

Students are expected to adhere to all federal, state and local laws, and, in addition, must abide by the rules and regulations of the College. The Palm Beach State locations have set forth a standard code of responsibilities in the form of proscribed conduct as described herein. A student committing any of the proscribed acts will be subject to the College judicial processes. Criminal offenses may result in both criminal prosecution and referral to the College judiciary procedure.

The goal of any established institution is to govern its members by fair and unobstructed measures of desired conduct. The governance includes activities students participate in through their academic work as well as their College-related social activities. Behavior that deviates from these measures will be dealt with in accordance with the procedures outlined in this document.

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 agree to obey the rules and regulations of the College and are responsible for observing all Board of Trustees' policies and procedures as published in the Student Handbook, College Catalog and other College publications. The College community considers the disciplinary procedures identified here to be secondary to modeling, counseling and guidance to promote civility and personal responsibility on campus.

## II. STUDENT ORGANIZATION CONDUCT

Student organizations are subject to provisions of proscribed student conduct described herein. In the event of the commission of an act of proscribed conduct, a referral will be made to the office of the dean of student services/educational services by the person(s) witnessing the irregularity. Student organizations in violation of College policy may be subject to the maximum sanction of termination of recognition by the College and/or other appropriate lesser sanctions. Sanction, which may be taken against such organizations, includes notification of the action taken by the College to the state or national umbrella organization here in existence.

For purposes of this document, in cases involving student organizations, the term "student organizations" should be substituted for reference to student offenses and related procedures.

## III. ACADEMIC ISSUES AND PROCEDURES

### 1. Final Course Grade Appeal Process

#### Philosophy of the Procedure

The evaluation of academic work is the responsibility of the faculty member/instructor. The method for assigning the final course grade is established by the faculty member/instructor. Per Board Rule 6Hx-18-3.191, faculty/instructors shall communicate the grading policy of the course to their students in writing. If this policy changes during the term, students should be notified of any changes in writing. The method to determine final course grades must be given to students in a course syllabus at the beginning of the class.

The final course grade appeal is NOT to be used to review the judgment of a faculty member/ instructor in assessing the quality of the student's work. Grounds for final grade appeals shall be evaluated in terms of the standards established by the faculty member/instructor as stated in the syllabus. Criteria for an appeal are:

- a) An error in the calculation of the grade, or
- b) The assignment of a grade was a substantial departure from the faculty member/instructor's previously printed standards in the syllabus.

#### i. Informal Appeal Process

The informal appeal process can be initiated any time after the final course grade is assigned. If a student believes that he/she has not been graded appropriately, based on the course syllabus, every attempt should be made by the student to informally resolve the grade issues with the faculty/instructor. Should the College no

longer employ the faculty/instructor, then the student may initiate this process with the appropriate associate dean or dean of educational services. Please note: Faculty/ instructors are not required to retain student grades beyond one year.

ii. Formal Appeal Process

The Formal Appeal Process must be initiated no later than the first 20 business days after classes begin in the following fall or spring term. The end result of the appeals process could result in a grade change (raised or lowered).

Step 1. If the student is not satisfied with the outcome of the informal process, the student may dispute the grade formally.

a. The student must submit a written statement outlining the basis for the appeal along with the appropriate documentation.

b. This document should be given to the faculty/instructor who issued the grade that is being appealed. Or, if the faculty/instructor is no longer employed, the document may be given to the appropriate associate dean or dean of educational services.

Step 2. Within 10 business days of receiving the student's written appeal, and after consideration of the student's appeal, the faculty/instructor must respond in writing to the student with a copy of the response to the appropriate associate dean and department chair or dean of educational services.

Step 3. Within 10 business days of receiving the faculty/instructor's decision, the student may appeal, in writing, to the appropriate associate dean or dean of educational services.

Step 4. Within 10 business days after receiving the student's written appeal, and after consideration of the student's appeal, the appropriate associate dean must respond in writing to the student with a copy to the faculty/instructor, department chair, and provost.

Step 5. Within 10 business days of receiving the decision of the associate dean or dean of educational services, the student may appeal, in writing, to the campus Grade Appeals Committee (Provost's Office).

a. The provost will convene the campus Grade Appeals Committee, composed of five members: three faculty/instructors of different disciplines and two academic administrators.

b. The student and/or faculty/instructor may appear before the committee.

Step 6. The Grade Appeals Committee will review all information and submit a written recommendation to the appropriate dean of academic affairs/educational services.

Step 7. Within 10 business days of receiving the Grade Appeals Committee recommendation, the dean of academic affairs/educational services will notify the student (and faculty/instructor) of the decision. Copies of the decision will also be sent to the associate dean, department chair, provost, and the Final Grade Appeal Decision Committee. The decision of the dean of academic affairs/educational services\* is final.

\*The dean of academic affairs/educational services is the President's designee, per Board Rule 6Hx183.34.

NOTE: All grade appeals related to non-instructional reasons (i.e., medical, death, and extenuating circumstances) must be addressed to the Admission Appeals Committee. Such appeals will only be addressed up to one year from issue of the final grade. All Health Care/Public Safety program appeals are handled through a separate process. Please see the Health Care or Public Safety associate dean or program manager for more details.

## 2. Academic Complaint Procedure

i. A student seeking to file a complaint regarding derogatory or other inappropriate behavior on the part of a faculty/instructor or staff member that does not involve academic dishonesty, grade appeal, or another disciplinary action shall:

a. Attempt to resolve the situation with the faculty/instructor involved.

b. If resolution is not achieved, present the situation to the faculty/instructor's immediate supervisor, in writing, with a copy to the campus dean of student services.

c. If resolution is not achieved at this level, the student is entitled to pursue the complaint to the next highest administrator within the campus to which the faculty/instructor is assigned.

ii. If the student's complaint involves a full-time faculty/instructor who is covered by a collective bargaining agreement with Palm Beach State College, reference must be made to that agreement for the purposes of following the proper procedures.

## IV. PUBLIC FORUM POLICY

Behavior that disrupts an event, intimidates or attempts to intimidate the speaker or performer, interferes with others' ability to benefit from the program or prevents the program from continuing will be subject to the following process.

Disruptive activity must stop immediately upon request.

Silent and symbolic dissent may be permitted by the administration. However, the dissenter must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker. It is also unacceptable for such dissent to interfere with the free flow of traffic into or out of the event or to interfere substantially with the speaker's communication. Silent or symbolic protest will be permitted outside the meeting room or area at a proximate location to be determined by the administration.

This policy applies to all levels of student participation whether attendance is voluntary or mandatory.

### 1. Procedure Regarding a Student Disruption

First Offense: Student(s) will be asked to stop and refrain from continued behavior and warned that further disruption may result in removal.

Second Offense: Student(s) will be removed and privately warned that the disruptive behavior must cease in order to continue attendance or participation.

Third Offense: Student(s) will be permanently removed from the activity. A security report and referral to the dean of student services will be made. The dean will consider further disciplinary action according to the Student Code of Conduct and the existing College disciplinary process.

### 2. Procedure Regarding Threatening or Violent Behavior

Security will contact the local law enforcement authority for action.

### 3. Procedure Regarding a Non-Student Disruption

Offender will be asked to stop. Failure to stop will result in removal. Refusal to leave, violent or threatening behavior will result in local law enforcement being called.

## V. STUDENT CODE OF CONDUCT

Each student must follow the Code of Conduct in this Handbook, and, additionally, students enrolled in the Criminal Justice, Firefighter, Criminal Justice Institute, Dental Hygiene, Dental Assisting, Registered Nursing, Practical Nursing, Patient Care Assisting, Surgical Technology, Medical Transcription, Medical Assisting, Medical Coding, Health Information Management, Paramedic, Emergency Medical Technician, Respiratory Care, Radiography, Diagnostic Medical Sonography or Massage Therapy programs shall also follow the applicable rules, regulations and Code of Conduct for the applicable program. The Dean of Student Services shall have the authority to initiate disciplinary actions for violations of any of the above programs' Code of Conduct.

Prohibited student conduct for the College Code of Conduct includes, but is not limited to, those listed in items 1-24 below. Any student who is found to have violated these acts while on campus or on property controlled by the College or its affiliates (e.g., clinical sites, volunteer sites, career placement sites, etc.) or in connection with any off-campus College activities or non-College related activity may be subject to the maximum penalty of expulsion or any other penalty authorized herein.

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 student's subsequent behavior constitutes support of the violation. Students witnessing any act(s) which constitute(s) a violation of College policy should report such incidents to a college official.

### 1. Assault, Physical Harm, Threat or Extortion (as defined in Florida Criminal Code)

- i. Actual or threatened physical assault or intentional or reckless injury or harm to persons, property or reputation.

- iii. Behavior or activities that endanger the safety of oneself or others, including, but not limited to, riding bicycles, skateboards or inline skates in hallways or on walkways.
- iii. Verbal, written or printed communication maliciously threatening to accuse another of any crime or offense.
- iv. Verbal or written communication that unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.

## 2. Disruption Disorderly Conduct

- i. Deliberate disruption, obstruction or continued interruption of the learning environment, research, administration, disciplinary proceedings or other College activities. This includes inappropriate use of cell phones or laptops or other electronic devices.
- ii. Disorderly, lewd, indecent or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College-supervised activity. This includes the sending of offensive, harassing, lewd or defamatory messages.
- iii. Wearing styles or articles of clothing or accessories that cause disruption of the learning environment, or intimidation of others in the learning environment, or violate published classroom protocols of individual professors, subject to the requirements of law.
- iv. Disruption as set forth in §877.13, Florida Statutes.

## 3. Failure to Obey Reasonable Order of College Official(s)

- i. Failure to respond to a request by a College official (or contracted College affiliate) for identification when a student is suspected of violating a stated College policy, or is posing or has posed a threat to another person or themselves.
- ii. Failure to obey a written or verbal request/order by a College official.

## 4. Falsification of Records

- i. Misuse of College documents forging, transferring, altering or otherwise misusing a document receipt, course registration card, other College identification, or any other document or record.
- ii. Making false statements in the application for admission to the College or College program(s), petitions, requests, or other official College documents of records; forgery of "add" or "drop" processes or action on other College records or documents, whether by use of computer or other means of communication. Falsification of application shall subject the student to immediate dismissal with no refund.
- iii. Contracting in the name of Palm Beach State or claiming official representation of the College for any purpose.

## 5. Violation of Prior Disciplinary Sanctions

Violation of any of the restrictions, conditions or terms of a prior sanction that resulted from a prior disciplinary action.

## 6. Theft/Damage of Property

Attempted or actual theft of and/or damage to property of College or property of a member of the College community or other personal or public property, including the theft of textbooks or library books. The sale of a stolen textbook shall be considered a violation of the Code.

## 7. Unauthorized Use of College Property or Unauthorized Presence

- i. Presence in an unauthorized area of a building or other unauthorized premises.
- ii. Use of College property or property of members of the College community or College affiliates without prior expressed approval by College personnel or in violation of any section of the Code.
- iii. Forcible entry into a building or other premises.



- iv. Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan or any registered service mark of the College.
- v. Violation of an official College or campus restriction or trespass order or court order related to a student, faculty/instructor or member of the College community.

## 8. Gambling

Gambling in any form as defined by the Florida statutes.

## 9. Possession of Alcohol, Narcotics and Illegal Drugs

- i. Possession, promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of drugs (including drugs not prescribed for the user) or alcoholic beverages.
- ii. Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
- iii. Public intoxication on campus or at a College-related site or activity.

## 10. Smoking

- i. Smoking in any enclosed facility or building on campus or in College vehicles or where otherwise posted.
- ii. Smoking in areas other than those specifically designated by the campus.
- iii. Smoking Policy Violation Citations will be issued to those smoking outside the designated areas. Violators will be required to attend an online Smoking Awareness course. Failure to complete the course successfully within two weeks of the issuance of a citation will result in a hold being placed on student records for registration and graduation. Repeat violations may result in disciplinary action.

## 11. Misuse of Emergency Equipment

Tampering with fire and safety equipment, including failure to evacuate a College building or facility when a fire alarm is sounded.

## 12. Misuse of College Mail Services

Inappropriate use of College mail services.

## 13. Duplication of Keys

Unauthorized possession of or duplication of College keys.

## 14. Violation of Any Municipal, State or Federal Law, Rule or Mandate

- i. Violation, arrest or conviction of any municipal, state or federal law, rule or mandate.
- ii. Lewd, obscene, indecent conduct or expression as defined by Florida state statute.

## 15. Possession of Weapons

Possession or use of firearms, fireworks, dangerous weapons or possession of chemicals on College property or at a College-sponsored activity without written authorization by an appropriate College official. Dangerous weapons may include, but are not limited to, knives, firearms, explosives or any other item that may cause bodily injury or damage to an individual or property. Students in possession of a firearm on campus or at a College-sponsored activity will be automatically dismissed from campus.

## 16. Illegal Use of a Campus Computer

- a. Use for the violation of personal privacy or for the committing of crimes.

- b. Unauthorized access to or use of computer, computer system, network, software or data.
- c. Unauthorized alteration of computer equipment software, network or data.
- d. Unauthorized duplications or use of computer programs or files.
- e. Making unauthorized changes to a computer account or other deliberate action that disrupts the operation of computer systems serving other students or the College community generally.

## 17. Inappropriate Online Communication

Posting or transmitting threatening, harassing, vulgar, or pornographic content to any College chat rooms, bulletin boards, College-sanctioned social networking sites or e-mails. Posting or transmitting any unsolicited e-mail, advertisement, promotional materials or any other forms of solicitation to students.

## 18. Sexual Harassment

- i. Any conduct that has the purpose or effect of unreasonably interfering with the student's educational experience by creating an intimidating, hostile or offensive academic environment.
- ii. Submission to such conduct made either explicitly or implicitly a term or condition of a student's status in a course, program or activity.
- iii. Submission to or rejection of such conduct by a student used as a basis for academic or other decisions affecting a student.

## 19. Stalking

Following or otherwise contacting another person repeatedly, so as to put that person in fear for his/her life or personal safety.

## 20. Hazing

- i. An action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned by the College as an official College activity or organization.
- ii. The prohibition against hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or other forced physical activity that could adversely affect the physical health or safety of the individual, and also includes any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct, which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual.
- iii. Florida Statutes, §1006.63, prohibits students from engaging in any form of hazing, either on or off campus.

## 21. Academic Integrity:

Academic misconduct, including, but not limited to, unauthorized use of aids, cheating, fabrication, plagiarism, or facilitating academic dishonesty in the classroom or other college environments, as defined below:

### **Plagiarism**

Although difficult to define, plagiarism consists of taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source. The following examples are only some of the many forms plagiarism may take:

- i. Submitting a term paper, examination or other work written by someone else. This is a flagrant instance of plagiarism.
- ii. Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
- iii. Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof
- iv. Close and extended paraphrasing of another.

**Cheating**

Using unauthorized notes, study aids, or information from another student or student's paper on an inclass examination; altering a graded work after it has been returned, then submitting the work for regrading; and allowing another person to do one's work and to submit the work under one's own name.

**Fabrication**

Presenting data in a piece of work that were not gathered in accordance with guidelines defining the appropriate methods for collecting or generating data and failing to include a substantially accurate account of the method by which the data were generated or collected.

**Aiding and Abetting Dishonesty**

Providing material or information to another person with knowledge that these materials or information will be used improperly.

**Forgery**

Altering documents affecting academic records; forging a signature of authorization or falsifying information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College academic regulation.

**22. Fraud**

Use of deception or misrepresentation for unlawful gain or unjust advantage.

**23. Interference with Disciplinary Proceedings**

Noncompliance with the Student Disciplinary System, including, but not limited to:

- i. Failure to appear before the Dean of Student Services, Discipline Committee, or other College officials when requested to do so.
- ii. Falsification, distortion, or misrepresentation of information before a Discipline Committee.
- iii. Disruption or interference with the orderly conduct of a disciplinary hearing.
- iv. Knowingly making false accusations of student misconduct without cause.
- v. Attempting to discourage an individual's proper participation in, or use of, the student discipline system.
- vi. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during the course of, the disciplinary hearing.
- vii. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Committee prior to, during, and/or after a disciplinary hearing.
- viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- ix. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

**24. Conspiracy**

Conspiracy to commit a violation of any of the above, or aiding, abetting, assisting, hiring, soliciting or procuring another person to violate any of the above.

**VI. STUDENT DISCIPLINARY SYSTEM****1. Philosophy**

Palm Beach State College is committed to providing a learning environment that supports the growth and development of all students. An orderly, positive and intellectually stimulating environment that fosters fair and ethical behavior of students is essential to our mission. This disciplinary process is designed to foster learning, personal growth and development, but it will result in punitive action, if necessary. The College may exercise its discretion to not officially charge

students with violations of the Student Code of Conduct in the event that viable alternatives to disciplinary action are appropriate, such as mediation or counseling.

The disciplinary processes outlined in this document are not criminal in nature; they are administrative. Therefore, they should be considered broadly in context with the mission of the College. In the case of a criminal violation, the College may proceed with the disciplinary process or may elect to delay proceedings until the outcome of any criminal case.

## 2. Authority

The dean of student services at each location is responsible for the administration of policies, regulations and procedures falling under jurisdiction of this document at his/her location. In the case of academic dishonesty charges, the dean of academic affairs/educational services at each location is responsible for the administration of these policies, regulations and procedures.

The dean determines procedures for investigating the accusation. The dean has the authority to review, affirm, reverse or modify any action by the Discipline Committee for just cause. The dean has the authority to review the method of adjudication of all cases. The dean of student services will maintain all disciplinary files for his/her location including those administered by the dean of academic affairs/educational services.

While the procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied, certain minimal due process standards must prevail. The following College disciplinary procedures are designed to ensure reasonable protection of the student, a fair determination of the facts, and the application of appropriate sanctions.

## 3. Code of Conduct Jurisdiction

The jurisdiction of the Student Code of Conduct extends to all College locations, off-campus sites hosting a College event, class or other gathering, including College-sanctioned social networking sites and College-sanctioned student travel. In the event of a breach of the College Code of Conduct, the College Student Disciplinary Procedures shall apply. Additionally, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College community. In cases where the student is enrolled in one of the following programs and is accused of a violation of the program's code, the program's due process guidelines and the program's disciplinary and appeal procedures may be followed: Criminal Justice Institute, Dental Hygiene, Dental Assisting, Registered Nursing, Practical Nursing, Patient Care Assisting, Surgical Technology, Medical Transcription, Medical Assisting, Medical Coding, Health Information Management, Firefighter, Paramedic, Emergency Medical Technician, Respiratory Care, Radiography, Diagnostic Medical Sonography, or Massage Therapy. The program administrator will consult with the appropriate dean of academic affairs in implementing the due process procedures. All programs shall adhere to the basic due process procedures set forth in the Code of Student Conduct. Exceptions to this are based on legislative or accreditation standards affiliated with the program.

# VII. STUDENT DISCIPLINARY PROCEDURES

## 1. Referral to the Disciplinary Process

- Any member of the College community may report an incident to the campus Security Office or the campus dean of student services.
- Determination of whether disciplinary action is initiated is the responsibility of the dean of student services or his/her designee.
- Referral of infractions by College student organizations is made to the dean of student services.
- Disciplinary proceedings may be initiated for any case involving a violation of the Student Code of Conduct.

## 2. Disciplinary Proceedings

- An investigation will be conducted by the dean or his/her designee. This investigation can include but is not limited to meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.

- If, after investigating, the dean or his/her designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed and the student will be notified in writing or via e-mail that no charges will be filed.
- If the investigation reveals that a violation may have occurred, the student(s) accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal hearing with the dean.
- During the informal hearing the charges will be read and explained to the student, and the student will be asked to respond to the charges. The student also will have an opportunity to ask any questions.
- If the student admits responsibility, the dean will notify the student of the sanctions; the student can either accept or reject the sanctions. If the student rejects the sanctions, a formal disciplinary hearing will be convened pursuant to the procedures outlined in this handbook. If the student accepts the sanctions, the student will sign a waiver accepting the sanctions and waiving the right to a formal hearing.
- If the student denies responsibility, written notice informing the student of the time and place of the hearing will be sent to the student's address of record and to his/her college e-mail address.
- The dean or his/her designee will make available to the student any evidence in his/her possession and, upon written request, any files, subject to the provision of Florida State Statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least 48 hours in advance of the formal hearing.
- Where several persons are alleged to have been involved in an incident, the dean will determine if separate hearings will be held.
- Pending a disciplinary hearing, the student will be permitted to attend class and otherwise participate in College activities, except in the case of a temporary suspension.
- The College's burden of proof shall be based on a preponderance of the evidence.
- All disciplinary proceedings are confidential unless confidentiality is waived in writing by the student or the proceedings are found not to be confidential by a court of competent jurisdiction.
- Resolution of any situation not outlined in this process will be at the discretion of the dean of student services.
- In the case of a distance learning student who is not a resident of Palm Beach County, this process will be conducted electronically.

### 3. Notice of Formal Discipline Hearing

The student will receive written notification via certified mail and e-mail notification five business days in advance as to the time and place of the hearing unless the student waives the right to notice of such duration. This notice shall include the following information:

- The charge(s) filed.
- A student advocate may be provided by the College, upon request, to assist a student through the disciplinary process, or the student may elect to have an independent advocate present at his/her own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
- All hearings will be open only to those involved in the process as determined by the dean.
- The student has the right to face his/her accusers, to direct questions to those witnesses through the committee chair, and to present a defense and witnesses in his/her own behalf.
- The student may not be compelled to testify against himself/herself.
- The student has the right to admit to or deny responsibility for the charges prior to the hearing.
- The College reserves the right to make a recording and will notify all parties at the beginning of the hearing.
- Failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as admission of responsibility. Should the student choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent provided that the student does not offer personal testimony in defense.

## 4. Temporary Suspension

A temporary suspension may be imposed when the dean of student services determines that a student's continued presence on the campus or at any College-related activity or class constitutes an ongoing danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the student verbally in order to effect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's College e-mail address and within three days to the mailing address on record.

If the student denies the charges, a hearing may be requested in writing within two business days and will be convened within five business days of the request.

## VIII. CAMPUS DISCIPLINE COMMITTEE

### 1. Who will be on the committee?

The campus dean of student services shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year. In the case of academic dishonesty charges, the dean of academic affairs/educational services shall initiate the formation of a Campus Discipline Committee whenever there is a case to be heard or may establish a standing disciplinary committee for the academic year.

The committee shall be composed of five persons including two students, two instructors and one administrator. In addition, three alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee. Faculty/instructors, staff and students who are directly involved in the case may not serve on the committee. The dean shall select one of the committee members to serve as chairperson.

### 2. What role will the chairperson have on the committee?

- Call the hearing to order and introduce all parties present.
- Explain to the student and all participants the manner in which the hearing will be conducted.
- Read the charges being considered.
- Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
- Ensure that the student and the person bringing the charges each have the opportunity to testify and present evidence and witnesses in his/her behalf.
- Ensure that all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given.
- The committee chairperson is a neutral party and shall facilitate the hearing process, only voting in the case of a tie.
- The chairperson may call a recess at his/her discretion.

### 3. What will happen during the hearing?

- Opening remarks will be given by the chairperson.
- The individual bringing the charges will present any evidence and witnesses regarding the charges.
- The student accused of the charges will present his/her perspective including any witnesses or documentation.
- Any witnesses can be recalled by either party or the committee chairperson.
- A summary statement will given by each side.
- At the conclusion of the fact-finding portion of the hearing, the participants will be excused, and in closed session, a decision will be rendered by a majority vote.

## 4. How will the committee make its decision?

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the evidence and testimony, discussion and a vote.

The chairperson will ensure that only evidence presented at the hearing itself may be taken into account in reaching a decision and that the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).

Findings will be delivered initially via the student's College e-mail address within two business days and in writing to the address on record within five business days.

The dean of student services will maintain findings, including any sanction to be imposed and supporting documentation. All records are confidential, per the Federal Educational Rights and Privacy Act.

If the student wishes to appeal or have time to consider making an appeal, the dean of student services or his/her designee will hear arguments for withholding the imposition for the sanctions until the time for filing an appeal has expired or until an appeal decision has been rendered.

Evidence of prior criminal convictions and/or College disciplinary action may be considered in determining the sanction only after the charges have been validated and the student found to be responsible.

Conduct of College disciplinary officers must take into account the necessity of preserving and protecting the rights and interests of the student. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not concerned College officials without written authorization of the individual in question.

## IX. WHAT ARE DISCIPLINARY SANCTIONS?

### 1. Recommendation to the Dean of Student Services/Educational Services

If the committee finds the student is responsible for the charges filed, the committee will determine and recommend sanctions to the dean. These sanctions shall be included in the written notification of the guilty finding by the committee. Conditions of sanctions will be clear and precisely stated.

### 2. Sanctions

Sanctions that may be imposed by the College include but are not necessarily limited to:

- Dismissal -- mandatory separation from the College and any College program with no promise for future readmission. An application for readmission will not be considered until such time as specified in the order of dismissal has elapsed. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Palm Beach State College.
- Suspension -- mandatory suspension from the College for a period of time as specified in the sanctions.
- Disciplinary probation -- notice that the student's behavior is in violation of this Code. Another violation may result in suspension.
- Behavior Agreement -- Student signs and agrees to abide by College behavior agreement.
- Disciplinary Warning -- notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- Restitution -- When imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the student to make restitution may constitute grounds for mitigation of the sanction.
- Other such sanctions as deemed appropriate, including written apologies, revocation of privileges, counseling or community service.
- Parental notification for drug or alcohol use or offenses involving weapons, where appropriate.

### 3. Appeal of the outcome of a hearing

Students wishing to appeal the outcome of a disciplinary hearing should contact the dean in writing within five business days for appropriate guidance in filing an appeal with the campus provost. The

vice president of student services and enrollment management is the final point of appeal. In any case, appeals will only be heard if the student can provide additional documentation or evidence that the committee did not hear or see at the time of hearing. Students may request to have an advocate be present during appeal proceedings.

## X. ETHICAL STANDARDS

Conduct of College disciplinary officers must take into account the necessity of preserving and protecting the rights and interests of the persons accused. In compliance with the Family Educational Rights and Privacy Act, information regarding a student's disciplinary status may not be discussed with persons who are not concerned College officials without written authorization of the individual in question or, in the case of persons under the age of 18, the person's parent or guardian.

## XI. NON-ACADEMIC COMPLAINT PROCEDURE

### 1. Definition of Sexual Harassment

Sexual harassment is any conduct that has the purpose or effect of unreasonably interfering with the student's educational experience by creating an intimidating, hostile or offensive environment. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's status in a club, program, team or activity. Submission to or rejection of such conduct by a student is used as a basis for decisions affecting a student.

### 2. Complaint Procedures for Student-on-Student Harassment or Discrimination Grievances

Palm Beach State College requires any person who believes that he or she has been subjected to sexual harassment or any other type of harassment or discrimination to report the incident within 40 business days to the campus dean of student services or campus provost.

When a faculty/instructor or staff member receives a complaint, he/she shall immediately inform the complainant that he/she should notify the campus dean of student services or campus provost. The faculty/instructor or staff member shall also notify the campus dean of student services or campus provost of the complaint. Failure to immediately notify the campus dean of student services of suspected sexual harassment or any other type of harassment or discrimination is a violation of this policy.

Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

In order to initiate the investigation process, the complainant must submit the grievance to the campus dean of student services or campus provost. The campus dean of student services or campus provost or designee will investigate complaints. To the extent possible, complaints will remain confidential, and information about the complaints will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint. Similarly, both the complainant and the accused party shall be treated respectfully and sensitively at all times.

The campus dean of student services or campus provost or designee will interview the accused regarding the nature of the complaint and will provide the accused with a copy of the complainant's written complaint within 10 business days. If so desired, the accused will have five business days to respond in writing to this complaint.

Any persons thought to have information relevant to the complaint shall be interviewed, and such interview shall be appropriately documented. It is expected that interviewees would cooperate in providing all requested information. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.

The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint. Investigations exceeding 20 business days shall be reviewed by the vice president of student services and enrollment management, and justification for the delay will be documented.



Upon completion of the investigation, the campus dean of student services or campus provost will prepare a written report of the investigation. The report shall include the following: a summary of the findings, a recommendation as to whether disciplinary action should or should not be pursued against the accused individual, a proposed disciplinary penalty, and the basis for the recommended action.

If either the complainant or the accused party disagrees with the determination, an appeal may be made to the vice president of student services and enrollment management within 10 business days of receipt of the written report. The vice president shall review all such appeals and may, at his or her discretion, further investigate the matter. The vice president shall issue a decision within 20 business days of receiving the request. The determination of the vice president shall be the final step of the internal review procedure.

### **3. Complaint Procedures for Harassment or Discrimination Grievances during the Admissions Process**

Palm Beach State College requires any person who believes that he or she has been subjected to sexual harassment or any other type of harassment or discrimination to report the incident to the campus registrar within 40 business days.

When a faculty/instructor or staff member receives a complaint, he/she shall immediately inform the complainant that he/she should notify the campus registrar. The faculty/instructor or staff member shall also notify the campus registrar of the complaint. Failure to immediately notify the campus registrar of suspected sexual harassment or any other type of harassment or discrimination is a violation of this policy.

In order to initiate the investigation process, the complainant must submit the grievance to the campus registrar. The campus registrar will investigate complaints. To the extent possible, complaints will remain confidential, and information about the complaints will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint. Similarly, both the complainant and accused party shall be treated respectfully and sensitively at all times.

The campus registrar will interview the accused regarding the nature of the complaint and will provide the accused with a copy of the complainant's written complaint within 10 business days. If so desired, the accused will have five business days to respond in writing to the complaint.

Any persons thought to have information relevant to the complaint shall be interviewed, and any such interview shall be appropriately documented. It is expected that interviewees would cooperate in providing all requested information. Other acceptable methods for gathering information include, but are not limited to, visual inspection of offensive materials and follow-up interviews as necessary.

The investigation of a complaint will be concluded as soon as possible after receipt of the written complaint. Investigations exceeding 20 business days shall be reviewed by the College registrar, and justification for the delay will be documented.

Upon completion of the investigation, the College registrar will prepare a written report of the investigation. The report shall include the following: a summary of the findings, a recommendation as to whether disciplinary action should or should not be pursued against the accused individual, a proposed disciplinary penalty and the basis for the recommended action.

If either the complainant or the accused party disagrees with the determination, an appeal may be made to the College registrar within 10 business days of receipt of the written report. The College registrar shall review all such appeals and may, at his or her discretion, further investigate the matter. The College registrar shall issue a decision within 20 business days of receiving the request. The determination of the College registrar shall be the final step of the internal review procedure.

Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations. Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

### **4. Complaint Procedure for Harassment or Discrimination Grievances by a College Employee**

Palm Beach State College requires any person who believes that he or she has been subjected to sexual harassment or any other type of harassment or discrimination to report the incident to the campus dean of student services or campus provost within 40 business days.

The dean of student services or campus provost will notify the executive director of human resources as to the complaint. The executive director of human resources or designee will meet with the student alleging the harassment or discrimination.

The executive director of human resources or designee will conduct an investigation of the incident in consultation with the dean of students or campus provost. Upon completion of the investigation, the executive director of human resources will prepare a written report of the investigation. The report shall include the following: a summary of the findings, a recommendation as to whether disciplinary action should or should not be pursued against the accused individual, a proposed disciplinary penalty, and the basis for the recommended action.

If either the complainant or the accused party disagrees with the determination, an appeal may be made to the vice president of student services and enrollment management within 10 business days of receipt of the written report. The vice president shall review all such appeals and may, at his or her discretion, further investigate the matter. The Vice President shall issue a decision within 20 business days of receiving the request. The determination of the vice president shall be the final step of the internal review procedure.

Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations. Retaliation against individuals who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited and will subject the person who retaliates to disciplinary action.

Student complaints not related to academic performance, harassment or discrimination should be made to the campus dean of student services. A review of the complaint will include a conversation with the dean or his/her designee and follow up to verify the authenticity of the complaint. If appropriate, the dean will bring the situation to resolution through the appropriate channels. If necessary, other administrators will be brought in to resolve the issue.

These policies are not intended to discourage the interaction of faculty/instructor and students and supervisors and subordinates where it is appropriate and ethical. However, consensual relationships are inappropriate because they often lead to sexual harassment issues, as well as conflicts of interest, favoritism and low morale. In instances where allegations of sexual harassment are raised within the context of what was once a consensual relationship, those allegations will be handled according to the procedures outlined by the College's stated policies.

# Financial Information

## Payment of Fees

Students must pay fees by their payment due date. The calculated payment due date is listed on the schedule fee receipt. If the payment deadline falls on a day that the College is closed, the payment due date will automatically be extended to the next business day. The fee structure is listed on the College web site, [www.palmbeachstate.edu](http://www.palmbeachstate.edu). Payments are accepted through:

- **College Web site** at [www.palmbeachstate.edu](http://www.palmbeachstate.edu). Payment over the Web can be made with a Visa, MasterCard, American Express, Optima, Discover, JCB or non North American Diners Club.
- **Cashier's Office**. Each office accepts cash, check, money orders, Visa, MasterCard, American Express, Optima, Discover, JCB or non North American Diners Club.
- **Drop boxes**. Drop boxes are located outside each campus Cashier's Office and payments left in drop boxes can be made with a check or money order. Drop box payments made less than one hour prior to closing for the day will be posted the following business day.
- **Mail-in payments**. Payment can be made with a check or money order and must be received by the due date listed on the student's schedule fee receipt. Payments should be mailed to:  
Palm Beach State College Cashier's Office  
Mail Station 11  
4200 Congress Ave.  
Lake Worth, FL 33461
- **Wire transfers** can be arranged through the Cashier's Office.
- No payments are accepted over the phone.

**Special Note:** Students are strongly advised to register early for the upcoming session. Early registration and timely payment of fees enhance the student's opportunity to enroll in the courses needed to complete his/her course of study.

## Refunds

The refund schedule is based upon the dates listed in the registration calendar that appears in the College Catalog and on the Web site. No refunds for the current term will be issued until the add/drop period for the term is completed. All refunds are subject to the recovery of debts/obligations owed to the College. Refunds are issued on a bimonthly basis throughout the semester. Refunds are issued in accordance with the method of payment. Payments made by credit card will be credited back to the most recent credit card used for payment. Students who paid with a check or cash will be issued a refund check or direct deposit. Without exception, all checks are mailed. It is the student's responsibility to maintain a current address on his/her student account through PantherWeb or the Registrar's Office.

Any student who officially withdraws from the College or reduces his/her course load prior to the end of the published add/drop period is automatically eligible for a full refund of refundable fees after the session's add/drop period has ended. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first-time-at-the-College Title IV financial aid student withdraws from all credit classes after the end of the published add/drop period, but not beyond 60 percent of the term.

A student who has to withdraw or is dropped from a class due to a College error, change or other College action, after the published add/drop period, shall be refunded 100 percent of the refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record.

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control as identified below. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis.

## Direct Deposit of Financial Aid Payments and Refunds

Students can choose to have any funds due back to them (financial aid funds and/or refunds) automatically deposited with their financial institution. Choosing direct deposit reduces the risk of those funds being lost in the mail and eliminates the additional time needed for the U.S. Postal

Service process. Direct deposit forms can be found at [www.palmbeachstate.edu/FAforms.xml](http://www.palmbeachstate.edu/FAforms.xml) and should be completed and returned to any campus Cashier's Office. Any direct deposit forms submitted to the campus Cashier's Office will remain active until modified or canceled by either submitting an updated form or a letter of cancellation.

## Refund Appeal Process

Refunds requested after the official add/drop period of the course(s) must go through the refund appeals process. This process takes approximately five weeks. Appeals must include copies of supporting documentation and completion of the form available in the campus Registrar's Office. If the student is no longer attending, it is the student's responsibility to withdraw from the course(s). Submitting a refund form does not officially withdraw a student from a class or the College.

Students will be notified in writing of the Refund Appeals Committee's decision, and decisions will be based on the documentation provided. If approved, a student's refund will be issued in accordance with the method of payment. Any financial debt/obligations owed to the College will be deducted from the refund. A student who has to withdraw or is dropped from a class due to a College error, change or other College action after the published add/drop period, shall be refunded 100 percent of the refundable fees upon the approval of the student's refund request. No grade or attempt is recorded on the student's record. No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the student's control as identified below. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis.

## Required Documentation

Supporting documentation must accompany refund requests based on a College action or personal emergency.

The following documentation is required:

- **Death of an immediate family member** -- Documentation of the death and the student's relationship to the deceased. Immediate family members are limited to spouse, child, parent and sibling.
- **College change or error** -- A letter from the appropriate College official documenting the situation in which the College was in error or initiated an action that caused the student to have to withdraw.
- **Employment** -- A letter on company stationery indicating that the student's employer changed his/her work schedule (listing old and new work schedule) and that this change prevents the student from completing the term.
- **Medical** -- A letter from the student's physician or health care agency specifically indicating an illness of such severity or duration that the student cannot continue in a course(s). The letter must include dates of the illness and treatment.
- **Military Service** -- Documented involuntary call to active military duty.

## Returned Check Fees

According to Florida State Statutes § 832.05 (giving worthless checks, drafts, and debit card orders, etc.):

- Worthless checks up to \$150.00 constitute a first degree misdemeanor.
- Worthless checks over \$150.00 constitute a third degree felony.

The College reserves the right to take necessary actions against those check writers by assessing the maximum fees allowable by law including:

Current bank service fee for returned checks plus amount allowed by law; the current College returned check fees are as follows:

- Checks under \$50.00 will be charged \$26.50.
- Checks from \$50.00–\$299.99 will be charged \$31.50.
- Checks from \$300.00–\$800.00 will be charged \$41.50.
- Checks over \$800.00 will be charged 5 percent of the check amount.

Students who have presented two returned checks will no longer be allowed to pay by personal check. All fees are subject to change.

### **Collection Costs**

Students who fail to pay any balance owed to the College on a timely basis will be referred to an outside collection agency and subsequently reported to any credit bureau as part of the process. Collection costs associated with any individual account balance referred to a collection agency will be passed on to the student, as authorized in Florida Statute 1010.03. Additional collection costs can increase your debit owed to the College substantially; so, please be mindful of any billing or past due notice sent by the College in order to prevent your account from becoming delinquent.

# Student Financial Aid

Financial aid is available for full- and part-time students. Your data from the Free Application for Federal Student Aid (FAFSA) and your enrollment status determine the amount of your award package. For detailed information on the types of financial aid available through the College, please refer to the Web at [www.palmbeachstate.edu/FinancialAid.xml](http://www.palmbeachstate.edu/FinancialAid.xml). All student financial aid checks will be mailed. It is the student's responsibility to have a current address on file with the Registrar's Office.

## Your Financial Aid Information on PantherWeb

You can always check the status of your financial aid on PantherWeb. It is updated every night. Also, Financial Aid publishes a monthly Student Newsletter linked from your PantherWeb, which provides important and topical advice.

## Financial Aid Payments

The Cashier's Office can assist you with electronic direct deposit to your bank, and your funds will be available several days sooner. Otherwise, financial aid checks are mailed throughout the term. It is the student's responsibility to have a current address on file with the Registrar's Office.

## Financial Aid Calendar

**May 1** You should file your FAFSA after your family's tax returns are complete, and the IRS filing date is April 15. Many Foundation Scholarships require the FAFSA be filed by May 1 as well.

The Financial Aid Office staff strives to have any financial aid situation resolved before tuition payment is due, and this is usually possible if students file an accurate FAFSA by:

**July 1** Priority date for fall term. Completed applications received by this date are given priority when awarding any need-based scholarships, grants or on-campus employment.

**Nov. 13** Priority date for spring term. Completed applications received by this date will be eligible for tuition and fee coverage up to the amount of their financial aid awards for the spring term.

If the College receives your FAFSA information after these dates, you should be prepared to pay your tuition and fees by the due date printed on your class schedule.

Please submit a student loan application by the priority deadlines listed above in order to be eligible for tuition and fees covered by your loan. If you submit a loan application after the priority deadline you are responsible for paying your tuition and fees by the due date printed on your class schedule.

## Palm Beach State Foundation Scholarships

Please see the Financial Aid section of the Web site for application instructions. Applications are solicited at several times during the year.

## Private Scholarships

Please submit verification of scholarships you have earned from private sources, and make sure the check is sent to Palm Beach State by the above dates in order to ensure tuition coverage from these awards.

## Financial Aid for Students with Disabilities

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. Students should be aware that they must meet the same eligibility criteria, including Standards of Academic Progress, as other students. Under the Americans with Disabilities Act of 1990, students with documented disabilities for whom part-time enrollment is a necessary accommodation are eligible for the full-time Florida Student Assistance Grant. A financial aid advisor can determine how a reduced course load will affect your aid.

## **Attendance and Enrollment**

Federal regulation requires calculation of Pell Grants based on the number of credits taken, and the student financial aid budget will be adjusted accordingly. In addition, to receive a Federal Stafford Loan or to have a previous loan deferred, the student must take at least six credits each semester.

You must attend each class at least once during the first week of class to be eligible to receive a financial aid disbursement. Failure to attend each class for which you are registered will result in a loss or reduction of your financial aid awards.

## **Standards of Academic Progress for Financial Aid Students**

According to federal regulations, students participating in any Title IV financial aid program offered through Palm Beach State College will be subject to the Standards of Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether or not the student was a financial aid recipient. Please see your campus Financial Aid Office or the financial aid Web site, [www.palmbeachstate.edu/FinancialAid.xml](http://www.palmbeachstate.edu/FinancialAid.xml).

### **Minimum Standards**

To meet the standards of satisfactory academic progress, the student must maintain a minimum of 2.0 cumulative GPA and successfully complete a minimum of 67 percent of all classes attempted (audits, failures, incompletes, repeats, and withdrawals are included in calculating attempted hours).

All incomplete grades (grades of I) will be counted as failing grades (grades of F) until the Registrar's Office posts the final grade on the transcript.

Federal regulations require that students complete their programs in a period no longer than 150 percent of the published program length. Students seeking an A.A. degree will be eligible to participate in the financial aid programs offered at Palm Beach State until they have attempted 90 credit hours. Student seeking A.A.S. and A.S. degrees and certificates will also be eligible until they have attempted 150 percent of the number of credit hours needed for their program as published in the College Catalog. All credits that appear on the student's transcript will be counted as cumulative hours attempted regardless of the grade received, including transfer credits, CLEP hours and repeated courses, and certain ESOL courses if designated as credit courses by the transferring institution.

College prep course work will not be included when applying these standards. However, the student is eligible to receive financial aid for a maximum of 30 college prep hours.

These standards will be assessed at the end of fall and spring terms. (Summer enrollment will be calculated at the end of fall terms.) Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate grade point average (GPA) and have achieved the required minimum completion rate. Students who exceed the maximum time frame will be terminated from all federal and state financial aid program participation at Palm Beach State.

A student who is placed on financial aid suspension or termination will not be eligible to receive any federal or state funding, including student loans. Students who are suspended must pay for their own classes until they have earned the minimum required GPA and hours. Students will not be reimbursed for the courses taken while on suspension.

### **Appeals**

Students may appeal suspension or termination status based on the following mitigating circumstances:

1. Death in the immediate family affecting the student's academic performance
2. Illness of the student or immediate family member having direct effect upon the student's academic record
3. Other extraordinary circumstances determined acceptable by the Financial Aid Office

These students must complete a Financial Aid Appeal Request form and submit it to their campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee. To have your appeal reviewed by the committee, you must submit new

documentation or attend the committee meeting to explain your circumstances. Upon approval of an appeal, the student's financial aid eligibility will be reinstated.

## Return of Federal Title IV Funds

If you are a recipient of any of the Title IV Federal Financial Aid programs and are considering withdrawing from all classes prior to completing more than 60 percent of the term, your eligibility for aid will be recalculated based on the percent of the term completed. This may result in you having to return a portion of the aid that you have received. In addition, if you stop attending all of your classes prior to completing more than 60 percent of the term, and/or if your transcript reflects unsuccessful completion of all courses, this will be considered an unofficial withdrawal. Your financial aid eligibility will be calculated based on 50 percent of the term completed, unless documentation of an academic-related activity (defined by the faculty/instructor) is provided to the Financial Aid Office, in which case your financial aid eligibility will be calculated using this later date.

Please contact the Financial Aid Office immediately to learn how your withdrawal or lack of attendance could impact your financial aid. Students will not be eligible to register for future terms until all financial obligations are paid in full.

Title IV aid includes the following programs at Palm Beach State:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG Grants
- Federal Academic Competitive Grants.

## Bookstore Allowance

If you qualify for a bookstore allowance, it will be available starting three or four days before classes begin and continuing through the add/drop period each semester. Books for express terms need to be purchased during the add/drop period for the main session each summer.

Financial aid awards cannot be used to purchase books on credit before or after these periods. A copy of your schedule and a picture I.D. are required.

Purchases for out-of-stock items must be made during these specified dates. You can request a voucher from the bookstore, which will enable you to prepay for an item that is on back order.

Bookstore allowances are a maximum of \$650.00 and are based on an assumed full-time award status. After add/drop, your financial aid awards will be pro-rated based on actual enrollment. This may result in an over-award of your bookstore allowance, which you are obligated to pay. We advise you to retain all receipts for items purchased using your bookstore allowance.

## Veterans Affairs

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges like other students. The exceptions are precertified Chapter 31 students (disabled veterans under vocational rehabilitation). Any VA student may receive one deferment per academic year to pay his/her fees by completing the appropriate forms in the veterans' section of the Financial Aid Office. Veterans who choose to defer their fees and fail to pay by the due date will be treated like other students who fail to pay fees. Upon certification by the College and Veterans Administration, an educational allowance is paid monthly to the student for training time computed as follows:

### Veterans Affairs Allowance

Time	Regular Term	6-Week Session
Full	12 hours or more	4 hours or more
3/4	9-11 hours	3 hours
1/2	6-8 hours	2 hours
Fees Only	15 hours	1 hour



Students claiming benefits and eligible to receive a monthly benefit check should be prepared to meet their expenses in full for the first two or three months prior to receipt of their first VA check. When eligibility is established, checks usually arrive by the 10th of each month.

### **Standards of Progress for Veteran Students**

Palm Beach State College has established the following standards of progress for all veterans or eligible persons receiving VA benefits to comply with Veterans Administration regulations:

1. Complete academic records are maintained on each veteran who is certified as eligible for benefits under the public laws. The records must show continuous pursuit of a degree and the rate at which progress is being made. They include final grades in each subject for each term, record of withdrawal from any subject to include the last day of attendance for a course and record of enrollment in subjects from which there was a withdrawal.
2. Complete academic records are maintained on previous college-level academic training, and these records indicate the amount of credit accepted that proportionately shortens the training period. The record is cumulative in that it shows the results of each term of enrollment, subjects taken and grades earned.
3. Students receiving VA benefits should note that excessive absences would result in termination of benefits. A veteran or other eligible student will be subject to the attendance criteria covered in this Handbook. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their grade point average is below the required 2.0 GPA. PSAV students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. Veteran students must earn and maintain the required 2.0 GPA. If the appropriate GPA has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status is also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (Fs) equivalent to more than the minimum number of credit hours considered to be full time (12).
7. PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
8. PSAV students at the end of any evaluation period who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements) will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

**Note:** It is the responsibility of the veteran to advise the Veterans Affairs Office of any changes in status, i.e., address, withdrawal from class, etc. The coordinator of veterans affairs is located in the Financial Aid Office.

# Student Services

## Student Advocate

The director of College-wide student programs shall serve as student advocate or ombudsperson for students. This student advocate or his/her office shall assist students in resolving conflicts and in processing appeals through established procedures. The director of College-wide student programs (student advocate) can be reached at (561) 868-3375. (See section 1006.51, Florida Statutes.)

## Academic Advising

Students can request assistance with course selection, educational planning, transfer or graduation by contacting the academic advising office on their campus. It is recommended that students meet with an academic advisor at least once a semester.

Belle Glade: (561) 9931182

Boca Raton: (561) 8624313

Lake Worth: (561) 8683036

Palm Beach Gardens: (561) 2075340

More information is available at [www.palmbeachstate.edu/advising.xml](http://www.palmbeachstate.edu/advising.xml).

## Career Centers

Career planning and employment services are available at all locations of the College. The Career Center staff can help you with deciding on a major, researching occupations, employer identification and job search skill development. You are encouraged to visit the Career Center on your preferred campus and meet with a counselor or advisor for assistance achieving your career goals.

Belle Glade: Student Services, Room CRA105, (561) 993-1182

Boca Raton: Boca Tech, Room BT125, (561) 862-4325

Lake Worth: Student Services, Room CT104, (561) 868-3066

Palm Beach Gardens: Burt Reynolds Student Center 129, (561) 207-5350

Information is also available on the Web at [www.palmbeachstate.edu/Career.xml](http://www.palmbeachstate.edu/Career.xml).

## Counseling Services

The College-wide Student Counseling Center, located on the Lake Worth campus, provides services and programs to help students maintain their emotional well-being in order to achieve their educational goals. Services are confidential and provided free of charge to currently-enrolled students.

Services include:

- Crisis intervention
- Brief counseling
- Referral services
- Faculty/instructor and staff training

For more information, call the Center at (561) 868-3980.

[www.palmbeachstate.edu/CounselingCenter.xml](http://www.palmbeachstate.edu/CounselingCenter.xml)

## The College TRIO/Student Support Services

Student Support Services is a U.S. Department of Education-funded program that provides support services to low-income, first-generation college students and students with disabilities. Services include advising, tutoring, financial aid assistance, cultural events, college tours, workshops, career development, grant aid, and transfer assistance. See [www.palmbeachstate.edu/SSS.xml](http://www.palmbeachstate.edu/SSS.xml).

## **Disability Support Services**

Palm Beach State College complies with all laws and regulations applicable to qualified individuals with disabilities as required in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. These laws mandate reasonable accommodations that assure students with disabilities the opportunity for equal access to, and participation in, all College facilities, programs, activities and/or services.

It is the responsibility of the student to request accommodations by registering with the Disability Support Services (DSS) Office on his/her campus, and to provide appropriate documentation from a qualified clinician in support of the request for services. Students must confer with the designated DSS coordinator at their individual campuses each term/session, as appropriate accommodation may vary from course to course. The DSS campus coordinator will authorize the accommodations through written notification to each faculty/instructor for whose course accommodation is mandated.

Students with disabilities are required to adhere to the same academic standards, conduct codes and policies and procedures expected of all Palm Beach State students.

### **Disability Support Services Telephone Numbers:**

Lake Worth (561) 868-3046

Palm Beach Gardens (561) 207-5345

Boca Raton (561) 862-4316

Belle Glade (561) 993-1139

College-wide (561) 868-3375

Information is also available on the Web at [www.palmbeachstate.edu/disabilities.xml](http://www.palmbeachstate.edu/disabilities.xml)

## **Admission and Graduation Substitutions for Students with Disabilities**

Eligible students with disabilities (as defined by Florida Statute 1007.264) shall be considered for reasonable substitutions with regard to admission and graduation requirements, provided that the inability to fulfill the course requirement is due directly to the disability, that appropriate accommodations will not result in success, and where the substitution will not constitute a fundamental alteration in the nature of the program.

The President shall appoint an Academic Substitution Committee for students with disabilities, minimally consisting of a student services administrator, academic affairs administrator, disability support services counselor and two other professional personnel, to review substitution requests, identify reasonable substitutions and make substitution decisions on an individual basis.

If a student with a disability attempts a required course and receives an unsatisfactory grade in the course, the grade the student receives in an approved substitute course will be used in place of the grade of the required course in computing the student's grade point average (GPA). Only the last attempt of the substitute course will be used in the GPA calculation, regardless of when it is taken.

A student who receives a waiver or substitution for a course in which he/she is currently enrolled will be permitted to officially withdraw from the course without penalty, even if the regular deadline for withdrawal has passed.

Students may appeal a substitution denial or a determination of ineligibility to the vice president of academic affairs, who will review the case and make a recommendation to the President for approval. Information about this procedure shall be published in the College Catalog and this Handbook.

## **FACTS.org**

FACTS.org is Florida's official college advising Web site. Find information on Florida's state universities and colleges and their programs. You can apply for admission, financial aid and scholarships online, as well as explore the college transfer process, access career planning and review academic transcripts. FACTS.org does not substitute for regular meetings with an academic advisor.

## **Graduation**

It is the student's responsibility to apply for graduation for A.A.S., A.S., A.A. and B.A.S. degree programs. This should be done at [www.palmbeachstate.edu/graduation.xml](http://www.palmbeachstate.edu/graduation.xml) prior to beginning your last semester.

## **Health Information**

Students are encouraged to have adequate insurance to take care of medical expenses incurred.

### **AIDS/Infectious Disease Policy**

The College will allow students with infectious diseases including, but not limited to, AIDS, AIDS Related Complex (ARC) or those testing positive for Human Immunodeficiency Virus (HIV) to participate in any student programs unless it can be demonstrated that such students are a direct threat to other students, employees, or the public.

If it is determined that a student who has an infectious disease appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the vice president of student services, two College employees in the health care field, and one other administrator, counselor or faculty/instructor appointed by the President. The committee will review the facts and recommend to the President whether or not action should be taken. The committee will consider "reasonable accommodation" if it is determined that some type of action is required.

The committee will take reasonable measures to safeguard the confidentiality of medical records or other information it has obtained.

### **Measles Immunization**

It is strongly recommended that all students who are either under the age of 35 years and have not had measles (rubella) or who were immunized for this disease before 1965 obtain measles immunization prior to attending the College. Certain Limited Access programs require documentation of immunization. Refer to specific program information. Immunization can be obtained in the Belle Glade, Delray Beach, Lake Worth, Riviera Beach and West Palm Beach Health Department clinics.

# Student Activities

The Department of Student Activities promotes student engagement through numerous co-curricular opportunities on and off campus. Students can enhance their college experience by participating in social events, diversity awareness programs, intramural sports, leadership development, student government and volunteer opportunities. Students may take a break at any of the Student Activity Center locations and play billiards, video games, cards, surf the net or just stop by and chill for a while. Students are encouraged to visit their campus Student Activities Office for a list of upcoming events and a current list of campus organizations:

Belle Glade – (561) 993-1169, Bldg. CRA, Rm. 1054  
Boca Raton – (561) 862-4327, Bldg. AD, Rm. 126  
Lake Worth – (561) 868-3024, Bldg. BK, Rm. 109  
Palm Beach Gardens – (561) 207-5356, Bldg. BR, Rm. 141

## Student Government

The Student Government Association (SGA) is the official voice of the student body and an important link in the College's endeavors to ensure a positive learning environment. Participation in SGA provides many opportunities for involvement at the local, district and state levels of student government through the Florida Junior/Community College Student Government Association (FJCCSGA). SGA aims to achieve positive advancements for students, promote civic engagement, and facilitate smooth working relationships among students, administration, faculty/instructors and staff. Each year, officers are selected to make up the Executive Board, which plans the SGA's activities. To find out if you are eligible to apply for an officer position, or to join SGA, contact your campus Student Activities Office.

## Intramural Sports and Wellness Centers

Students are encouraged to play and compete in campus recreational sport leagues or tournaments. Intramural sports vary from campus to campus. A few examples of sports hosted are basketball, volleyball, flag football, soccer, chess, boxing, and table tennis. For more information contact your campus Student Activities Office.

The mission of Palm Beach State College's Wellness/Fitness Centers is to promote optimal health and vitality, encompassing physical, emotional, intellectual, spiritual, environmental, interpersonal and social well-being for students, faculty/instructor, and staff. Our facilities are available to eligible users at **no additional cost**. All participants in the Wellness Center must complete an orientation prior to the use of this facility. An orientation consists of completing paper work and a review of the use of equipment and safety precautions. For more information on hours of operation, contact your campus center or visit in person:

Belle Glade – Room TEC126  
Boca Raton – Room BT 145  
Lake Worth – Room FT 102  
Palm Beach Gardens- Room SC 120

## Student Publications

The student newspaper, *The Beachcomber*, is produced by student journalists under the guidance of a faculty advisor. The paper gives the students practical experience in reporting, advertising, editing, photography and business management.

The student newspaper is one of the strongest means of encouraging an atmosphere of open discussion of intellectual exploration at the College. Thus, responsible student journalism is protected by the College administration. Student journalists are expected to be governed by accepted general canons of responsible journalism such as accuracy; equal and fair reporting of the news; and the avoidance of obscenity, undocumented allegations, attacks on personal integrity and plagiarism. *The Beachcomber* phone number is (561) 862-4432.

The *Palm Beach Review* is Palm Beach State's only literature and art magazine. It is published entirely online twice per year, and selects only current Palm Beach State student work for publication from all campuses. Published writing includes poetry, spoken word, fiction, nonfiction and

commentary. Published art includes student paintings, drawings, sketches, visual representations of sculpture, graphic art and photography. For more information, visit [www.palmbeachstate.edu/pbr.xml](http://www.palmbeachstate.edu/pbr.xml).

## Center for Student Leadership

Palm Beach State College strives to offer top quality leadership development through practical experiences. The mission of the Center for Student Leadership (CSL) at Palm Beach State College is to provide students with the opportunity to engage in a variety of leadership activities that will assist students in developing the skills, knowledge and values necessary to become effective leaders. CSL is committed to training future leaders in effective communication, team building, ethics, professionalism, and conflict resolution. The program is a year-long commitment that includes monthly meetings at various campuses and locations. The program also requires each participant to complete an application, maintain a minimum GPA of 2.5 cumulative, and perform 20 hours of community service. For more information on CSL, contact the student life manager at 561-868-3842 or e-mail [iosiasm@palmbeachstate.edu](mailto:iosiasm@palmbeachstate.edu).

## Math Olympics

The purpose of the Math Olympics is to provide a meeting place for students who enjoy math. The Math Olympics promotes problem-solving skills through the preparation for and participation in events such as the Florida Math Olympics and the AMATYC Math league. Activities include field trips to engineering firms and other related businesses, guest speakers and tutoring sessions held by the Math Olympics for the general student population. For more information on how to join, contact Professor Roy Boulware at Room BB 201.4, Palm Beach Gardens campus, (561) 207-5216 or e-mail [Boulwarr@palmbeachstate.edu](mailto:Boulwarr@palmbeachstate.edu)

## Student Organizations

Get involved! Palm Beach State College is the host to a wide variety of social, faith-based, special interest, academic, service, and occupational-type campus organizations. The College offers more than 75 clubs and organizations, which provide students personal, interpersonal, and organizational development. All clubs and organization are open to all currently enrolled Palm Beach State students.

Can't find a club? No worries...Visit Student Activities to pick up the proper forms and a list of criteria to start a new club at the College.

To hold office in a student organization, students must have a 2.0 grade point average at the beginning of the tenure of office, and must maintain a 2.0 or better average during each semester of their stay in office.

### BELLE GLADE:

- Black Student Union
- Cosmetology Club
- Drama Club
- Dream It, Do It
- International Student Club
- Kiskeya (Haitian student organization)
- Nursing Student Association
- Phi Theta Kappa (Academic Honors Society)
- Sisters on the Serious Side
- Spanish and Latin Student Association (SALSA)
- Student Government Association
- Toastmasters Club

### BOCA RATON:

- Art Club
- American Institute of Architects
- Black Student Association
- Boxing Club

- Center for Student Leadership
- Chabad Student Center
- Christian Student Association
- Computer Club South
- Djakout Lakay (Haitian student organization)
- Florida Future Educators of America (FFEA)
- Golden Z Club
- Journalism Club
- Lean, Clean and Green Ecology
- Massage Therapy Club
- Phi Theta Kappa (Alpha Delta Iota chapter)
- Political Forum
- Spanish and Latino Student Association (SALSA)
- Students For Israel

#### LAKE WORTH

- Aspira
- Black Student Union
- Dental Assisting Student Association
- Kiskeya (Haitian student organization)
- Music Club
- Nursing Student Association
- Panther Health Information Management Student Association
- Panther Medics (EMS)
- Palm Beach State Players (drama club)
- Performing Musical Groups:
  - Concert Band
  - Concert Choir
  - Chamber Singers
  - Troubadours (jazz vocal ensemble)
  - Brass Ensemble
  - 12 O'Clock Jazz Ensemble
  - Tuesday Nite Band
  - Jazz Combos
- Phi Beta Lambda
- Phi Theta Kappa (Student Honor Society)
- Scribblers Society
- Scrub Club (surgical technology)
- Student Trainers for AIDS Related Education Peer Advisors (S.T.A.R.E.)
- Student American Dental Hygiene Association
- Student Government Association
- Students for International Understanding

#### PALM BEACH GARDENS

- Art Alliance
- Black Student Union
- Chess Club
- Circle K International (Kiwanis)
- Community Earth
- Veterans Club (Chi Gamma Iota)
- Dream It, Do It Club
- Energy Club

- Faith Walkers Christian Fellowship
- Florida Future Educators of America (FFEA)
- Gay-Straight Alliance
- Phi Theta Kappa (Alpha Gamma Sigma chapter)
- Political Forum
- Psi Beta (Honors Psychology)
- Radiography
- Respiratory Club
- Spanish Club
- Student Government Association
- Sonography Club
- Writers Circle

## **Student Participation in Institutional Decision Making**

The College encourages student participation in institutional decision making. One important means of influence in the governance of the College is the Student Government Association on each campus. These associations have an open door to the President and other administrators of the College. The SGAs on each campus act as liaisons to college administrators for student issues and concerns.

Each student organization develops a budget request for the organization and submits it through the College's budgetary process. Upon approval of the budget, the organization is responsible for submitting requests for expenditures in accordance with the accounting procedure of the College. In general, students are responsible for the operation and programming of their respective organizations.

Students are also invited to participate on the College-wide Student Activities Funding Committee, Disciplinary Committees, Diversity Committee, Accreditation Committees, Enrollment Management Committee and other committees as appropriate.

Moreover, on occasion, students are given the opportunity through opinion questionnaires to evaluate various College programs and activities and give their opinions on various College issues. Information obtained through this process is of significant value in making operational decisions.

## **Student Trustee**

In keeping with the College's commitment to student involvement, Palm Beach State has established a student position on the District Board of Trustees. This position is non-voting and designed to ensure that student issues and concerns are represented. Students interested in serving in this capacity must apply for the position. To be considered, a student must meet the following criteria:

- At least a 3.0 cumulative grade point average
- Two letters of recommendation (One letter must be from a faculty/instructor and one letter can be from a faculty/instructor or staff member.)
- A typewritten essay on why he/she wishes to become a student trustee

Applications are available in the spring semester from the campus student activities coordinator. A committee makes the final selection.

## **Policy on Evening and Weekend Activities Sponsored by Student Groups**

**Purpose:** This policy is to ensure the safety, welfare and equitable treatment of those participating in on-campus and off-campus evening and weekend College-sanctioned activities sponsored by student groups and to protect the property, resources and general interest of the College.

**Stipulations:** College-sanctioned activities sponsored by campus clubs, organizations or other student groups on weekends or that extend beyond 9:00 p.m. during weekdays must adhere to the following stipulations:

1. Must be approved by the advisor and the dean of student services.



2. Must have adequate security and supervision as determined by the dean of student services; however, a minimum of two adult supervisors, who are College personnel, is required.
3. Must conclude by midnight, unless special exception is granted by the provost.
4. All alcoholic beverages and illegal drugs shall be strictly prohibited. Persons suspected of using such substances will be immediately reported to the proper authority and expelled from the activity.
5. The Student Code of Conduct as outlined in this handbook will be strictly enforced.
6. Written requests should be submitted at least two weeks prior to the event.
7. A facility request form must be completed in accordance with established procedures.

## **Intercollegiate Athletics**

Palm Beach State College has achieved national recognition and high status among state colleges for its strong support of athletics and its outstanding achievements in athletic competition. The College offers students the opportunity to participate in the following sports:

**Men** Baseball, Basketball

**Women** Volleyball, Softball, Basketball

All student athletes must meet standards of academic progress as defined by the National Junior College Athletic Association (NJCAA), Florida Community College Activities Association (FCCAA), and the College. Contact the Director of Athletics for further information or go to [www.palmbeachstate.edu/athletics.xml](http://www.palmbeachstate.edu/athletics.xml). All intercollegiate athletic programs are presently located on the Lake Worth campus.

## **Panther Prowl/Panther Cup**

**PANTHER PROWL** is a tradition at Palm Beach State College. This special event celebrates Panther Pride and the men and women athletes who play on the College's intercollegiate sport teams (baseball, basketball, softball, and volleyball). This annual event is open to all currently enrolled students, faculty/instructors, and staff. Panther Prowl is a formal occasion that includes live music, dinner, and commemorative photographs.

**PANTHER CUP** is a College-wide event that occurs in the spring semester. A series of fun challenges are scheduled for the students to compete against one another. Each campus puts together a team to represent them on this fun day. The excitement starts with a competitive team sport like flag football or soccer and ends with amusing picnic games like water balloon toss and three-legged races.

For more information on Panther Prowl or Panther Cup, contact the student life manager at (561) 868-3842.

# Testing Services

## Testing Center Contact Information

Belle Glade  
(561) 993-1125  
[westtesting@palmbeachstate.edu](mailto:westtesting@palmbeachstate.edu)

Boca Raton  
(561) 862-4324  
[southtesting@palmbeachstate.edu](mailto:southtesting@palmbeachstate.edu)

Lake Worth  
(561) 868-3012  
[centraltesting@palmbeachstate.edu](mailto:centraltesting@palmbeachstate.edu)

Palm Beach Gardens  
(561) 207-5359  
[northtesting@palmbeachstate.edu](mailto:northtesting@palmbeachstate.edu)

For information, hours of operation, test fees, student policies, and procedures and responsibilities, please access the Web site: [www.palmbeachstate.edu/testing.xml](http://www.palmbeachstate.edu/testing.xml).

## Placement Testing

The following exams may be used for placement: ACT, SAT and the Florida College Entry-Level Placement Test (FCELPT) provided scores are less than two years old from the beginning of your first term. The FCELPT is offered during regular hours of operation at all Palm Beach State locations.

**Note:** Proof of English proficiency may be required prior to the administration of this test for students whose first language is not English.

## Faculty/Instructor Make-up Tests

A student who has missed a regularly scheduled classroom test may be required to take a make-up test. The decision to allow the make-up test is faculty/instructor's prerogative. Make-up tests are administered during the regular operating hours of the Testing Centers. It is up to the student to make the appropriate arrangements for the test. No appointment is necessary. There is a fee assessed for make-up tests. Fees for make-up exams should be paid at the Cashier's Office. You must allow enough time to complete your test as per faculty/instructor stated test time before the Test Center closes for the day. For example, if the instructor has allotted two hours for a test, the student needs to be seated in the Testing Center by 5 p.m. if closing time is 7 p.m.

## English Proficiency Test

This is a test of English proficiency and is required of any student whose first language is not English. Students should check with the Admissions office to determine if this test is required. Please see an advisor for more information.

## Challenge Examinations

Certain courses offer challenge tests that allow students to earn credit based on experience or prior knowledge. Students should check with the Lake Worth campus for Challenge Exam availability.

## CLEP (College Level Examination Program)

College-Level Examination Program (CLEP) is a credit by examination program designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material, with such credit applicable toward a degree. Students should check with an advisor to determine if this test is recommended for them. An appointment may be necessary for this test. Please check the campus of your choice for availability. This is a computerized test.

## Distance Learning Tests

These tests are available at all locations. They are given on a walk-in basis during regular hours of operation. There is no fee for a distance learning test unless it is a makeup test.

## Disability Support Services (DSS) Academic Tests

The testing centers provide accommodations for students with documented disabilities. Students requesting accommodations must be registered with Palm Beach State's Office of Disability Support Services. Appointments may be necessary for this service. Students are asked to contact their campus coordinator for Disability Support Services for more information.

## Test of Adult Basic Education (TABE)

The TABE is required for certain programs of study that grant certificates. Students should check with an advisor to determine if they need this test. This exam is available at any of Palm Beach State's locations. An appointment may be needed for this test. Assistance with TABE preparation is available through the Student Learning Centers Vocational Preparatory Instruction (VPI) lab. This is a computerized test.

## NLN PreAdmission Examination (PAX)

The National League for Nursing PreAdmission Examination\* is a nationally recognized, standardized test that provides a common basis for evaluating the academic ability of first-year nursing students. The examination includes three multiple-choice tests: verbal ability, mathematics, and science.

The scores from the preadmission examination will be utilized by the Limited Access program office to determine eligibility for the applicant pool for admission to the nursing program. A minimum score of 50 will be required on this examination for direct inclusion into the applicant pool. A score of 49 or below on this examination will prohibit entrance for this period.

Application to take the test or to request scores may be done online at [www.nln.org](http://www.nln.org) using a debit or credit card to secure payment. Registration and testing dates can be found by clicking on the "Testing Services" link on the NLN Web site.

\*Please arrive early on the day of the test! Make sure to bring your registration form that you print off of the NLN Web site when you register. **STUDENTS WHO DO NOT BRING THEIR REGISTRATION FORM WILL NOT BE ADMITTED TO THE TEST.** The registration form must be printed from the NLN site. A valid photo ID is also required.

# Campus Safety and Security

## A Drug-Free Campus

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines of up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines of up to \$5,000. Any person who unlawfully distributes a controlled substance, including alcohol, to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Under Florida law, Palm Beach County and city ordinances it is unlawful for any person to sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture or deliver a controlled substance. A person who violates this provision is guilty of a felony of the first, second or third degree, which is partially determined by the type of drug and the quantity involved. Violators may be subject to the stiffest penalties available.

Under Florida law, the maximum penalty for trafficking specific amounts of cocaine or any mixture containing cocaine, including but not limited to crack is a firstdegree felony punishable by life imprisonment without the possibility of parole. Under certain circumstances, such an offense is a capital felony punishable by death.

Based on the quantity involved, penalties for trafficking in illegal drugs including, but not limited to, the narcotics morphine, opium and heroin range from a mandatory imprisonment of three (3) years and a \$50,000 fine to 25 years and a \$500,000 fine.

Based on quantity involved, other penalties for trafficking in illegal drugs, include, but are not limited to, marijuana, inhalants, depressants and other stimulants range from five (5) years' imprisonment and a \$5,000 fine to 30 years imprisonment and a \$15,000 fine.

Further, it is unlawful for any person to use or to possess with intent to use or deliver drug paraphernalia.

It is unlawful for any person to sell, purchase, manufacture or deliver, or to possess, with the intent to sell, purchase, manufacture or deliver a controlled substance on or within 200 feet of the real property comprising a public or private college, university or other postsecondary education institution.

For further information, please consult Florida Statutes, Chapter 893, and Palm Beach County and local city ordinances.

The legal age for drinking alcoholic beverages is 21 in Florida. Selling, giving or serving alcoholic beverages to persons under 21 is unlawful. Possession of alcoholic beverages by persons under age 21 is prohibited by Florida law. The minimum penalty is 60 days in jail or a \$500 fine. Alcoholic beverages include, but are not limited to, beer, wine, distilled spirits, wine coolers and liqueurs. Students are prohibited from possessing, selling or using alcoholic beverages on campus or at any College function.

It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a misdemeanor. Use or possession of a counterfeit license or identification is a felony.

It is unlawful to drive while under the influence of alcohol or other drugs. Penalties range from a mandatory suspension of a driver's license for 90 days to fines up to \$500, to hours of community service, to imprisonment for six months. Students shall be subject to appropriate disciplinary action by the College authorities.

In accordance with applicable state and federal laws, students who are under the age of 21 and are found responsible for a drug or alcohol violation may have notification regarding the violation and sanction sent to their parent(s), legal guardian and/or guarantor. Such notification will occur on the first drug violation. Such notification may occur after the first alcohol offense if the mitigating circumstances justify parental notification. Additionally, the applicable persons will be notified if a student is provided emergency medical transport.

## Children on Campus

Palm Beach State faculty/instructors and staff assume no responsibility for minors not officially enrolled at the College. Minors not officially enrolled at the College are prohibited from using College facilities except with the permission of a faculty/instructor, supervisor or other College official.

Any unaccompanied minor who creates a disturbance or appears to be lost and unattended shall, for his/her safety, health and welfare be put in the care of the supervisor of campus security or an appropriate College administrator to locate a responsible person for the minor.

Faculty/instructors and staff are forbidden from entertaining on campus their own minor children or children for whom they are responsible who are not enrolled at the College. This prohibition does not deny entry of minor children to campus activities to which they are officially invited.

## Restraining Orders -- Court Issued

Students who have obtained a restraining order should provide the campus Security Office and the campus dean of student services with a copy. College personnel will assist the students in providing as safe an environment as possible.

Violators of restraining orders properly filed with the College will be referred to the Palm Beach County Sheriff's Office for removal from campus.

## Restraining Orders -- College Issued

In order to provide reasonable protection for our students, College restraining orders are issued by the dean of student services when a student provides written notification of harassment or stalking by another student. A student who receives a College restraining order is required to abide by its directions or face disciplinary action. College restraining orders do not take the place of civil or criminal restraining orders issued by the court; students are urged to pursue this avenue of protection as well. Students who receive a restraining order may discuss their options with the dean of student services.

## Sexual Predator Policy/Procedure

Any Palm Beach State student or potential student who is a registered sexual offender must notify the campus dean of student services of his/her intent to register for classes each semester. The dean of student services will schedule a conference with the student to discuss any restrictions to campus activities. If the student intends to register on more than on Palm Beach State campus, the student must notify the other campus deans of student services.

## Firearms on Campus Policy for Law Enforcement Officers Attending Palm Beach State

Law enforcement officers in uniform may carry their weapon in view. Officers in civilian clothes are expected to carry their firearm concealed. Officers are encouraged to follow their employing department's guidelines on the carrying of firearms on or off duty.

## Emergencies

### **Fire**

In case of fire, an alarm will sound (short, repeated rings). File out quickly to the red Safe Assembly Pole nearest to the building. Reenter the building only after getting an "all clear" from the authorities in charge of the situation.

### **Accident/Incident**

Call 911 immediately for medical emergencies. Report all incidents involving accident, illness or injury as well as those involving property damage or theft to the Security Office.

## Palm Beach State Alerts

Stay informed of campus emergency situations by signing up for Palm Beach State Alerts at [www.palmbeachstate.edu/alert.xml](http://www.palmbeachstate.edu/alert.xml) . You will receive immediate notification of safety alerts,

emergencies, closings, cancellations, re-openings and updates by e-mail, text, instant message or pager.

## Campus Security

All Palm Beach County ordinances and Florida laws apply to the campuses and facilities of Palm Beach State College. The College has adopted policies, rules and regulations to provide security for the students, staff and buildings. Patrol officers are stationed at all campus locations.

Belle Glade ..... (561) 993-1120

Boca Raton ..... (561) 862-4600

Lake Worth ..... (561) 868-3600

Palm Beach Gardens.... (561) 207-5600

## Campus Crime Awareness

In compliance with the Federal Crime Awareness and Campus Security Act of 1990 and under the authority of the Palm Beach State College Board of Trustees, Policy 6Hx181.21, the Annual Security Reports are available for viewing on the Security Web site at

[www.palmbeachstate.edu/CollegeSecurity.xml](http://www.palmbeachstate.edu/CollegeSecurity.xml).

# Traffic and Parking

## Vehicle Registration

All students driving a motor vehicle on campus must obtain a Palm Beach State parking permit.

1. The parking decal shall be adhered to the outside of the left rear window or left rear bumper.
2. Remove the decal upon transferring ownership of the vehicle.
3. Notify campus Security of vehicle title transfer.
4. Florida Atlantic University is no longer honoring Palm Beach State decals at the FAU Boca Raton campus, with the exception of vehicles parked in Parking Garage #1 at the FAU library. FAU decals are honored at all Palm Beach State campuses, and students with an FAU decal must comply with Palm Beach State traffic and parking regulations.

## Reserved Parking

Reserved decals are restricted to full-time and regular part-time employees and will not be issued to temporary or student employees. Reserved parking areas are for faculty/instructors and staff only. Students can park at any unmarked space, but may not park in Reserved or Visitor spaces.

## Handicapped Parking

These spaces are clearly marked with handicapped parking signs and are monitored by campus Security and law enforcement agencies.

## Permits

### Temporary Permits

This dashboard pass will be issued for classes less than six weeks in duration by the host division or to employees of contractors working on campus.

### Short-Term Permits

The Security office will issue a pass for unregistered vehicles, valid for up to three days. These passes must be displayed on the dashboard with expiration dates clearly visible.

## Traffic and Parking Regulations

1. Drivers must obey all posted signs, arrows, control devices, and lines displayed for public safety.
2. Driver and vehicle must be registered in accordance with state law.
3. Maximum speed on campus is 20 miles per hour.
4. Vehicles displaying a defaced, altered or expired decal could result in a citation.
5. Pedestrians have the right of way at all campus crosswalks. Vehicles must come to a complete stop when a pedestrian is in the crosswalk.
6. Vehicles displaying a student decal must park in spaces with unmarked wheel stops. Parking in a space marked Visitor or Reserved at any time will result in a citation.
7. Licensed motorcycles must display a parking decal and are subject to four-wheel vehicle regulations.
8. Parking or driving on planted areas or sidewalks is prohibited.
9. No overnight parking is permitted, except for College-sanctioned and authorized educational or athletic activities.
10. Vehicles may occupy only one parking space and are not permitted to park or stand curbside, in a fire lane or in a no parking area.

## Fines

Registration, transcripts and final grades will be withheld until fines are resolved.

Traffic and Parking violation: \$10.00 per infraction

Handicapped violation: \$250.00 Citation

## Appeals

If you receive a parking citation that you feel is unjust, you may initiate an appeal online or by going to the Security Office on the campus where you were issued the citation. For more information on appeals, visit [www.palmbeachstate.edu/CollegeSecurity.xml](http://www.palmbeachstate.edu/CollegeSecurity.xml).

## Towing Policy

### Disabled/Abandoned Vehicle

After five business days, vehicles left on campus will be towed from campus at the owner's expense. Extended vehicle repair on campus is prohibited.

### Vehicle hazard

Vehicles creating a hazard by parking in roadways, fire lanes or loading zones may be towed immediately at the owner's expense.



# General Information

## PantherCard

The PantherCard serves as your student ID card, library card, student lab access card, print/copy card and debit card for Palm Beach State bookstores and the Lake Worth, Boca Raton, and Palm Beach Gardens cafeteria. There are PantherCard production stations at each of the four Palm Beach State locations:

Belle Glade -- LLRC

Boca Raton -- Bookstore

Lake Worth -- Bookstore/Panther Card Office

Palm Beach Gardens -- Bookstore

### **PantherCard Contact Information:**

4200 Congress Avenue

Lake Worth, FL 33461

Phone: (561) 868-3567

e-mail: [panthercard@palmbeachstate.edu](mailto:panthercard@palmbeachstate.edu)

or visit the PantherCard Web site at [www.palmbeachstate.edu/PantherCard.xml](http://www.palmbeachstate.edu/PantherCard.xml).

## Bus Service

For bus service information, contact the Transportation Authority of Palm Beach County: (877) 930-4287 (toll free). Reduced fares are available for students -- any person 21 or younger with an ID issued from a school or from Palm Tran. The number for Palm Tran Connection is (561) 649-9838. The Web site is: [www.palmtran.org](http://www.palmtran.org).

## Food Service

A full-service cafeteria is available to students at the Lake Worth, Palm Beach Gardens and Boca Raton campuses. Food service at the Belle Glade campus is provided by The Pepe James Café. See your campus Web site to confirm food service hours of operation.

## College Bookstores

Campus bookstores are operated by Follet Higher Education Group at all four locations of Palm Beach State College. Hours of operation and operating policies and procedures are available at each store and on PantherWeb.

## Policy for Communication with Students

The College assigns all students a College e-mail address when processing their applications. College faculty/instructors and staff will send official communications to students through the following methods, including, but not limited to:

- The official Student Updates Web page, located at [www.palmbeachstate.edu/StudentUpdates.xml](http://www.palmbeachstate.edu/StudentUpdates.xml).
- College-assigned e-mail. Students must check their College-assigned e-mail address frequently in order to ensure they obtain critical information and assignments.
- Certified mail, return receipt requested.

**Note:** Computers for student use are located in the College libraries, Student Learning Centers and other campus locations.

## Emergency Messages and Alerts

Emergency telephone messages should be directed to the Security Office.

Belle Glade (561) 993-1120

Boca Raton (561) 862-4600

Lake Worth (561) 868-3600

Palm Beach Gardens (561) 2075600 [www.palmbeachstate.edu/StudentUpdates.xml](http://www.palmbeachstate.edu/StudentUpdates.xml)

You can receive Palm Beach State College emergency notifications and updates via the Palm Beach State Alert system. Go to [www.palmbeachstate.edu/alert.xml](http://www.palmbeachstate.edu/alert.xml) for information on how to sign up.

## Distribution/Posting or Sale of Written Materials or Products

This policy applies to all four Palm Beach State campuses, although permission for distribution or posting must be obtained from each individual location.

No alcoholic beverages, tobacco products, or any other products, services or materials deemed detrimental to human health, safety or welfare will be distributed or advertised at any of the campuses.

In addition, any person who, as an individual or group, wishes to distribute or post written materials should obtain and complete an activity form from the campus Student Activities Office and return the completed form at least 24 hours in advance of the intended date of distribution or posting.

The activity form will be processed by the Student Activities Office. If no response is received by the requestor within 24 hours, the request is considered approved. Materials may be distributed in designated areas on each campus (specified in the activity form).

## Publication or Advertising Distribution

Advertisement of a noncollegiate nature may only be distributed through College publications, bulletin boards or enclosed receptacles. Publications and advertisements may not be placed on cars or distributed by hand. Permission to place receptacles must be requested in writing, with representative samples, to the dean of student services at each location. Receptacles must meet standards specified by the dean of student services and will only be placed in approved, designated locations.

Solicitation on Palm Beach State College campuses is prohibited.

## Lost and Found

Books and articles found should be turned in promptly to campus Security. Claims may be made upon proper identification. Articles not claimed within two weeks are subject to disposal.

# Glossary of Terms

**A.A.:** (Associate in Arts degree) a degree designed for transfer to an upper-division college or university.

**Academic Integrity:** Instances of dishonesty are described in Section 5. Student Code of Conduct, 21. Academic Integrity.

**A.S.:** (Associate in Science degree) a degree designed to prepare students to enter a career upon completing the degree, with no further study required.

**A.A.S.:** (Associate in Applied Science degree) a degree designed to prepare students for immediate employment with no further study required.

**Accreditation:** certification that the College has met established standards and is nationally recognized by appropriate accrediting agencies. Palm Beach State's major accrediting agency is the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

**ATC:** Advanced Technical Certificate programs range from 9 to 16 credit hours and are designed for students who have already earned an associate degree. They provide advanced skills in a specific area to be studied.

**ATD:** Applied Technology Diploma certificate programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied towards an Associate in Science or Associate in Applied Science degree.

**Attempts:** course attempts include withdrawals, audits and nonpassing grades.

**Audit:** credit course taken for noncredit.

**Bachelor's degree:** (B.A. for Bachelor of Arts, B.S. for Bachelor of Science, B.A.S for Bachelor of Applied Science) is usually a four-year course of study. The first two years of study can be general education earned at Palm Beach State, or general education courses can follow a two-year Associate in Science program at Palm Beach State.

**Blackboard component courses:** These are face-to-face classes that meet routinely throughout the term. Your faculty/instructor has chosen to use an online tool to assist in the delivery of the course content. Faculty/instructors may choose to post their syllabi, course calendar, assignments, quizzes, student evaluations as well as use e-mail, discussion boards, and chat rooms to enhance their course. These courses are password protected. Further information will be available in class.

**CCC:** college credit certificate programs vary in length from 12 to 43 credit hours and provide the student with a set of technical skills in a specific area of study. Each college credit certificate applies towards an associate of science or associate in applied science degree.

**CLAS:** (College-Level Academic Skills): graduation requirement for an A.A. or baccalaureate student to show proficiency in English, reading, and mathematics.

**CLEP:** (College-Level Examination Program) credit by examination by College Entrance Examination Board test in specified subjects, with such credit applicable toward a degree.

**CPT:** (College Placement Test) college entrance exam used to determine proper course placement..

**C.E.U.** (Continuing Education Unit): One C.E.U. is awarded for every 10 contact hours of instruction in an organized continuing professional education course.

**Clock hour:** one hour of course time associated with noncredit courses or programs.

**Corequisite:** a course required to be taken at the same time as another course.

**CCE:** Corporate and continuing education courses are noncredit offerings tailored to individual needs and designed to maintain or improve job performance. Some programs meet continuing education requirements for occupational license renewal.

**Credit hour:** a semester hour of credit usually equals an hour per week that a class meets per regular session.

**Degree:** the rank given by a college, university or institute to a student who has completed a required course of study.

**Dismissal:** student status under which she/he is not permitted to attend college indefinitely.

**Distance learning:** courses that use alternative learning environments, such as the Internet.

**Dual enrollment:** concurrent enrollment at two educational institutions.

**EAP:** English for academic purposes.

**Fee:** a nonrefundable financial charge for services rendered, such as for admission, laboratory, special tests and graduation.

**Foreign language requirement:** the requirement by Florida's state universities that students transferring to the university must have earned two years of sequential foreign language at the high school level or the equivalent at a community college.

**Full-time student:** a student registered for 12 semester hours or more for credit.

**General education:** Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. In accordance with the state articulation agreement (State Board of Education Rule 6A10.024), each community college and/or university shall honor the completion of General Education courses if such completion is noted on the student's transcript. General Education courses must be completed with a "C" or higher to apply to any degree program.

**Gordon rule:** The State of Florida requires all public colleges and universities to include writing and mathematics in their curriculum to ensure students have achieved substantial competency in these areas as specified in State Board of Education Rule 6A10.30 (Gordon Rule).

**Grade:** alphabetical measure of academic success or failure ranging from excellent (A) to failure (F).

**GPA:** (grade point average) dividing total quality points earned by total semester hours completed. GPAs range from 4.0 downward.

**Graduate degrees:** (master's, specialist and doctoral) awarded upon successful completion of a specialized course of study. A bachelor's degree is generally required before a graduate degree can be obtained.

**Grant:** funds awarded for college expenses to qualified students in financial need.

**Hybrid:** classroom-based course with a maximum of 50% of the content occurring online.

**International Student:** a student who has entered the United States on a nonimmigrant visa, most often an individual on a student visa. Immigrants, refugees and U.S. citizens who do not speak English as a native language are not classified as international students at Palm Beach State.

**Online courses:** On-campus time is not required, with the exception of testing. All syllabus information, lectures, notes, assignments, projects as well as textbook requirements can be found online. Students will communicate online with the faculty/instructor and fellow classmates.

**Online using Blackboard:** online courses using the course management system Blackboard. Your faculty/instructor has chosen to place course materials online. Faculty/instructors may choose to post their syllabi, course calendar, assignments, student evaluations, quizzes as well as use email, discussion boards, and chat rooms to enhance their course. These courses are password-protected. Students will communicate online with the faculty/instructor and fellow classmates. On-campus time is not required with the exception of testing. All course information can be found online at the Blackboard site: (epalmbeachstate.edu).

**Part-time student:** student enrolled for fewer than 12 semester hours during the 16-week term, or fewer than 6 semester hours during an 8-week term.

**Prerequisite:** course which must be satisfactorily completed before a higherlevel related course can be taken.

**Probation:** a status given to students who fail to maintain satisfactory academic progress.

**Program Objective:** the area of specialization you select to study. Explore a variety of fields before you make your final decision.

**PSAV:** Postsecondary adult vocational certificate programs are clock-hour based noncredit programs that provide the student with broad entrylevel skills in the chosen field of study. Many of these programs can apply towards an associate in science or associate in applied science degree.

**Quality points:** the value, ranging from 4 to 0, for grades for A to F for all courses completed, used in determining academic average. See also GPA.

**Residency:** used for determination of tuition costs. Students who can provide appropriate documentation that they have been legal residents for Florida for the 12 preceding months may qualify for "in-state" fees.

**Scholarships:** financial assistance for tuition and fee payment granted by donors to qualified recipients.

**SAT:** (Scholastic Aptitude Test) assessment used for placement purposes.

**SGA:** (Student Government Association) official representatives of the student body to the administration in matters concerning student life.

**SLC:** (Student Learning Center) Academic support labs, supplemental instruction, and programs that provide assistance to Palm Beach State students for a variety of courses and tests.

**Student load:** number of credit hours carried by a student in any session.

**Suspension:** student status under which she/he is not permitted to attend the College for a specified period of time.

**TABE:** Test of Adult Basic Education; Assessment test associated with PSAV programs.

**T.B.A.:** to be arranged or announced.

**Transcript:** official record of college courses taken by a particular student.

**Transfer student:** student who attended a college or university before coming to Palm Beach State.

**Transient student:** student taking one or more classes at Palm Beach State to complete degree requirements and major coursework at another institution.

**Tuition:** financial charge for each credit hour of instruction.

**Tutorial assistance:** special academic help in specified subjects.

**University parallel program:** course of study leading to A.A. degree which parallels the lower-level requirements of a four-year degree.

**Withdrawal:** removal from a course(s) by completion of proper forms in the Registrar's Office, or by faculty/instructor for excessive absences.

# Classroom Etiquette and Student Behavior Guidelines

As a learning-centered environment, the classroom should be unhindered by disruptive behavior, and college students are expected to act in a mature manner. Faculty/instructors have the authority to manage their classrooms to ensure an environment conducive to learning, per section 1006.61, Florida Statutes, and Palm Beach State Board Rule 6Hx18.3.35:

Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the Board of Governors regarding the State University System, and the laws of this state. Such policies shall include prohibition against disruptive activities at postsecondary educational institutions. After it has been determined that a student at a state institution of higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of two (2) years.

## Take responsibility for your education

There is a common myth among students that because they pay tuition, they deserve to receive credit for the class. This is not true. In fact, students pay approximately 36 percent of the cost of their education; taxpayers pay the rest. Your learning depends on your willingness to listen, ask appropriate questions and do the work necessary to pass the course. If your academic preparation from high school is weak or if you have been out of school for some time, you may have to work harder and seek more help in order to succeed.

## Attend every class

Students who attend every class, listen to the faculty/instructor, and take good notes will more likely pass with a higher grade. If you have an emergency or illness, contact your faculty/instructor ahead of time to let him/her know that you will be absent. A local study showed that students who missed the first class meeting were more likely to withdraw or fail.

**Important note:** if you miss a class, it is your responsibility to meet with the faculty/instructor, outside of regular class time, to determine a plan to make up the missed work.

## Get to class on time

Students who walk into the classroom late distract other students and disrupt the learning environment. All students should attend class on time.

## Practice common courtesy

Do not have private conversations in class, and silence cellular phones and beepers. Your classmates deserve your respect and support. Others may have different ideas and opinions from yours, and they deserve the same level of respect from you as you wish from them.

## Ask appropriate questions

It's good to ask questions and make comments, but keep them related to the discussion at hand.

## Respect your faculty/instructor

If you take issue with the faculty/instructor's information or instructional methods, make sure that your comments are made without confrontation or antagonism. You may want to discuss your issues with her/ him privately.

Faculty/instructors' classroom policies, procedures and teaching styles vary

Each faculty/instructor has the freedom and authority to set guidelines and policies for his/her classroom (within the overall policies of the College).

### **Come to class prepared**

Students who forget common classroom supplies, such as pencils, paper, books, test materials, etc., usually waste class time. Students who have not completed their homework assignments often ask questions that could have been answered through their assignments.

### **Turn in your work on time**

It is important to plan ahead. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines.

### **If you are struggling with your coursework, seek assistance**

If you need academic assistance, the Student Learning Center on each campus offers tutoring. Subjects vary by campus, but include English, writing, reading comprehension, literature, poetry, study skills, math, computers, chemistry, biology, vocational preparatory instruction, and English for speakers of other languages. Seek help early in the semester from our friendly tutors.

SLC Labs and online services are available to all Palm Beach State students. Bring your PantherCard to use any Student Learning Center Lab. We are here to help you succeed and look forward to seeing you! Check out the SLC Labs at all campus locations: [www.palmbeachstate.edu/SLC.xml](http://www.palmbeachstate.edu/SLC.xml).

# Student Success Tips

## Reducing Test Anxiety

1. Put your feet flat on the floor.
2. With your hands, grasp under the chair.
3. Push down with your feet and pull up on the chair at the same time.
4. Relax for 5 to 10 seconds.
5. Repeat two or three times.
6. Relax all the muscles except the ones that are actually used for the test.

## Palm Method of Visualization

1. Close your eyes and cover them using the center of the palms of your hands.
2. Prevent your hands from touching your eyes by resting the lower parts of your palms on your cheekbones and placing your fingers on your forehead. The eyeballs must not be touched or rubbed in any way.
3. Think of some real or imaginary relaxing scene; mentally visualize this scene. Picture this scene as if you were actually there, looking through your own eyes.
4. Visualize this relaxing scene for one to two minutes. Practice visualizing this scene several days before taking a test, and the effectiveness of this relaxation procedure will improve.

## Steps for Test Taking

### **Objective Tests**

1. Survey the entire test.
2. Read the directions carefully, making sure you understand exactly what is expected.
3. Determine the point value for each question. Find out if you are penalized for guessing. If not, always guess and do not leave any unanswered questions.
4. Read each question carefully, underlining key words.
5. Don't read into the question what is not there.
6. Pass over the difficult or debatable questions on your first reading, then come back after completing those of which you were sure.
7. Use information from other questions.
8. If you know you made an error, change your first answer. If it is just a guess, keep your first impression.
9. Ask the faculty/instructor for clarification if you have specific questions. Spot check every fifth question for accuracy if you are using a computer-scored answer sheet.

### **Multiple Choice Tests**

10. Anticipate the answer and then look for it. Read all the alternatives before answering.
11. When your anticipated answer is not one of the options, discard it and concentrate on the given ones systematically. Cross out options that are clearly wrong (if you are allowed to write on test). Be sure your choice fits the item exactly.
12. When two or more options look correct, compare them with each other. Study them to find out what makes them different. Choose the more encompassing option unless the question requires a specific answer.

### **True-False Tests**

13. In all questions, especially the true-false type, look for specific determiners. Words such as rarely, usually, sometimes and seldom allow for exceptions: "never," "always," "no," and "all" indicate no exceptions.
14. Mark statements true only if they are true without exceptions. If any part of the statement is false, the whole statement is marked false.



## Matching Tests

15. Stay in one column of a matching test (usually the column with definitions) and work backwards to find the words or symbol that match. Be sure to find out if the answers can be used more than once.

## Essay Tests

Essays are the most challenging types of tests because you really have to know and understand the material well. There are many strategies to keep in mind as you begin the essay part of a test. Read the directions carefully. Though reading directions is part of the general rules, it is especially important on essays. The essay directions will tell you:

1. How many essay questions you need to answer. Sometimes you will be given a choice of questions to answer, such as three out of five. In this case, make sure to only answer three. If you answer four, chances are that the faculty/instructor will count the first three you wrote, not the best three.
2. How long the essay should be. Few faculty/instructors enjoy reading excessively long essays, especially when they instruct you to write 250 words or one to two pages. Follow the instructions and come as close as you can to the length you are being asked to write.
3. How to budget your time. The amount of time you allow for answering essay questions depends on the number of points the questions are worth, the required length of the answers and how quickly you think you can come up with an answer. This is where previewing the test is very helpful.
4. The type of answer to give. Before you answer any essay question, understand first what the question is asking you to do. Always avoid giving your opinion unless you are asked for it. Read and learn from the table below on understanding essay directions.
5. How many questions you are to answer. Some essay questions ask you to respond to more than one question. In the following sample essay question, there are actually four responses you would have to give.

### Sample essay question:

Students benefit from becoming active learners. Define active learner (1) and compare it to the passive learner (2). Discuss the reasons why it is important to become active in the learning process (3). Evaluate your experiences as an active and passive learner (4).

## Understanding Essay Directions

Below are some common words found in essay directions and what they mean. Review and learn them now so you can respond appropriately and accurately.

Direction Word	Its Meaning	Example Question
Name List Give	Simply list in 1,2, 3 order what is asked for:  No sentences necessary	<b>Name</b> the first 5 U.S Presidents <b>List</b> 3 ways to improve listening <b>Give</b> 2 reasons for taking notes.
Discuss Describe	Write all you can	<b>Discuss</b> active learning <b>Describe</b> life in the 21 <sup>st</sup> century.
Define Identify	Provide a definition: keep as brief as possible.	<b>Define</b> previewing <b>Identify</b> the parts of a flower
Explain State	Write all you can; define and give reasons for what is to be expected.	<b>Explain</b> why procrastination is a student's worst enemy. <b>State</b> why jobs are not for life anymore.
Compare	Discuss similarities and differences	<b>Compare</b> computers and

		typewriters.
Contrast	Discuss differences only.	<b>Contrast</b> (or distinguish between) computes and typewriters.
Illustrate	Give examples and/or draw a picture labeling its parts.	<b>Illustrate</b> how to use Mind Mapping.
Criticize Evaluate	Give evidence on both sides of an issue; draw conclusions and make judgments.	<b>Criticize</b> (or evaluate) the use of force by police.
Comment	Write your own reaction to the topic; support your opinion with facts or illustrations.	<b>Comment</b> on the increase of unemployment in America.

## Procrastination Quotient

Directions: Mark an "X" in the column for your response to each of the 12 items. Total the "X's" in each column, multiply by the weight at the bottom of the column, and add your products.

		Almost Always	Frequently	Occasionally	Almost Never
1.	I find reasons for not acting immediately on a difficult assignment.				
2.	I know what I have to do but find that I have done something else.				
3.	I carry my books/works assignments with me to various places but do not open them.				
4.	I work best at the "last minute" when the pressure is really on.				
5.	There are too many interruptions that interfere with my most important study goals.				
6.	I avoid setting priorities for the day and doing the most important tasks first.				
7.	I avoid or delay unpleasant decisions.				
8.	I have been too tired, nervous or upset to get started on my assignments.				
9.	I like to get my room in excellent order before starting a difficult study task.				
10.	I wait for inspirations before becoming involved in important study/work tasks.				
11.	I fear failing at my most important study tasks.				
12.	I demand perfection in my work/study performance.				
Total number of "X's"					
		X 4 =	X 3 =	X 2 =	X 1 =
P.Q. = TOTAL SCORE (add all four columns)					

P.Q. score below 22 -- Procrastination is a minor concern.

P.Q. score 23 to 32 -- Procrastination is a moderate concern.

P.Q. score above 32 -- Procrastination is a major concern.

## Studying a College Textbook

The following method of studying a textbook represents a condensation of material from several sources, but is based primarily upon the SQ3R method of systematic study. Simply reading a chapter is not studying it. Try the following method with a chapter in any of your texts.

### Survey

1. The entire text. Begin by looking at the total book, glancing at the table of contents, general organization of the text, and reading the preface. (The preface should tell you what the subject of the book is and is not, how it differs from other texts on this subject, the credentials of the author(s) and the pattern of organization she/he will use.) This information will help you pick out the main ideas in the book much more rapidly.

2. The chapter.

3. Examine the title.

4. Read the headings and subheadings.

5. Read the first and last paragraph(s) and summary.

6. Read the caption(s) of the visual aids (pictures, charts, maps, graphs, and illustrations).

7. Note the bibliography.

This will provide you with "advance organizers" that should enable you to absorb details, facts and data more rapidly when you begin to read.

### Questions

Before you begin to read, formulate and write down questions from the topical and subtopical headings in the chapter. For example, the topic *TYPES OF VIRUSES* might generate several questions such as: What are the types of viruses? How are types of viruses distinguished from one another?

Return to the introduction for additional insight and begin to read with the questions you have formed. It is very likely that the author will answer them in the body of the chapter.

### Read/Think

Read closely and thoughtfully because each step of the chapter is built on full understanding of preceding steps:

1. Read to answer the questions you have asked and those that the author stated.

2. Read visual aids carefully since they explain the textual material.

3. Pay extra attention to words and phrases that are underlined, italicized or in bold print.

4. Read each section of the chapter; then re-read and underline the important points in one color and the supporting details in another color.

One suggested method is to read by paragraph. Generally there is only one main idea per paragraph. RE-READ the paragraph until you are able to answer the following questions:

What does this paragraph tell me?

What is the main idea?

What are some of the supporting ideas?

What examples make the main idea clear?

How does this paragraph relate to the total chapter?

View the information as if you were going to teach it to someone else. Read the main ideas and supportive details. Be sure to read charts, footnotes and graphs. Try wherever possible to relate your reading to class notes.

### Recite/Recall

Recitation can help us to remember up to 80 percent of what we learn; so, use it! Cover up the body of the text, leaving only the cues in the margin and then express the main ideas of the material aloud. You may try writing out your response while reciting. Test your accuracy. Don't depend upon some fuzzy feeling that you "know it." If you do, recitation will confirm that. Draw or sketch some ideas. Visualize the section. Try to explain charts or tables.

## **Review**

Reviewing means pulling together the separate facts and ideas in your readings to form a whole. In many cases, it means restudying the material, verifying, and reciting the main content. Write out a quiz question or two and see if you can answer them. Review periodically to see the relationship of new chapters to the old ones.

## **Time Management**

Make class time your best study time come prepared, take notes, and listen attentively.

Make a daily list prioritize academic and personal goals.

Make a weekly schedule include classes, work, extracurricular activities, and study time. Learn to say "no."

Make a semester calendar.

Be realistic in your expectations of yourself can you really work 40 hours and be successful as a fulltime student?

Seek out assistance early and often.

Don't wait until the semester is almost over to seek out assistance if you are having trouble with a course. Begin by discussing your issues with your faculty/instructor. Go to the labs for tutoring assistance early and often. Don't let a small problem become a major issue. Don't hesitate to ask questions to get the help you need. The College wants you to succeed!

## **Faculty Message from Professor Karen Pain:**

### **Get involved with Palm Beach State's QEP!**

Students, faculty and staff have the opportunity this year to do something never done before at Palm Beach State College. We can all be a part of developing the first college-wide Quality Enhancement Plan (QEP), intended to do just one thing: focus on student learning. The QEP gives us all an opportunity to be on the same team, designing and implementing a single, long-term plan that will enhance student learning at Palm Beach State for years to come.

As students, you have a unique and critical perspective on the Palm Beach State learning experience. Your input is essential to building a plan that will achieve the desired outcomes and improve learning for countless future students. How often does something come along that truly offers a chance for so many voices to be heard? How often can we participate in developing a product with such great impact?

Stay informed and look for opportunities to get involved throughout the 2010-11 academic year. Learn more at [www.palmbeachstate.edu/qep.xml](http://www.palmbeachstate.edu/qep.xml)

