



PALM BEACH STATE  
COLLEGE

2017-2018

# student handbook



# 2017-18 Student Handbook

## 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 Southern Association of Colleges and Schools Commission on Colleges 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. Individuals may contact the Commission if evidence exists that supports an allegation of non-compliance with an accreditation requirement or standard.

This handbook is an information supplement to the College Catalog. Additional information is available from appropriate department(s) should further questions arise.

Upon request, this publication is available in alternative formats to persons with disabilities. The College Disability Support Services office at 561-868-3375 (V/TTY) can assist with these requests.

## District Board of Trustees

Charles K. Cross, Jr.  
John W. Dowd III  
Wendy S. Link  
Barbara Miedema  
Carolyn L. Williams  
Joseph Morel - Student

## 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, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability or genetic information.

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: Title IX of the Education Amendments of 1972:

Admissions	Peter Biegel	561-868-3532
Disability Support Services/Access	David Asencio	561-868-3375
Equity Officer	Juanita Hook	561-868-3111
Facilities Access	John Wasukanis	561-868-3480
Title IX Coordinator	Mareta Iosia-Sizemore	561-868-3842

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

### **Belle Glade**

CRA 115  
1977 College Drive  
Belle Glade, FL 33430-3699  
Telephone: 561-993-1139

### **Boca Raton**

AD 144  
801 Palm Beach State College Drive  
Boca Raton, FL 33431-6490  
Telephone: 561-862-4316

### **Lake Worth**

CT 111  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Telephone: 561-868-3046

### **Palm Beach Gardens**

BR 121  
3160 PGA Boulevard  
Palm Beach Gardens, FL 33410-2893  
Telephone: 561-207-5345

### **Loxahatchee Groves**

LGA 101  
15845 Southern Boulevard  
Loxahatchee Groves, FL 33470-9204  
Telephone: 561-790-9000

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# Web Addresses

<b>Academic Affairs</b>	<a href="http://www.palmbeachstate.edu/AcademicAffairs">www.palmbeachstate.edu/AcademicAffairs</a>
<b>Academic Calendar</b>	<a href="http://www.palmbeachstate.edu/AcademicCalendar">www.palmbeachstate.edu/AcademicCalendar</a>
<b>Admissions</b>	<a href="http://www.palmbeachstate.edu/Admissions">www.palmbeachstate.edu/Admissions</a>
<b>Advising</b>	<a href="http://www.palmbeachstate.edu/Advising">www.palmbeachstate.edu/Advising</a>
<b>Athletics</b>	<a href="http://www.palmbeachstate.edu/Athletics">www.palmbeachstate.edu/Athletics</a>
<b>Bachelor's Degree Programs</b>	<a href="http://www.palmbeachstate.edu/programs/Bachelor">www.palmbeachstate.edu/programs/Bachelor</a>
<b>Blackboard</b>	<a href="http://www.palmbeachstate.edu/eLearning">www.palmbeachstate.edu/eLearning</a>
<b>Bookstore</b>	<a href="http://www.palmbeachstate.edu/Bookstore">www.palmbeachstate.edu/Bookstore</a>
<b>Campus Locations</b>	<a href="http://www.palmbeachstate.edu/Locations">www.palmbeachstate.edu/Locations</a>
<b>Career Center</b>	<a href="http://www.palmbeachstate.edu/Career">www.palmbeachstate.edu/Career</a>
<b>Cashier's Office</b>	<a href="http://www.palmbeachstate.edu/Finance">www.palmbeachstate.edu/Finance</a>
<b>Catalog</b>	<a href="http://www.palmbeachstate.edu/Catalog">www.palmbeachstate.edu/Catalog</a>
<b>Contact Us</b>	<a href="http://www.palmbeachstate.edu/ContactUs">www.palmbeachstate.edu/ContactUs</a>
<b>Continuing Education</b>	<a href="http://www.palmbeachstate.edu/CCE">www.palmbeachstate.edu/CCE</a>
<b>Counseling Center</b>	<a href="http://www.palmbeachstate.edu/CounselingCenter">www.palmbeachstate.edu/CounselingCenter</a>
<b>Course Descriptions</b>	<a href="http://www.palmbeachstate.edu/Catalog">www.palmbeachstate.edu/Catalog</a>
<b>Current/Returning Students</b>	<a href="http://www.palmbeachstate.edu/Current">www.palmbeachstate.edu/Current</a>
<b>Disability Services</b>	<a href="http://www.palmbeachstate.edu/Disability">www.palmbeachstate.edu/Disability</a>
<b>Distance Learning</b>	<a href="http://www.palmbeachstate.edu/eLearning">www.palmbeachstate.edu/eLearning</a>
<b>Dual Enrollment</b>	<a href="http://www.palmbeachstate.edu/DualEnroll">www.palmbeachstate.edu/DualEnroll</a>
<b>Email Information</b>	<a href="http://www.palmbeachstate.edu/Helpdesk">www.palmbeachstate.edu/Helpdesk</a>
<b>Emergency Alert</b>	<a href="http://www.palmbeachstate.edu/Alert">www.palmbeachstate.edu/Alert</a>
<b>Events Calendar</b>	<a href="http://www.palmbeachstate.edu/Events">www.palmbeachstate.edu/Events</a>
<b>Financial Aid</b>	<a href="http://www.palmbeachstate.edu/FinancialAid">www.palmbeachstate.edu/FinancialAid</a>
<b>Graduation</b>	<a href="http://www.palmbeachstate.edu/Graduation">www.palmbeachstate.edu/Graduation</a>
<b>Global Education Center</b>	<a href="http://www.palmbeachstate.edu/GlobalEducation">www.palmbeachstate.edu/GlobalEducation</a>
<b>Honors College</b>	<a href="http://www.palmbeachstate.edu/Honors">www.palmbeachstate.edu/Honors</a>
<b>Hours - Student Services</b>	<a href="http://www.palmbeachstate.edu/StudentServices">www.palmbeachstate.edu/StudentServices</a>
<b>International Students</b>	<a href="http://www.palmbeachstate.edu/International">www.palmbeachstate.edu/International</a>
<b>Library</b>	<a href="http://www.palmbeachstate.edu/Library">www.palmbeachstate.edu/Library</a>
<b>Outreach and Recruitment</b>	<a href="http://www.palmbeachstate.edu/OutreachTrio">www.palmbeachstate.edu/OutreachTrio</a>
<b>PantherCard</b>	<a href="http://www.palmbeachstate.edu/Panthercard">www.palmbeachstate.edu/Panthercard</a>
<b>PantherWeb</b>	<a href="http://www.palmbeachstate.edu/PantherWeb">www.palmbeachstate.edu/PantherWeb</a>
<b>Parking</b>	<a href="http://www.palmbeachstate.edu/Security">www.palmbeachstate.edu/Security</a>
<b>People Finder</b>	<a href="http://www.palmbeachstate.edu/PeopleFinder">www.palmbeachstate.edu/PeopleFinder</a>
<b>Program Areas</b>	<a href="http://www.palmbeachstate.edu/AreasofStudy">www.palmbeachstate.edu/AreasofStudy</a>
<b>Prospective Students</b>	<a href="http://www.palmbeachstate.edu/ProspectiveStudents">www.palmbeachstate.edu/ProspectiveStudents</a>
<b>Registration</b>	<a href="http://www.palmbeachstate.edu/admissions/HowtoRegister.aspx">www.palmbeachstate.edu/admissions/HowtoRegister.aspx</a>
<b>Residency</b>	<a href="http://www.palmbeachstate.edu/Admissions">www.palmbeachstate.edu/Admissions</a>
<b>Safety</b>	<a href="http://www.palmbeachstate.edu/Safety">www.palmbeachstate.edu/Safety</a>
<b>Scholarships (Financial Aid)</b>	<a href="http://www.palmbeachstate.edu/FinancialAid/Scholarships">www.palmbeachstate.edu/FinancialAid/Scholarships</a>
<b>Security</b>	<a href="http://www.palmbeachstate.edu/Security">www.palmbeachstate.edu/Security</a>

<b>Student Activities</b>	<a href="http://www.palmbeachstate.edu/StudentActivities">www.palmbeachstate.edu/StudentActivities</a>
<b>Student Learning Centers</b>	<a href="http://www.palmbeachstate.edu/SLC">www.palmbeachstate.edu/SLC</a>
<b>Student Updates</b>	<a href="http://www.palmbeachstate.edu/StudentUpdates">www.palmbeachstate.edu/StudentUpdates</a>
<b>Testing Center</b>	<a href="http://www.palmbeachstate.edu/Testing">www.palmbeachstate.edu/Testing</a>
<b>Transcripts, Records, Grades</b>	<a href="http://www.palmbeachstate.edu/admissions/Transcript-Request.aspx">www.palmbeachstate.edu/admissions/Transcript-Request.aspx</a>
<b>Transfer Agreements</b>	<a href="http://www.palmbeachstate.edu/Transfer">www.palmbeachstate.edu/Transfer</a>
<b>Tuition and Fees</b>	<a href="http://www.palmbeachstate.edu/Finance">www.palmbeachstate.edu/Finance</a>
<b>Veteran Affairs</b>	<a href="http://www.palmbeachstate.edu/VeteransServices">www.palmbeachstate.edu/VeteransServices</a>
<b>Wellness Center</b>	<a href="http://www.palmbeachstate.edu/WellnessCenter">www.palmbeachstate.edu/WellnessCenter</a>
<b>Wireless Locations (PAW)</b>	<a href="http://www.palmbeachstate.edu/PAW">www.palmbeachstate.edu/PAW</a>

# 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 (Sign into PantherWeb, click on "Information," "Student Problem Resolution Form.") The Student Problem Resolution should only be used when you have already interacted with an office about a problem and cannot get resolution. Please speak with appropriate campus personnel or use Live Chat before completing this form.

<b>ISSUE</b>	<b>FIRST CONTACT</b>
Academic/Instruction	Supervising Associate/Assistant Dean
Admissions Application	Campus Registrar
Advising	Campus Advising Manager
Athletics	Coach
Bachelor's Degree	Academic Advisor
Bookstore	Campus Bookstore Manager
Cashier	Cashier Supervisor
Class Availability	Academic Program Associate Dean
Discrimination between students	Campus Dean/Assistant Dean of Students
Discrimination of student by employee	Campus Dean/Assistant Dean of Students
Entry Testing	Campus Testing Manager
Financial Aid	Campus Financial Aid Manager
Florida Residency	Campus Registrar
Graduation	Graduation Office, Lake Worth
Harassment between students	Campus Dean/Assistant Dean of Students
Harassment of student by employee	Campus Dean/Assistant Dean of Students/ Executive Director of Human Resources
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 Manager 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 Cashier
Student Activities	Campus Manager of Student Activities
Students with Disabilities	Campus Manager of Disabilities Services
Transcripts	Campus Registrar
Veterans	Campus Veterans Certifying Official
Wellness Center	Wellness Center Coordinator



# Student Appeals

## Frequently Asked Questions

### Academic Progress

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

*Type of Appeal:* **Academic Suspension Appeal...see page 11**

*Whom should I talk to first?* **Academic Advising**

***How can I appeal being dismissed from the College for academic reasons?***

*Type of Appeal:* **Academic Dismissal Appeal...see page 11**

*Whom should I talk to first?* **Academic Advising**

### 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 12**

*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 12**

*Whom should I talk to first?* **Academic Advising**

***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 12**

*Whom should I talk to first?* **Campus Registrar**

### Withdrawals and Refunds

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

*Type of Appeal:* **Late Withdrawal Request...see page 13**

*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 37**

*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 College Catalog**

*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 Request...see page 12**

*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 after the add/drop deadline?***

*Type of Appeal:* **Late Add Request...see page 12**

*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 18**

*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:* **Academic Issues and Procedures...see page 33**

*Whom should I talk to first?* **Dean of academic affairs/bachelor programs**

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

*Type of Appeal:* **Final Course Grade Appeal...see page 33**

*Whom should I talk to first?* **Faculty/instructor**

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

*Type of Appeal:* **Academic Complaint...see page 35**

*Whom should I talk to first?* **Faculty/instructor**

## **Disciplinary Appeals**

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

*Type of Appeal:* **Student Due Process...see page 27**

*Whom should I talk to first?* **Campus dean/assistant dean of student services/bachelor programs**

## **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 18**

*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 43**

*Whom should I talk to first?* **Campus financial aid advisor**

***I believe I am being sexually harassed by another student or employee. Whom do I contact?***

*Type of Appeal:* **Title IX Violations...see page 32**

*Whom should I talk to first?* **Campus dean/assistant dean of student services/bachelor programs**

***How do I appeal a parking citation?***

*Type of Appeal:* **Parking Ticket Appeal Form...see page 58**

*Whom should I talk to first?* **Campus Security Office**

# Academic Policies

Students are required to read the syllabus for the course to better understand the faculty member's policies regarding such matters as attendance, absences, grading and examinations. Students are held accountable for this information.

## Class Attendance

Students are expected to attend all of their scheduled classes. For eLearning classes, students are expected to regularly log in to access the class website and participate in the course according to the schedule of events outlined by the faculty/instructor. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course.

Specific attendance and grading requirements for each course are stated in the respective course syllabus. These requirements may vary from course to course, and it is the student's responsibility to read and adhere to the attendance policies set forth by each class faculty/instructor. Students must read and adhere to the course syllabus requirements regarding class absences and examinations. Students should seek any needed clarification from the class faculty/instructor. The College policy of reinstating students who were dropped for financial aid reasons or due to College error shall supersede individual faculty/instructor's attendance policies.

When officially representing the College, such as on a field trip, students shall not be counted absent, provided their faculty/instructors are given prior notification and any missed assignments are subsequently completed. Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident, the death of an immediate relative, or a religious observance. (See religious observances, page 18.) 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.

## 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.

**Note:** *Financial Aid Standards of Progress are different from these standards and are listed in the Financial Information section of this Handbook.*

Probation will be continued as long as the student fails to achieve the standard 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 who don't achieve these minimums will be placed on academic suspension.

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 Wide 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 and 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) must adhere to the Code of Conduct and Disciplinary regulations.*

## 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 credit hour of enrollment. Students with an associate degree or higher 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

- Palm Beach State College transcripts are released only upon written consent of the student.
- If a student cannot have access to the record, i.e., if he/she lives too far away (minimally outside of Palm Beach County) or extenuating circumstances exist, students may request copies of their records through written requests to the campus 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 (no more than 30 business days), depending upon the complexity of the records requested and the time during the term in which the request is received.
- Students will pay a fee of 50 cents per page, up to 49 pages, then \$1 per page thereafter for any approved 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 (at least 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 file an appeal 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. Students must contact the Office of Academic Advising to schedule an appointment with the designated fourth-attempt appeals advisor. Decisions on fourth attempts are determined by the Dean/Assistant Dean of Student Services, Dean of Bachelor's Programs or their respective designee. The form to request a fourth attempt may be found at [www.palmbeachstate.edu/admissions/Documents/4thAttemptAppealForm.pdf](http://www.palmbeachstate.edu/admissions/Documents/4thAttemptAppealForm.pdf) or may be obtained at the Office of Academic Advising on any campus. Palm Beach State does not permit fifth attempts, and this may not be appealed.

**Required Documentation:** Supporting documentation must accompany fourth attempt appeal 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.

## 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. 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/medical condition preventing completion
- death of an immediate family member (father, mother, sister, brother, grandparent, or guardian)
- 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.)

## Late Add Requests

All requests to have a course added (1) after the end of the add/drop deadline, (2) prior to the end of the academic term, or (3) after course was dropped from student's schedule should be submitted to the campus registrar.

## Late Withdrawal Requests

All requests for a withdrawal (1) after the end of the withdrawal deadline or (2) after the completion of the term should be submitted to the campus registrar by completing a Late Withdrawal Request form, located online at [www.palmbeachstate.edu/admissions/Documents/LateWithdrawal.pdf](http://www.palmbeachstate.edu/admissions/Documents/LateWithdrawal.pdf). The request form must be accompanied by appropriate documentation of the condition on which the request is based. Requests for late withdrawals within the current term, and up to three weeks into the following term, are adjudicated by the campus registrar. All other requests are adjudicated by the College-Wide Appeals Committee. Students who are granted a withdrawal 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 term in question.

**Required Documentation:** Supporting documentation must accompany late withdrawal 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.

# 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.

## 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.

1. 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 (available at [www.palmbeachstate.edu/Admissions](http://www.palmbeachstate.edu/Admissions)) if the withdrawal is prior to mid-term.
2. The completed form must be submitted to the campus registrar, who will notify the campus dean/assistant dean of student services.
3. 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.
4. To re-enroll in the College, a student must present evidence to the campus dean/assistant dean of student 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.
5. In most cases, at least one full academic semester must have passed before readmission from health-related withdrawal can be considered.

# Student Rights

## Introduction

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. 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. College policy and procedures ensure equality of opportunity to all students and the attendant 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 educational institution that encourages diversity of thought, expression, participation and enrollment.

### **Students' rights under College policy and procedure include:**

1. **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.
2. **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.
3. **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.
4. **The right** to be evaluated based solely on relevant academic criteria.
5. **The right** to request and receive timely assessment of their academic work by the faculty/instructor teaching the course.
6. **The right** to request and receive a reasonable and timely review of their grades by the faculty/instructor teaching the course.
7. **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.
8. **The right** to information under the Federal Campus Security Act (Clery Act) regarding annual disclosure of campus crime statistics and other security information.
9. **The right** to file a complaint.
10. **The right** to information about retention and completion in each of the academic programs. This information is available at the College Navigator website maintained by the National Center for Education Statistics, [www.nces.ed.gov](http://www.nces.ed.gov). The availability of this information satisfies the federal disclosure requirement for this information.
11. **The right** to the outcome of any disciplinary hearing against the student who is the alleged perpetrator of the crime or offense, providing the student is the alleged victim of a violent crime or a non-forcible sex offense. If the alleged victim is deceased as a result of the crime or offense, Palm Beach State will provide results of the disciplinary hearing to the victim's next of kin, if so requested.

## 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 (ADA) Amendments Act of 2008 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 that 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 ensure 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.

## Family Education Rights and Privacy Act

Under the Family Education Rights and Privacy Act (FERPA) of 1974, as amended in 1993, 2008, and 2011, students have a right to be notified annually as to the rights regarding the maintenance of and access to students' records that 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 located on the Lake Worth campus. A review will be conducted according to FERPA guidelines within a reasonable period of time after the request is received. The student shall be given notice of date, place and time.

The College registrar shall provide the student a written decision within a reasonable period of time after the review. The written decision and summary shall be based on evidence presented.

## 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 its administrative duties.

## Religious Observances

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regards to religious observances, practices and beliefs of individual students, as required by the applicable state and federal law. Students are required to notify instructors and other appropriate College personnel in writing, at least one week prior to an anticipated religious observance. If the holiday falls during the first week but after the first day of class, students shall notify their instructors of the reasons for their absences on the first day of class. If the holiday falls on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within five 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 academic management. The maximum time between each appeal and response will be five business days.

The student may appeal to the dean of academic affairs 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 academic affairs, will hear the facts and provide a recommendation to the vice president, whose decision on the matter shall be final.

Students are responsible for all material covered during their approved absence. The approval shall detail a reasonable period for the student to complete missed work and make-up assignments. When possible,

major class assignments, examinations and official ceremonies, shall not be scheduled on major religious holidays.

# Student Responsibilities

## Philosophy

Palm Beach State College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The Student Code of Conduct and conduct process is educational and developmental in nature, balancing the interests of individual students, as well as the interests of the College.

Our College community exists on the basis of shared values and principles. At Palm Beach State College, students are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of the College community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others.

The student conduct process at Palm Beach State College is not intended to punish students; rather, it exists to protect the interests of the College community and to challenge those behaviors that are not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Palm Beach State College protects and promotes its interests and objectives, which are essential to its effectiveness. 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 civil 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 inclusion, equity, tolerance, 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 policy, rules and regulations of the College. A student violating the Code of Conduct will be subject to the College disciplinary processes. Criminal offenses may result in both criminal prosecution and referral to the College disciplinary procedure.

Palm Beach State College governs its members using fair and nondiscriminatory measures of conduct including, but not limited to, their academic work, College-related social activities, communications and social media. Behavior that deviates from these measures will be addressed in accordance with the procedures outlined in this handbook.

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 college 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. *Palm Beach State College Code of Student Conduct is adapted from The NCHERM Group Model Developmental Code of Student Conduct and is used here with permission.*

## Authority

All alleged student violations of the Code of Conduct of the College should be referred to the campus dean/assistant dean of student services or designee, or campus security, or other College representative. This includes any infractions by a College student organization.

The dean/assistant dean of student services or designee is responsible for the administration of policies, regulations and procedures falling under their jurisdiction. In the case of academic dishonesty charges, the dean of academic affairs, or the dean of bachelor's degree programs is responsible for the administration of these policies, regulations and procedures.

The dean/assistant dean of student services or designee investigates the accusation. The dean of academic affairs or designee should confer with the dean/assistant dean of student services in applying due process standards and imposing sanctions for a violation of academic integrity/dishonesty. Students may appeal the decision of a dean or designee regarding academic dishonesty to the vice president of academic affairs. The dean/assistant dean of student services will maintain all disciplinary files under their jurisdiction including those administered by the dean of academic affairs or the dean of bachelor's degree programs.

The executive director of human resources or the assistant to the president for equity programs will be notified of the complaint if the incident involves an employee, faculty or third party. The executive director of human resources or designee may meet with the student alleging the violation pursuant to its investigation of the complaint.

The College reserves the right to take interim disciplinary action to protect the peace and welfare of the College community pending completion of an investigation and/or conduct hearing. The College conduct procedures are designed to ensure reasonable protection of the student and a fair determination of the facts and provide due process in the application of appropriate sanctions.

### **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, College-sanctioned social networking sites and College-sanctioned student travel, including clinical, volunteer or internships. Additionally, the College reserves the right to impose sanctions based on any student conduct, whether part of a program or not, regardless of location, that may adversely affect the College community. In the event of a breach of the College Code of Conduct, the College Student Conduct Procedures shall apply.

Palm Beach State College Student Definition:

The term "student" includes any person who:

- Has accepted an offer of admission to the College, regardless of whether he/she has enrolled in classes;
- Has not yet graduated or officially transferred to another college;
- Is taking courses at the College (full time or part time) or pursuing undergraduate, certificate, professional, adult education, GED or distance learning courses; or
- Is not enrolled in a particular class, semester or term but who has a continuing relationship with Palm Beach State College.

If a student's enrollment lapses for more than one year, the student is still subject to disciplinary action under the Student Code of Conduct if the student intends to resume enrollment at Palm Beach State College at any time.

### **Policy for Communication with Students**

The College assigns all students a College email address when processing their applications. This email address will be used by the College faculty/instructors and staff for official communications with students. Students must check their College email frequently to ensure that they obtain critical information and assignments.

In addition to their College-assigned email accounts, students should regularly check the Student Updates web page, located at [www.palmbeachstate.edu/StudentUpdates](http://www.palmbeachstate.edu/StudentUpdates) for timely announcements. The College also may communicate with students through certified mail, return receipt requested.

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

## Student Code of Conduct

Prohibited student conduct/behavior outlined in the Student Code of Conduct includes, but is not limited to, those listed below. Any student who is found to have engaged in these acts while under the jurisdiction of the College may be subject to the maximum penalty of expulsion or any other sanction authorized herein or specifically noted in the student's program of study.

### 1. Academic Dishonesty

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*

- Taking the words or specific substance of another and either copying or paraphrasing the work without giving credit to the source.
- Submitting a term paper, examination or other work written by someone else.
- Failure to give credit in a footnote for ideas, statements of facts or conclusions derived by another.
- Failure to use quotation marks when quoting directly from another person, whether it is a paragraph, a sentence or even a part thereof.
- Similar and extended paraphrasing of another.

#### *Cheating*

Using unauthorized notes, study aids, or information from another student or student's paper on an in-class examination; altering a graded work after it has been returned, then submitting the work for re-grading; and allowing another person to do one's work and to submit the work under one's own name or otherwise not following the rules or instruction to gain an advantage.

#### *Fabrication*

Presenting data in a piece of work 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 pursuant to Florida Statutes 877.17 (1).

#### *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.

**Warning: Students may not withdraw from a class to avoid a failing grade as a result of such a violation.**

### 2. Alcohol Misuse

Promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of alcoholic beverages for the purpose of involving persons under the legal drinking age, drunkenness or involving excessive consumption. Public intoxication on campus or at a College-related site or activity. Alcohol is permitted on campus or at a College function only upon receiving express written approval from the Office of the President pursuant to DBOT Policy 6Hx-18-1.32.

### **3. Arson**

The intentional commission of an act that results in a fire being ignited that causes damage, or is intended to cause damage, to the property of the College or to the property of any other person.

### **4. Assault and/or Battery**

Threatening bodily harm or discomfort to include but not limited to verbal, physical or written threats toward another individual. Intentional touching or striking another against their will or committing an act or aiding in the commission of an act that causes bodily harm or discomfort to the person of another such as would constitute a battery.

### **5. Misuse of Computer Resources**

The use of College Information Technology (IT) resources in violation of federal and state laws or regulations, College rules or policies or applicable contracts or licensing agreements. The use of IT resources to cause a disruption to the College environment or program or to interfere with the rights of others or College activities. A computer use violation may include, but is not limited to:

- Use for the violation of personal privacy or for the committing of crimes.
- Unauthorized access to or use of computer, computer system, network, software or data.
- Unauthorized alteration of computer equipment software, network or data.
- Unauthorized duplications or use of computer programs or files.
- 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 in general.
- Posting or transmitting threatening, harassing, vulgar, or pornographic content to any chat rooms, bulletin boards, social networking sites or emails.
- Posting or transmitting any unsolicited email, advertisement, promotional materials or any other forms of solicitation to students.

### **6. Conspiracy**

Planning to commit a violation of the Code of Conduct or aiding, abetting, assisting, hiring, soliciting or procuring another person to violate the Code of Conduct.

### **7. Complicity**

A student present during the commission of an act by another student that constitutes a violation of the Code of Conduct may also be charged if his/her subsequent behavior constitutes consent or condoning of the violation.

### **8. Damage of Property**

Accidental damage, vandalism, intentional damage to property belonging to the College or others may require restitution from persons responsible for such damage and/or disciplinary action.

### **9. Defamation, Threats or Extortion**

- 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.
- Verbal or written communication that threatens injury to the person, property or reputation of another.
- Threatening to expose another to disgrace, with the intent to extort money or other benefit(s).

### **10. Disruption**

Florida Statute § 877.13 and Board Policy 6Hx-18-3.35 provides that disruption of the campus environment of the institution is prohibited, including but not limited to:

- Deliberate or persistent disruption, obstruction, intimidation or repeated interruption of the learning environment, research, administration, disciplinary proceedings or other College activities that has

the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity. This includes inappropriate use of email, mobile applications, social media, cell phones, laptops or other electronic devices.

- Disorderly, lewd, or obscene conduct or language on campus or at any College-sponsored or College-supervised activity. This includes the sending of harassing, lewd, or obscene messages or images that have the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity.
- Wearing styles or articles of clothing or accessories that cause undue disruption of the learning environment, or intimidation of others in the learning environment, or have the purpose and effect of unreasonably interfering with a student's ability to participate in or benefit from the College's program or activity.
- Behavior that is so distracting that it is difficult or impossible to conduct a class, a meeting, College environment or any other College-sponsored event.
- Congregating in such a fashion as to create a situation that could endanger life or property.
- Incitement to any of the abovementioned actions or to other violations of College policy that could result in such actions whether orally or through written materials or pictures.
- Physical violence or abuse of any person or College-owned or controlled property, or at College sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any person.
- Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any section of the College community to express his/her views.
- Forcible interference with the freedom of movement at the College. Blocking of entryways to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass. A breach of peace is any conduct or expression on College-owned or College-controlled property or at College-sponsored events that disrupts the orderly functioning of the College, or which is lewd, indecent, or obscene is prohibited.
- Blocking of vehicular traffic.

### **11. Dress Standard Violation**

Noncompliance with standards of dress established for safety or health reasons.

### **12. Falsification of Records**

- Misuse of College documents, forging, transferring, altering or otherwise misusing a document, receipt, PantherCard, other identification, or any other College document or record.
- Presenting any form of falsified documentation or identification.
- Making false statements including, but not limited to, the application for admission to the College or College program(s), Financial Aid, 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 any application shall subject the student to immediate dismissal with no refund.**
- Contracting in the name of Palm Beach State or claiming, allowing or giving the impression that a student is acting under the authority of College administration or otherwise officially represents the College for any purpose.
- Making a known false report to College faculty, administration or campus security.

### **13. Fraud**

Deception or misrepresentation deliberately practiced for unlawful gain or unjust advantage.

### **14. Gambling**

Gambling as defined by the Florida Chapter 849.08 - Whoever plays or engages in any game at cards, keno, roulette, faro or other game of chance, at any place, by any device whatever, for money or other thing of value, shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083 Florida Chapter 849.0935 Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties. Additionally, the organization must be in compliance with **Chapter 496, F.S.**

## **15. Harassment and Discrimination**

- Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the College's educational environment, program, or activities.
- Harassment is any unwelcome conduct based on actual or perceived status including: sex, gender, race, color, age, creed, national or ethnic origin, disability, veteran status, pregnancy status, religion, sexual orientation or other protected status.
- Hostile environment is behavior that is sufficiently severe, pervasive, persistent and/or offensive that interferes with limits or denies the ability to participate in or benefit from the College's educational environment.
- Retaliatory discrimination or harassment is any intentional, adverse action against a student.
- Intimidation and bullying is behavior that is repeated and/or severely aggressive and threatening to intentionally hurt, control or adversely impact another person.

## **16. Hazardous, Biological or Other Substances**

Bringing onto or disposing of hazardous, biological, or other substances on or within any of the College's property that will threaten or affect the health, safety and welfare of the people at the College.

## **17. Hazing**

Florida Statutes, §1006.63, prohibits students from engaging in any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of, but not limited to, initiation or admission into or affiliation with any campus or College-based organization sanctioned by the College as an official College activity or organization, either on or off campus.

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 that could adversely affect the mental health or dignity of the individual.

## **18. Illegal Drugs and Narcotics**

Under Florida Statutes, Chapter 893, no person may possess, sell or deliver controlled substances unless dispensed and used pursuant to prescription or otherwise authorized by law. The use of illegal drugs and the misuse of prescription and other drugs that pose threat to the physical and mental well-being of the students, faculty and staff at the College include:

- Possession, promotion, manufacture, distribution, sale, use, transfer, purchase or delivery of drugs (including drugs not prescribed for the user).
- Possession of drug paraphernalia or any other item that could potentially contain or does contain illegal residue.
- Being under the influence of the above referenced drugs on campus or at a College-related site or activity.

## **19. Interference with Conduct Proceedings**

Noncompliance with the Student Conduct Process including, but not limited to:

- Failure to appear before the Dean/Assistant Dean of Student Services, Conduct Committee, or other College officials when requested to do so.
- Falsification, distortion, or misrepresentation of information during the course of the conduct process or before a Conduct Committee.
- Disruption or interference with the orderly conduct of a conduct hearing.



- Knowingly making false accusations of student misconduct without cause.
- Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
- Harassment (verbal or physical) and/or intimidation of a member of a Conduct Committee, any party involved with the proceedings prior to, during, and/or after a conduct hearing.
- Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct system.

## **20. Misuse of Mail Services**

Inappropriate use of College mail, email or voicemail services.

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

- Failure to respond to a request by a College official (or College affiliate) for identification.
- Failure to obey a written or verbal request/order by a College official.

## **22. Parking and Traffic Violation**

- Failure to comply with parking and traffic regulations.

## **23. Prior Disciplinary Sanctions or Warnings**

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

## **24. Public Endangerment**

Behavior or activities that intentionally or unintentionally endanger the safety of oneself or others, or reckless injury or harm to persons, property or reputation including, but not limited to, riding bicycles, scooters, electrically motorized devices (e.g. hoverboard), skateboards or inline skates in hallways or on walkways.

## **25. Sexual Misconduct (Title IX, VAWA, Campus Save Act)**

Gender-based sexual discrimination and misconduct to include:

- Sexual battery - non-consensual sexual penetration by another or other, by union of sexual organ or another object.
- Domestic Violence - any assault, battery, sexual assault, sexual battery, stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence - violence between individuals who have currently, or have had in the past, a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of all the following factors: A dating relationship must have existed within the past 6 months.
- Stalking - a person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking under Florida law.
- Sexual Harassment – engaging in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
- Cyberstalking – Engaging in a course of conduct to communicate, or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- Discrimination – prejudicial treatment based on an individual's membership in a particular category. Types of discrimination include disparate treatment, disparate impact and retaliation.
- Retaliation – intimidating, threatening, coercing or discriminating against an individual for making a complaint, testifying, assisting or participating in an investigation, proceeding or hearing.

- Sexual Harassment - any unwelcome behavior in a sexual nature by a person or persons towards another person, including unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that seriously interferes with a student's learning environment or employee's work environment.

**26. Smoking and Tobacco Use** (includes eCigarettes and Hookah)

- Smoking in any enclosed facility or building on campus or in College vehicles or where otherwise posted.
- Smoking in areas other than those specifically designated by the campus.

**27. Theft**

- Attempted or actual theft of College property or personal or public property including, but not limited to, the theft of textbooks, exams/tests, library or media materials and parking decals.
- Possession or sale of stolen items.

**28. Unauthorized Use of College Property or Unauthorized Presence**

- Presence in or failure to leave a marked or noticed unauthorized area of a building or other unauthorized premises when asked.
- Use of College property or property of members of the College community or College affiliates without prior expressed approval by College or affiliate personnel or in violation of any section of the Code.
- Forcible entry into a building or other premises.
- Tampering with fire and safety equipment.
- Fraudulent and/or unauthorized use of the College name, logo, seal, nickname, slogan, mascot or any registered service mark of the College.
- 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
- The unauthorized use of, or entry into, any College facilities (i.e., classrooms, laboratories, athletic fields), whether by force or not, is prohibited
- Unauthorized possession of or duplication of College keys.

**29. Unauthorized Use of Voice and Video Recording**

Using any device to make an audio or video recording of any person without their prior knowledge or express consent.

**30. Violation of Law, Rule or Mandate**

Charge, arrest or conviction of any municipal, state or federal law, rule or mandate involving violence, threat of violence, weapons, and/or possession, use, or sale of a controlled substance. Chapter 798.02

**31. 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 is expressly forbidden, except as provided by Florida law. Dangerous weapons may include, but are not limited to, knives, firearms, objects that resemble or can be construed as a weapon, explosives, illegal tasers 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, except as provided by Florida law, will be automatically dismissed.

## Student Due Process

The violation of the Code of Conduct is referred to the dean or designee, campus security or College representative by those involved or from bystanders.

All notices under the Student Code of Conduct may be provided by hand delivery or email and certified mail sent to the home address of record. When a notice is required to be placed in the U.S. mail, three days will be added to allow for delivery.

## Student Code of Conduct Violation Procedures

### Filing a Complaint

Any person who believes that he or she has been subjected to civil rights or code of conduct, including harassment, violation by a fellow student or member of PBSC personnel is to file a complaint with the campus dean/assistant dean of student services or designee (henceforth, dean or designee) immediately or as soon as possible. Students or staff may initiate a complaint online using the online [Complaint Form](#). A formal complaint may be in a written statement, a security incident report or via a college personnel on behalf of the individual. Written complaints should include the time of the incident, details to the nature of the complaint, any relevant dates, and the names of any potential witnesses and submitted to the dean or designee.

The dean or designee will notify the executive director of human resources, the assistant to the president for equity programs or designee if the complaint involves an employee, faculty or third party vendor.

A student who wishes to withdraw a complaint must do so in writing to the dean or designee. The College reserves the right to exercise professional discretion to continue processing a complaint in cases of harassment, endangerment, stalking or other behaviors that pose a threat to the safety, welfare or well-being of another person or the Palm Beach State College community. The College reserves the right to take interim action, to protect the peace and welfare of the college community pending completion of an investigation.

### Complaint Process

This complaint process is intended to provide a fair, prompt and reliable determination about whether any College's policy or student code of conduct have been violated.

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; however, witnesses have the right to refuse to engage in self-incrimination. Investigations will include, but are not limited to, visual inspection of text, emails, social media post, voice messages and any other type of documentation or media that support the complainant's complaint or are offered by the accused, or discovered in follow-up interviews.

The individual filing the complaint and the student alleged to be responsible for the violation will be treated with dignity, courtesy, sensitivity and understanding and will not be prejudged or blamed for what occurred. The College will take all reasonable steps to prevent unnecessary or unwanted contact or proximity between both parties. Reasonable attempts will be made to provide support academically and through referral to support services.

Complainants who make accusations of harassment or discrimination in bad faith may be subject to equivalent disciplinary action.

### Temporary Suspension

A temporary suspension may be imposed when the dean or designee, in his/her sole discretion, determines that a student's continued presence on the campus or at any College-related activity or class may represent an ongoing danger to persons or property or an ongoing disruption or threat to the educational process, or if the student is non-compliant with requests from the dean for a conduct conference or informal hearing. Prior to a temporary suspension, notice of the infractions may be given to the student

verbally in person or telephonically. Written notification, within one day, will be delivered to the student's College email address.

The student will be notified in the email as to the date, time and location of the conduct review session. During the session the student will be notified of the conduct violations and proposed sanctions. The student can agree to the sanctions or request a conduct hearing, to be held within five days unless there is mutual agreement on an alternative timeframe. In the case of a distance-learning student who is not a resident of Palm Beach County and does not reside within a 50-mile radius of a PBSC location, this process may be conducted electronically. Based on the student's situation, the dean or designee will determine the appropriate option. A hold is placed on the student's record until such time as the charges are resolved.

### **Student Conduct Conference**

The dean or designee may hold an initial meeting with a complaining person or witnesses. This conference is designed to better understand the complaint, as well as determine if a violation of the code has occurred.

A conduct summons is issued, which will be hand delivered by a college official or sent via email and certified letter to the student accused of a Code of Conduct violation to the home address of record.

### **Notification**

Failure to schedule an appointment with the dean or designee within a week of being issued the summons may result in a temporary suspension, prohibiting a student from attending classes until an appointment has been scheduled. Also, a disciplinary hold may be placed on a student's record preventing them from registering for classes, receiving grades or receiving transcripts.

### **Investigation**

- An investigation will be conducted by the dean or 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. Investigations may also include, but are not limited to, text, emails, social media post, voice messages, law enforcement reports, and any other type of documentation or media that support the complainant's complaint or are offered by the accused, or discovered in follow-up interviews.
- If, after investigating, the dean or 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 email 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.

### **Informal Conduct Conference**

- The charges will be read and explained to the student, at which time the student will have an opportunity to ask any questions.
- The student has the right to admit to or deny responsibility for the charges prior to the conference.
- 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 conduct 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 provided by hand delivery or email and certified mail sent to the home address of record.

### **Formal Conduct Hearing**

If the student elects a conduct hearing, the student will receive written notification via certified mail and email notification five business days in advance as to the time and place of the hearing unless there is mutual agreement on an alternative time frame.

### **Student Rights Relating to Formal Conduct Hearing Include:**

- Notification of the Student Code of Conduct violation(s).
- The dean or 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.
- A student has the right to request assistance in identifying an advocate to assist a student through the conduct 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. Note: The conduct hearing is a non-adversarial proceeding and is intended to be fact-finding. Accordingly, students may have an advocate present, but the advocate may not participate in the proceedings and may only privately advise the student.
- All hearings are only open to those involved as determined by the dean or designee and or the chairperson.
- The student has the right to hear from the complainant and witnesses, to direct questions to the complainant and witnesses through the committee chair, and to present a defense and witnesses on his/her own behalf. It is the student's responsibility to prepare their defense. Either may provide testimony in person or via electronic means as determined by the dean.
- The student may not be compelled to testify against himself/herself.
- 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 direct question 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. Any personal testimony offered may be considered by the committee.
- Where several persons are alleged to have been involved in an incident, the dean will determine if separate hearings will be held.
- Pending a conduct hearing, the student will be permitted to attend class and otherwise participate in College activities, except in the case of a temporary suspension.
- The conduct committee will determine if a violation of the student code of conduct has occurred by the greater weight of the evidence of a violation of the code of conduct.
- All conduct proceedings are confidential unless confidentiality is waived in writing by the student or disclosure is required by law.
- Resolution of any situation not outlined in this process will be at the discretion of the dean of student services.
- Students requiring ADA accommodations need to contact the office of Disabilities Support Services.

### **Conduct Committee**

The dean or designee shall initiate the formation of a Conduct Committee for the academic year. In the case of academic dishonesty charges, the dean of academic affairs or designee shall initiate the formation of a campus Conduct Committee.

The committee shall be composed of five persons including two students, two instructors and one administrator. Where possible, three alternates will be identified. 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.

### **Chairperson's Duties**

1. Calls the hearing to order and introduce all parties present.
2. Explains to the student and all participants the manner in which the hearing will be conducted.
3. Reads the charges being considered.

4. Maintains proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
5. Ensures the committee adheres to standards of confidentiality as provided for in state and federal law (i.e., Family Educational Rights and Privacy Act).
6. Ensures the student and the person bringing the charges each has the opportunity to testify and present evidence and witnesses on his/her behalf.
7. Ensures all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given at the hearing.
8. 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.

### Hearing Process

- Opening remarks will be given by the chairperson detailing the procedure and rules of the hearing the chairperson will also read the notice of violation.
- The dean or designee will present reports, results from investigations and witnesses regarding the alleged violations.
- The student responding to the notice of violation will present his/her perspective including any witnesses, reports or documentation.
- Any witnesses can be recalled, if available, by either party or the committee chairperson.
- A summary statement will be 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 of the committee.

### Committee deliberation

The process for determining the outcome of the hearing involves a review of the documentation, consideration of testimony, and a vote. The committee will decide the matter based on the greater weight of the evidence presented to determine whether the student violated the Student Code of Conduct. The greater weight of the evidence is when it is more likely than not that the violation occurred.

- Only evidence presented at the hearing itself may be taken into account in reaching a decision.
- Findings and recommended sanctions will be delivered by the committee chairperson to the dean or designee. The dean or designee will consider the committee's recommendation and impose appropriate sanctions, notifying the student via College email within two business days and in writing to the address on record within five business days.
- The dean may consider prior disciplinary actions of the student in determining sanctions.
- The dean's office will maintain findings, including any sanction to be imposed and supporting documentation.

### Conduct Sanctions

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

- **Behavioral Contract** – A written and signed agreement between the student and the College related to student's behavioral expectation.
- **Campus Organization Suspension** - loss of recognition and associated privileges for a specified period of time.
- **College/Community Service** – required completion of a specified number of hours of service to the campus or general community.
- **Course Reassignment/Removal** – in response to behavioral, safety, or security concerns.
- **Disciplinary Probation** - notice that the student's behavior is in violation of this Code. Further violation(s) may result in suspension.
- **Dismissal** - permanent separation from the College and any College program. A student who has been dismissed is barred from enrolling at, or visiting, any of the campuses of Palm Beach State College or participating in any College activity.
- **Educational Related Activities** – required attendance at educational programs, meeting with appropriate officials, written research assignments, planning and implementing educational programs, or other educational activities at the student's or student organization's own expense.

- **Fines**- A monetary fee may be imposed for certain violations.
- **Grade Change** - A grade of "F" may be assigned in the case of academic integrity/dishonesty violation. Students may not withdraw from a class to avoid a failing grade as a result of such a violation.
- **Housing Probation/Removal** – Termination or Change in Athletic Housing Assignment. Students remain financially responsible for obligations under the housing contract.
- **Parental/Guardian Notification** for drug or alcohol use or offenses involving weapons, where appropriate and for students under 21.
- **Random Drug Testing** – Based on program of study and/or repeated violation at the students expense
- **Referral** – written notification for assessment to the College counseling Center.
- **Restitution** - Compensation for code of conduct violations involving damage to, destruction of, theft, or misappropriation of property.
- **Restriction/Loss of Privileges** – Temporary or permanent loss of privileges, including, but not limited to the use of a particular College facility, parking, resources, or equipment.
- **Revocation of Admission** – Admission to PBSC may be revoked for fraud, misrepresentation or other violation of PBSC standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
- **Suspension** - leave of absence from the College for a period of time as specified in the sanctions, which will include any conditions which must be met before re-enrollment.
- **Verbal Warning** – verbal notice that the student’s behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- **Written Warning** – written notice that the student’s behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- **Other** such sanctions as deemed appropriate including, but not limited to, written apologies, no contact orders, and/or withholding of the official transcript.

The above sanctions may be included in a student's permanent record.

**Note:** Any student who is the subject of a Florida Atlantic University trespass order may also be trespassed from the Palm Beach State College Boca Raton campus.

### **Appeal of the Outcome of a Hearing**

If either the complainant or the accused disagrees with the determination, an appeal may be made to the campus provost within 10 business days of receipt of the results of the hearing. Grounds for appeals are as follows: 1) a procedural error occurred that significantly impacted the outcome of the hearing or sanction; 2) consideration of new evidence, unavailable during the original investigation that could substantially impact the sanction (a summary of this new evidence and its potential impact must be included); 3) the sanction imposed is substantially disproportionate to the severity of the violation, and 4) either the student filing the complaint or the student responding to the complainant believes there was an abuse of discretion.

The campus provost or designee shall issue a decision within 10 business days of receiving the request, which may include an affirmation of the recommended sanctions, or reduced or increased sanctions. The campus provost or designee has discretion in determining whether a sufficient reason was stated for an appeal. The campus provost or designee is the final point of appeal.

### **Harassment/Discrimination Involving PBSC Personnel**

Palm Beach State College is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Discrimination and/or other harassment based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, veteran status, genetic information or other immutable characteristic of individuals or any other subgroup stereotyping or grouping within the College is unacceptable. It is illegal and constitutes a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Florida law and in accordance with PBSC Board Policy Number 6Hx-18-5.86.

The College designates the vice president of student services and enrollment management or designated representative to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and with the Americans with Disabilities Act of 2008 (ADA).

## Title IX Violations

Palm Beach State College shall provide an education, employment and business environment free of sexual harassment, harassment or discrimination. Sexual harassment, including sexual violence and/or a hostile environment of sexual harassment, is a form of discrimination that is not tolerated by the College. Sexual violence is physical sexual acts or the threat of physical sexual acts committed against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or where a person is unable to give consent or object due to intellect or other disability. (Note: While the use of drugs or alcohol may violate the College's Code of Conduct policy, this shall not be considered when investigating a Title IX complaint.) When a faculty/instructor or staff member receives a complaint, or has reason to know of or believes that a student is the victim of harassment or discrimination, he or she shall immediately advise the student to notify the campus dean of student services. A staff member's failure to immediately notify the dean or designee of suspected harassment, a hostile environment or any other discrimination is a violation of this policy which will be investigated and subject to ramifications as noted in the College's Human Resources policies.

Substantiated harassment or discrimination complaints may result in disciplinary action. Complainants who make accusations of harassment or discrimination in bad faith may be subject to equivalent disciplinary action. The College reserves the right to take interim action, to protect the peace and welfare of the college community pending completion of an investigation.

The accused has a right: (1) to receive a written copy of the complaint; (2) to meet with the investigator and provide a written response; (3) to refuse to engage in self-incrimination; (4) to provide witnesses on his/her behalf; (5) to have an advocate during the investigation process; however that advocate is not permitted to speak on behalf of the accused and (6) the accused has the right to appeal an adverse decision.

Upon completion of the investigation a written report of the investigation will be prepared and provided to both parties. The report shall include the following: (1) a summary of the findings; (2) whether there is a reasonable basis for taking further action; (3) a recommendation to pursue or not pursue disciplinary action against the accused; (4) a proposed disciplinary sanction; and, (5) the basis for the recommended action. A copy of the report will be sent to the Title IX coordinator as appropriate.

At the conclusion and upon request, the complainant/accused may request any documents in the investigation file.

## Appeal Process Involving an Employee or Third Party

If either the complainant or the accused disagrees with a determination or an employee's involvement, an appeal may be made to the vice president of administration and business services (for employees) within 10 business days of receipt of the written report. Grounds for appeals are as follows: 1) a procedural error occurred that significantly impacted the outcome of the investigation; 2) consideration of new evidence, unavailable during the original investigation that could substantially impact the sanction. A summary of this new evidence and its potential impact must be included; 3) the sanction imposed is substantially disproportionate to the severity of the violation, and 4) either the accused or the complainant believes there was an abuse of discretion. The vice president of student services and enrollment management (for students) shall review all such appeals and may, at his or her discretion, further investigate the matter. The reviewing vice president shall issue a decision within 15 business days of receiving the request, which may include an affirmation of the recommended sanctions, or reduced or increased sanctions.

If either the complainant or the accused disagrees with the determination of the vice president with regards to an employee's involvement, a final appeal may be made to the College president. An appeal may be made to the College president within 15 working days of receipt of the written report. The College president shall review all such appeals and has discretion to further investigate the matter. The president



shall issue a decision within 30 days of receiving the request. The determination of the College president shall be the final step of the internal review process. Any conduct administered for full-time faculty shall be subject to the grievance and arbitration procedure as outlined in the faculty union contract.

The College shall use a greater weight of the evidence standard to determine whether a violation occurred.

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

Palm Beach State College is committed to providing prompt and equitable resolutions to students' complaints in accordance with college policy, state statutes and federal regulations. If a student or prospective student believes their complaint has not been addressed satisfactorily after exhausting all available complaint procedures outlined by the College, they have the right to file an external complaint with the Florida Department of Education (FLDOE), the College's accreditation agency, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or the Office of Civil Rights:

- FLDOE--Contact the Division of Florida Colleges. Additional contact information is available at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.stml>.
- SACSCOC--should be contacted only if there is evidence that appears to support the College's non-compliance with an accreditation requirement or standard. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500.
- A student may file a complaint of discrimination with the Office of Civil Rights at [www.ocrcas.ed.gov](http://www.ocrcas.ed.gov).

## Academic Issues and Procedures

### Final Course Grade

The evaluation of academic work is the responsibility of the faculty member. The method for assigning the final course grade is established by the faculty member. Per Board Rule 6Hx118-3.191, faculty shall communicate the grading policy of the course to their students in writing via the course syllabus at the beginning of each class. If this policy changes during the term, students should be notified of any changes in writing.

The final course grade appeal is NOT to be used to review the judgment of a faculty member 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 as stated in the syllabus. Criteria for an appeal are:

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

### Appeal Process

If a student believes his/her final course grade was awarded in error or was a substantial departure from the standards contained in the course syllabus, the student should contact the instructor immediately after receiving the final grade. All informal discussions about final grades must be initiated **within 10 business days beginning with the first day of the following academic semester**. The timeline is very important. If the professor is not available, the student should contact the professor's supervisor. The student should keep copies of the class syllabus and all other work such as exams, quizzes, homework, and in-class assignments. **Document everything. If resolution is not reached, the student may ask for a formal review of the final grade.**

### Request for a Formal Review of Final Course Grade

1. A request for a formal review must be submitted in **writing** to the faculty member's associate dean (or equivalent or designee) within 15 business days of the beginning of the academic semester. A written request for a formal review is required and must include:

- a. The specific complaint, clearly stated;
  - b. All relevant course information including syllabus, exams, homework and other graded work;
  - c. A statement of the resolution that the student is seeking.
2. Within five business days of receipt of the student's appeal, the associate dean (or equivalent or designee) will review the appeal and notify the student, faculty member and dean of academics of his/her decision through the College email.
  3. If the student does not agree with the decision in Step 2, he/she may appeal to the Campus Final Course Grade Appeal Committee by contacting the Dean of Academic Affairs Offices. The appeal must be to the committee chairperson within five business days following the receipt of the associate dean's (or equivalent or designee) decision. Within five business days of the receipt of the student's appeal, the committee chairperson will convene the committee. The committee chairperson will notify all of the hearing participants by College email. The student, faculty member, and associate dean may appear before the committee. Within five business days of the committee hearing, the chairperson will notify the dean of academic affairs of the committee's written recommendation.
  4. Within five business days of receipt of the committee's recommendation, the dean of academics will notify the student, faculty member, associate dean (or equivalent or designee) of her/his decision through the College email. The decision of the dean of academic affairs is FINAL and cannot be appealed.
  5. The dean of academic affairs may extend any of the timelines specified above if extenuating circumstances makes this necessary.

**Note:** Please refer to [www.palmbeachstate.edu/academicaffairs/final-grade-appeal](http://www.palmbeachstate.edu/academicaffairs/final-grade-appeal) website for student final course Grade Appeal Forms.

### **Campus Final Course Grade Appeal Committee**

*Who will be on the committee?*

The campus academic dean shall select the members for the Campus Final Course Grade Appeals Committee. If a campus has Health Sciences and/or Public Safety programs, the campus academic dean shall also select the members for a Final Course Grade Appeals Committee for each of these program areas.

Unless otherwise required by program accreditation, the committee shall be composed of six persons including two students, three faculty and one administrator. In addition, three alternates will be identified. Faculty, staff and students who are directly involved in the case may not serve on the committee. The academic dean shall select one of the committee members to serve as chairperson.

*What role will the chairperson have on the committee?*

- Facilitate the hearing process, only voting in case of tie.
- Call the hearing to order and introduce all members present.
- Explain to the student and all participants the manner in which the hearing will be conducted.
- Maintain proper decorum and order.
- Ensure that the student and the faculty have the opportunity to testify and present evidence.
- Ensure that all available relevant evidence is presented and that the recommendation is based upon the appeal criteria, evidence and any testimony given.
- Call a recess at her/his discretion.

*What will happen during the hearing?*

- Opening remarks will be given by the chairperson.
- The student will present any evidence supporting the appeal.

- Faculty will present their reply.
- At the conclusion of the hearing, the participants will be excused, and in closed session, a recommendation will be rendered by a majority vote.
- A participant may direct questions through the chairperson only; no direct questioning will occur.

*How will the committee make its recommendation?*

The process for determining the outcome of the hearing is called deliberation. This process involves a review of the criteria, evidence and testimony, discussion and a vote. The committee will use the preponderance of evidence standard to determine whether the grade should stand or be changed. 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 the standards of confidentiality. A recommendation will be delivered via College email within five business days to the campus academic dean.

*How will the dean of academic affairs notify all of her/his decision?*

Within five business days of receipt of the Final Course Grade Appeals Committee's recommendation, the campus academic dean will notify the student, faculty and committee chairperson through College email of her/his decision. The decision of the campus academic dean is **final**.

### **Academic Complaint Procedure**

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:

- Attempt to resolve the situation with the faculty/instructor involved.
- If resolution is not achieved, present the situation to the faculty/instructor's immediate supervisor, in writing.
- 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.

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.

### **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 must not substantially interfere with the speaker's ability to communicate or the audience's ability to hear and see the speaker or interfere with the free flow of traffic into or out of the event or to interfere substantially with the speaker's communication. Protests will be permitted in public forums of the campus. This policy applies to all levels of student participation whether attendance is voluntary or mandatory.

#### **1. Procedure Regarding a Student Disruption**

**First Offense:** Occurs when student(s) are 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/assistant dean of student services will be made. The dean/assistant dean of student services will consider further disciplinary action according to the Student Code of Conduct and the 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.

# 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. Payments are accepted through:

- **College website** at [www.palmbeachstate.edu/PantherWeb](http://www.palmbeachstate.edu/PantherWeb). Web payments can be made with a Visa, MasterCard, American Express, Discover Card or any Discover network Global Brand.
- **Cashier's Office**. Each office accepts cash, check, money orders, Visa, MasterCard, American Express, Optima, Discover, JCB or non-North American Diners Club.
- **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 Avenue  
Lake Worth, FL 33461
- **Wire transfers** can be arranged through the Cashier's Office.
- No payments are accepted over the phone.

## Refunds

The refund schedule is based upon the dates listed in the registration calendar that appears in the College Catalog and on the website. 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 regular 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. 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.

## Refund Appeal Process

Requests for refunds after the official add/drop period of the course(s) should be submitted to the campus registrar by completing a Refund Request form, located online at <http://www.palmbeachstate.edu/admissions/Documents/RefundRequest.pdf>. The request form must be accompanied by appropriate documentation of the condition on which the request is based. Approved refunds will be computed on a pro-rata basis. Students will be notified in writing of the 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. 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. Please note that requests will not be granted beyond one calendar year from the term in question.

**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.

## Direct Deposit of Financial Aid Payments and Refunds

Students can choose to have refunds/financial aid funds that are due back to them automatically deposited with their financial institution. Direct deposit reduces the risk of those funds being lost or delayed. Students can elect this option by logging on to PantherWeb.

In the top yellow navigation bar, under My Financials>Sign-up Options, select Direct Deposit. The students will then be prompted to enter their bank account information. Any changes or modifications to the direct deposit information is the responsibility of the student. Changes or modifications that are made the same day as refunds/financial aid disbursements are processed will not be in effect until the following business day.

## Important Taxpayer Information

Internal Revenue Service regulations §1.6050S-1 require the College to annually submit to the IRS Forms 1098-T for certain students who may be eligible for tax credits. The IRS requires a Social Security Number (SSN) or Taxpayer Identification Number (TIN) when submitting tax related information. You may be eligible for tax credit. Your SSN or TIN is required. The College cannot guarantee any particular tax effect nor provide any advice related to IRA tax filing. Your SSN is also required if you intend to use a Florida Prepaid Account. If you fail to furnish your SSN or TIN to the College AND we are required to produce a 1098-T form, you can be subject to a **\$50 penalty** allowable by IRS regulations. If the College does not have a current SSN or TIN on file, please make sure you submit [Form W-9S](#) to your campus Admissions Office to avoid possible penalties. Help ensure the information reported by the College is accurate by supplying this information

## Returned Check Fees

According to Florida Chapter, § 832 (giving worthless checks, drafts, and debit card orders, etc.) The college may charge the following fees:

- 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 including processing through the appropriate State Attorney's Bad Check Restitution Program, and by assessing fees allowable by law as follows:

- Checks under \$50.00 will be charged \$25.00.
- Checks from \$50.00-\$299.99 will be charged \$30.00.
- Checks from \$300.00-\$800.00 will be charged \$40.00.
- 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 as authorized in Florida Statutes 1010.03. Collection costs associated with any individual account balance that were referred to a collection agency will be passed on to the student. Additional collection costs can substantially increase the debt you owe to the College; so, please be mindful of any billing or past due notices sent by the College in order to prevent your account from becoming delinquent.

# Student Financial Aid

Financial aid is available for full-time and part-time students who enroll in an eligible program and meet the qualifying criteria. Your data from the Free Application for Federal Student Aid (FAFSA) and your enrollment status determine the amount of aid for which you may be eligible. For detailed information on the types of financial aid available through the College, go to [www.palmbeachstate.edu/FinancialAid](http://www.palmbeachstate.edu/FinancialAid). Financial aid can only pay for courses applicable towards the student's program of study. Students must be pursuing a valid degree type program (bachelor's, associate and some certificate/diploma programs).

## 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 Student Newsletter linked from your PantherWeb, which provides important and topical advice.

## Financial Aid Payments

Students are strongly encouraged to sign up for direct deposits to your bank of any financial aid funds in excess of tuition, fees and books., The direct deposit form is available on PantherWeb. Students who do not have direct deposit will receive a check, mailed to their permanent address. It is the student's responsibility to maintain a current address on his/her student account through PantherWeb or the Registrar's Office. Financial aid payments are made throughout the term.

## Treatment of Transfer Credits

Federal regulations requires transfer credits accepted by Palm Beach State College and that apply towards the student's program of study, to be counted when evaluating satisfactory academic progress.

## Financial Aid Calendar

**May 1:** The Financial Aid Office highly recommends you complete and submit your FAFSA as soon as possible. If you need assistance completing the FAFSA, Please visit our website at [www.palmbeachstate.edu/FinancialAid](http://www.palmbeachstate.edu/FinancialAid) for FAFSA workshops dates and times at any of our campus location. Now you can file your FAFSA in October using prior-prior tax returns. Please see chart below for examples of when you can submit your FAFSA and tax year used.


## CHANGES TO THE FAFSA® PROCESS FOR 2017–18

**SUBMIT A FAFSA EARLIER:** Students will be able to submit a 2017–18 FAFSA as early as Oct. 1, 2016, rather than beginning on Jan. 1, 2017. The earlier submission date will be a permanent change, enabling students to complete and submit their FAFSAs as early as October 1 every year. (There is NO CHANGE to the 2016–17 schedule. The 2016–17 FAFSA became available Jan. 1, 2016.)

**USE EARLIER INCOME AND TAX INFORMATION:** Beginning with the 2017–18 FAFSA, students will report income and tax information from an earlier tax year. For example, on the 2017–18 FAFSA, students (and parents, as appropriate) will report their 2015 income and tax information, rather than their 2016 income and tax information.

Here's a summary of key dates for submitting the FAFSA depending on when you plan to go to school:

IF YOU PLAN TO ATTEND COLLEGE FROM	YOU WILL SUBMIT THIS FAFSA	YOU CAN SUBMIT THE FAFSA FROM	USING INCOME AND TAX INFORMATION FROM
July 1, 2015–June 30, 2016	2015–16	January 1, 2015–June 30, 2016	2014
July 1, 2016–June 30, 2017	2016–17	January 1, 2016–June 30, 2017	2015
July 1, 2017–June 30, 2018	2017–18	<b>October 1, 2016–June 30, 2018</b>	2015
July 1, 2018–June 30, 2019	2018–19	October 1, 2017–June 30, 2019	2016

StudentAid.gov/fafsa



## Palm Beach State Foundation Scholarships

Please see the Financial Aid section of the website 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 College, 4200 Congress Avenue, Attention: Cashier's Office, Lake Worth, FL 33461, in order to ensure tuition coverage from these awards.

## 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 Direct Loan or to have a previous loan deferred, the student must be registered in at least six credits each semester.

Students enrolled in a PSAV certificate-clock hour classes are required to attend and complete minimum hours of instructional class time; as determined by Financial Aid. Award and disbursement of aid is dependent upon successful attendance and completion of all classes within a payment period, as determined by federal regulations. Failure to meet attendance requirements will result in a loss or reduction of your financial aid funds or require the return of funds that have been distributed.

## Satisfactory Academic Progress to Maintain Your Financial Aid Eligibility

**According to federal regulations, Satisfactory Academic Progress Policy 34 CFR 668.34 Students participating in the federal (Title IV) financial aid program at Palm Beach State College must meet our Standards of Satisfactory Academic Progress (SAP).**

*Students receiving financial aid need to protect their Title IV eligibility by ensuring that they are making satisfactory academic progress. **At the end of each Spring semester**, the Financial Aid Office will conduct a review of the PBSC academic transcript of students in a degree-seeking program to ensure that the student is earning satisfactory grades, completing sufficient classes (credits and hours) toward becoming successful at Palm Beach State College. Students in the short credit hour certificates will have a SAP review at the end of each payment term/semester.*

Calculation under the standards listed below will include all semester of which you are enrolled, regardless of whether or not the student was a financial aid recipient. For additional information, please see your campus Financial Aid Office or the financial aid website, [www.palmbeachstate.edu/FinancialAid](http://www.palmbeachstate.edu/FinancialAid).

**Determination of Satisfactory Academic Progress (SAP) for Degree Seeking Students in AA and AS degree, including credit hour certificate programs (CCC).**

**Three standards are used to measure SAP for financial aid purposes:**

**Standard 1: A student must maintain a cumulative grade point average (GPA) at or above 2.0**

If a course is repeated, only the highest grade is used in the calculation of the cumulative GPA but all will remain on the transcript and all are counted towards attempts for financial aid purposes.

**Standard 2: A student must achieve a cumulative completion rate at or above 67%**

For example, if a student has attempted 24 credits, the student must at a minimum complete 16 credits.

Anytime a student withdraws, fails, audits, and/or repeats a class, it is counted as an attempt. If an instructor withdraws a student from class or the student receives an incomplete, it is also counted as an attempt.

The table below provides an example of how financial aid quantitative (67%) progress is reviewed for a student enrolled in a semester hour program. The table below indicates the minimum number of credits that must be earned for each number of credits enrolled. As the shaded example demonstrates, if you are enrolled in 12 credits, you must earn or pass a minimum 8 credits.

Enrollment	Must Earn	Enrollment	Must Earn	Enrollment	Must Earn	Enrollment	Must Earn
1	1	5	4	9	6	13	9
2	2	6	4	10	7	14	10
3	3	7	5	11	8	15	10
4	3	8	6	12	8	16	11

**Standard 3: Credits completed and/or attempted does not exceed 150% of the credits required to complete the program**

Associate in Arts degree-seeking students are only eligible to receive financial aid for up to 90 cumulative credit hours attempted. Similarly, Associate of Science degree-seeking and certificate students are eligible until they have attempted 150% of the number of cumulative credit hours needed to complete a program as published in the Palm Beach State College catalog.

*Use caution when changing program objectives.* It is strongly recommended that students who are considering changing their program objective consult with a financial aid advisor prior to making the change. Switching to a different program may lead to exceeding the 150% rule when classes do not transfer to meet the requirements of your new objective.

Degree	Allow to Attempt	Calculating 150% Rule
AA or AS 60 credits	90 Credits	60 x 150% = 90
BS 120 Credits	180 Credit	120 x 150% = 180

**How SAP is determined for students in a Post-Secondary Adult Vocational certificate clock-hour Program (PSAV)**

**Three Standards used to measure academic progress for clock hour programs:**

1. **Minimum Grade Requirement** - Student must maintain a "C" or "S" grade as minimum requirement in each course to remain financial aid eligible. (70% or better)
2. **Minimum Completion Ratio (Pace) is 67%** - Student must complete 67% of all clock hour courses attempted towards the certificate program primary objective in order to maintain financial aid eligibility.

*Example: Student attempted 900 clock hours and completed only 675 clock hours, the student completed 75% (675 clock hours/900 clock hours = .75% or as expressed in calendar time 15 weeks/20 weeks = 75%).*

3. **Maximum Time Frame to complete program is 150%** - Clock hours completed and/or attempted must not exceed 150% of the clock hours required to complete the financial aid approved certificate program.

*Example: Program is 1200 clock hour and 40 weeks long. All the program requirements must be met by the time the student completes 1800 clock hours and 60 weeks = 150% Maximum Time Frame. (1200 \* 1.5 = 1800 clock hours and 40 \*1.5 = 60 weeks. Example: Program total clock hours \* 1.5 = 150% Maximum Time Frame*

The maximum time frame must be measured at each payment period. A student is ineligible at the evaluation point if the evaluation indicates that the student will exceed maximum time frame before completing the required remaining hours of the program.

The SAP calculation for clock hour programs measure only clock hours on an official transcript that counts towards the certificate program. Clock Hour SAP calculation will consider transfer clock hours, repeated clock hours, incomplete clock hours, withdrawn clock hours, clock hours attempted for different programs for which student did not receive financial aid and courses that had been previously exempt under the Academic Grade Forgiveness Policy. Remedial and EPI courses will not be review in Clock Hour SAP calculation. Repeated course(s) attempted more than once will be counted in the Completion Ratio (67%) and also in the Maximum Time Frame (150%) calculation but only the last grade will count on the SAP Grade Point Average calculation.

**Very Important:** If during the SAP review it becomes apparent the student cannot mathematically complete his/her program within the maximum time frame (credit hours), he/she will become ineligible for financial aid assistance. The student's financial aid will be suspended.

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.

Transfer credits, CLEP hours, prep coursework and repeated courses, and certain ESOL courses if designated as credit courses by the transferring institution may potentially be used to determine your financial aid eligibility.

### **Students who fail to make satisfactory progress can submit a SAP Appeal**

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

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

Students with mitigating circumstances may submit a Financial Aid Appeal Request form to the Financial Aid Office. For a copy of the appeal form, please visit the financial aid website and click on Financial Aid Forms. The student must submit a written and signed letter indicating the mitigating reason affecting the student's grades and academic progress. This letter should also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation.

The Financial Aid Office may request additional documentation to support the SAP appeal application. Submission of an appeal does not guarantee approval. If the appeal is approved, aid eligibility will be reinstated for the subsequent payment period only.

## 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 your 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 recalculated 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 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 College:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal Direct PLUS Loans
- Federal Pell Grants
- Federal SEOG 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 term.

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 \$900 and are based on expected excess of financial aid and your level of enrollment. 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 return. You are advised 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 pre-certified 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:

<b>Veterans Affairs Allowance</b>		
<b>Time</b>	<b>Regular Term</b>	<b>6-Week Session</b>
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. All students must adhere to the College Academic Standards of Progress found in the Academic Policies section of this handbook. PSAV students who fail to maintain progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. A notice of change in enrollment status will be sent to the Veterans Administration when the student withdraws from a course during the term or changes status.
6. Unsatisfactory progress will be reported when a student is placed on academic probation, suspension or dismissal.
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.*

# Student Services

## Ombudsman/Student Advocate

The dean of student development or designee shall serve as ombudsman for students. The ombudsman helps students understand College policies and procedures, facilitates communication, and assists in conflict resolution apart from engagement in the College's formal grievance procedures. The ombudsman provides an initial point of contact to ensure student concerns and appeals regarding issues such as student's access to courses, credit granted toward the degree, and other matters are referred to the appropriate department to be resolved in a prompt, efficient and impartial manner. Through the ombudsman, PBSC seeks to ensure that all students are treated in a fair and equitable manner.

The ombudsman assists students by:

- Listening and helping to resolve student concerns or complaints.
- Clarifying College policies and procedures.
- Answering questions.
- Referring issues and concerns to the appropriate department or office.
- Helping define available options.
- Recommending revisions in College policies and procedures when appropriate.
- Maintaining open and constructive communications.
- Providing students with information and notification regarding opportunities for assistance and appeal, including the College's formal grievance procedures.

The ombudsman can be reached at 561-868-3371. (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 once a semester.

General advising offices:

Belle Glade	561-993-1023
Boca Raton	561-862-4313
Lake Worth	561-868-3036
Palm Beach Gardens	561-207-5340
Loxahatchee Groves	561-790-9000

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

Bachelor's Degree Programs advising office: 561-868-4100

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

## Career Centers

Career planning and employment services are available at all locations of the College and online. 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 in achieving your career goals.

Belle Glade	561-993-1172	CRB 131.5
Boca Raton	561-862-4325	BT 125
Lake Worth	561-868-3066	CT 104
Palm Beach Gardens	561-207-5350	Burt Reynolds Student Center 129
Loxahatchee Groves	561-790-9000	LGA 101

Information is also available online at [www.palmbeachstate.edu/Career](http://www.palmbeachstate.edu/Career).

## Counseling Services

The College Wide Student Counseling Center, located on the Lake Worth campus, provides services at all campus locations 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 561-868-3980 or visit [www.palmbeachstate.edu/CounselingCenter](http://www.palmbeachstate.edu/CounselingCenter)

## 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](http://www.palmbeachstate.edu/SSS).

## 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 (ADA) Amendments Act of 2008. These laws mandate reasonable accommodations that ensure 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 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 manager at their individual campuses each term, as appropriate accommodation may vary from course to course. The DSS campus manager will prepare accommodation notices which will be sent to each instructor.

The College is committed to ensuring that students with disabilities who rely on service animals are able to access all public areas, attend classes, and participate in campus activities. The entire service animal policy can be viewed by clicking "Policies" from the Disability Support Services webpage: [www.palmbeachstate.edu/Disability](http://www.palmbeachstate.edu/Disability).

### Disability Support Services Telephone Numbers

Belle Glade	561-993-1156
Boca Raton	561-862-4316
Lake Worth	561-868-3046
Palm Beach Gardens	561-207-5345
Loxahatchee Groves	561-790-9000

### Admission and Graduation Substitutions for Students with Disabilities

In compliance with Florida Statutes, sections 1007.264 and 1007.265, eligible students with disabilities shall be considered for reasonable substitutions or waivers with regard to admission and graduation requirements, provided that the inability to fulfill the 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. Eligible students include, but are not limited to, students documented as having a hearing impairment, including deafness; a visual impairment, a specific learning disability, an orthopedic impairment, a speech or language impairment; an emotional or behavioral disability, autism spectrum disorder, or traumatic brain injury.

Students must formally submit a written request for a substitution and/or waiver to their campus Disability Support Services manager. Documentation of a disability, which includes evidence that the failure to meet the requirement is related to the disability, must also be provided. 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. This appeal must be initiated within 45 days of the student's notification of the committee's decision. In accordance with Rule 6A-10.041(3), the College will accept all substitutions previously granted by other state postsecondary institutions.

## FloridaShines ([FloridaShines.org](http://FloridaShines.org))

[FloridaShines.org](http://FloridaShines.org) is Florida's official college advising website. Find information on Florida's state universities and colleges and their programs. You can apply for financial aid and scholarships online, as well as explore the College transfer process and Florida institution transient process, access career planning, and review academic transcripts. FloridaShines does not substitute for regular meetings with an academic advisor.

## Graduation

Graduation is an automatic process, streamlining the necessary steps for students and ensuring that their transcripts reflect the degree or certificate earned. Each term, during the months of October (Fall), March (Spring) and June (Summer), the College will conduct a preliminary review of each currently enrolled student's degree audit. Students who will be "100% program complete" at the end of the term will be eligible for graduation. An email will be sent to eligible students informing them of their graduation status and inviting them to participate in the commencement ceremony. For further information, please go to [www.palmbeachstate.edu/Graduation](http://www.palmbeachstate.edu/Graduation).



# 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, club 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	CRA 1054
Boca Raton	561-862-4327	AD 126
Lake Worth	561-868-3024	BK 109
Palm Beach Gardens	561-207-5356	BR 141
Loxahatchee Groves	561-790-9000	LGA 101

## 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. 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.

## Student Publication

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. 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. For more information, contact *The Beachcomber* at 561-207-5505 or visit [www.palmbeachstate.edu/Beachcomber](http://www.palmbeachstate.edu/Beachcomber).

## Model Legislature

Palm Beach State Model Legislature program is a college-wide program open to all of our students on all campuses to encourage them to get involved and learn more about how their state government works so they can become more informed and more engaged. As part of the program, students are trained in how the legislative process works—how laws are actually made, how the House and Senate operate, how committees work, how bills are written, debated, and voted on, and the role of the governor in the legislative process. Participants have an opportunity to attend a statewide Model Legislature conference for more training with students from other colleges around the state. Model Legislature travels to Tallahassee to see the real state legislature in action, and meet their actual representatives and advocate for the issues and bills that are important to them and to Palm Beach State College. For more information, contact Student Life at 561-868-4008 or visit Lake Worth, BA/302.

## Math Olympics

Math Olympics provides a meeting place for students who enjoy math. 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 Team for the general student population. If you would like more information about the team, contact Professor Roy Boulware at 561-207-5216.

## Student Organizations

Get involved! Palm Beach State College is host to a wide variety of social, faith-based, special interest, academic, service, and occupational-type campus organizations. The College offers more than 100 clubs and organizations, which provide students personal, interpersonal and organizational development. All clubs and organizations 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. These and other policies and procedures, including how to appeal a club request denial, are available at [www.palmbeachstate.edu/StudentActivities](http://www.palmbeachstate.edu/StudentActivities).

To hold office in a student organization, students must have a minimum grade point average of 2.0 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.

For a current listing of student clubs and organizations at Palm Beach State College, select your campus by clicking on the link below:

**Belle Glade:**

[www.bellegladestudentactivities.orgsync.com/clubsandorganization](http://www.bellegladestudentactivities.orgsync.com/clubsandorganization)

**Boca Raton:**

[www.bocaratonstudentactivities.orgsync.com/clubsandorganization](http://www.bocaratonstudentactivities.orgsync.com/clubsandorganization)

**Lake Worth:**

[www.lakeworthstudentactivities.orgsync.com/clubsandorganization](http://www.lakeworthstudentactivities.orgsync.com/clubsandorganization)

**Palm Beach Gardens:**

[www.palmbeachgardensstudentactivities.orgsync.com/clubsandorganization](http://www.palmbeachgardensstudentactivities.orgsync.com/clubsandorganization)

## 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 campus 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 Student Activity & Service Fee 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 term from the campus student activities coordinator. A committee makes the final selection.

## 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](http://www.palmbeachstate.edu/Athletics). All intercollegiate athletic programs are located on the Lake Worth campus.

## Intramural Sports

Currently enrolled Palm Beach State students are encouraged to play and compete in campus recreational intramural sports or sports clubs. Intramural sports are available for currently enrolled students to participate in structured activities at a competitive or recreational level. We offer team sports and individual sports as well as leisure events.

Intramural by definition means "within the walls," and therefore all teams/individuals that participate are affiliated with the College. A few examples of intramural sports are open gym for basketball, volleyball, flag football, soccer, bowling, and table tennis. No matter what your skill level, you will have a good time.

For more information about intramural sports, contact the campus Student Activities Office:

Belle Glade	561-993-1169	CRB 1054
Boca Raton	561-862-4327	AD 127
Lake Worth	561-868-4024	BK 107.3
Palm Beach Gardens	561-207-5316	SC 120

## Sports Clubs

Sports clubs are any sports offered at the College that compete competitively with other colleges and/or organizations, but are not regulated by the NJCAA. Sports clubs can exist at schools that do have teams that are NJCAA-sanctioned. However, they are student-driven clubs with no scholarships. Examples of sports clubs are women's soccer and ice hockey. For more information on sports clubs, contact the Student Life Office, Lake Worth, BA/302, 561-868-3842.

## Wellness Centers

The mission of Palm Beach State College's Wellness Centers is to promote healthy lifetime practices through guidance and educational programming. 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	TEC 126
Boca Raton	BT 144.2
Lake Worth	Public Safety Training Center
Palm Beach Gardens	SC 118

# Testing Services

A variety of national and state exams, such as PERT, LOEP, CLEP, Accuplacer, TABE, and others are administered in the testing centers, as well as instructor make-up exams and testing for distance-learning courses. Current or prospective students taking a test at the College's testing centers should allocate the full amount of time specified for the test plus 15 minutes for processing. Students must present a government-issued, valid photo identification card before being allowed to sit for any test. For information on tests administered, hours of operation, test fees, payment and policies and procedures, visit the website: [www.palmbeachstate.edu/Testing](http://www.palmbeachstate.edu/Testing).

## 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)

Loxahatchee Groves  
561-790-9033  
[edgarb@palmbeachstate.edu](mailto:edgarb@palmbeachstate.edu)

# 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 first-degree 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 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 including but not limited to marijuana, inhalants, depressants and other stimulants range from five 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/assistant 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 local law enforcement for removal from campus.

## Restraining Orders -- College Issued

In order to provide reasonable protection for our students, College administrative restraining orders are issued by the campus dean/assistant dean of student services when a student provides written notification of harassment or stalking by another student. A student who receives a College administrative restraining order is required to abide by its directions or face disciplinary action. College administrative 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/assistant 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/assistant dean of student services of his/her intent to register for classes each semester. The campus dean/assistant 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 one Palm Beach State campus, the student must notify the other campus deans/assistant deans of student services. Each campus Security Office maintains a list of registered sexual offenders that is available for public inspection upon request.

## Student Accident (Education/Training) Insurance

Palm Beach State College students who are enrolled in classes that may result in injury during training or clinical experience situations (e.g., in certain Criminal Justice, Health Sciences, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. To assist with this expense, all students in covered programs are covered by Student Accident (Education Training) Insurance coordinated by the College and paid for by the student as part of the course registration fee. This insurance coverage is in excess of any private insurance the student may have and is in effect **only** during **classwork** and/or **training**. If the student has his/her own private health insurance coverage, this policy will pay for any out-of-pocket expenses not covered by the student's own insurance; e.g., any deductible or co-payment. If the student has no private health insurance, the policy will cover an accident fully up to its limit of \$15,000. However, students returning to the College for agility tests, re-certifications, etc., are not eligible for this insurance.

If you are a student who becomes injured while participating in classwork or training in one of the covered programs, you should immediately inform your class supervisor. Following any medical treatment and your payment of any costs or receipt of an invoice from the treating facility for that treatment, you should provide all documentation to your class supervisor. Your class supervisor is responsible for submitting the claim and supporting documentation directly to the College's claims reporting company, Fringe Benefits Coordinators. The claim form includes a section for both the supervisor and student to complete, including signatures. Please be sure to contact Security for each and every incident that occurs so they may complete a formal Accident – Incident Report, which is required as part of the claim submission. In accordance with the policy requirements, claim forms must be submitted within 30 days of the injury, which may mean that the claim would have to be submitted before treatment is completed or any costs are incurred.

The Student Training Accident Insurance link on the College's Safety and Risk Management web page at [www.palmbeachstate.edu/Safety](http://www.palmbeachstate.edu/Safety) provides additional information, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the Hartford Insurance Company's Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at <http://www.fbc-inc.com>. If you have any questions or comments regarding Student Accident (Education Training) Insurance, please contact Ginny Rizzo at [rizzov@palmbeachstate.edu](mailto:rizzov@palmbeachstate.edu) or (561) 868-4014.

## 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 encouraged to carry their firearm concealed and/or 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.

Emergency-related information should be directed to the campus Security Office.

### 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, visitors and buildings. Security 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
Loxahatchee Groves	561-790-9120

### Campus Crime Awareness

In compliance with the Federal Crime Awareness and Campus Security Act of 1990 and the Palm Beach State College District Board of Trustees Policy 6Hx181.21, the Annual Security Reports are available on the Security website at [www.palmbeachstate.edu/Security](http://www.palmbeachstate.edu/Security).

### Palm Beach State Alerts

Palm Beach State College now uses Blackboard Connect to communicate with students and employees in an emergency. These emergency messages are sent via text messages on mobile devices, audio messages on cell phones and/or home phones, and emails. To keep your contact information up to date, see instructions at [www.palmbeachstate.edu/Alert](http://www.palmbeachstate.edu/Alert).



**EMERGENCY RESPONSE PROCEDURES  
IN AN EMERGENCY, DIAL 911 AND/OR CAMPUS SECURITY**

**EVACUATION**

REASONS TO EVACUATE	IF YOU OBSERVE A FIRE OR SOME OTHER REASON TO EVACUATE:	WHEN AN ALARM SOUNDS OR YOU ARE TOLD TO EVACUATE:
<ul style="list-style-type: none"> <li>• Fire alarm sounds</li> <li>• Power outage</li> <li>• Announcement made to evacuate</li> </ul>	<ol style="list-style-type: none"> <li>1. Activate local fire alarm.</li> <li>2. Notify others and call 911 and/or campus Security, if possible.</li> <li>3. Remain calm; do not panic.</li> <li>4. Proceed to the nearest Safe Assembly Area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Leave the building immediately in a calm, orderly manner.</li> <li>2. Take all your belongings with you.</li> <li>3. Close doors <b>ON THE WAY OUT!</b></li> <li>4. Walk, do not run.</li> <li>5. Follow your evacuation route (check the floor plan in the room or hallway if uncertain). Leave the building through the nearest safe exit.</li> <li>6. DO NOT USE ELEVATORS.</li> <li>7. Listen for instructions from the Building Coordinators, Security personnel and Emergency Responders.</li> <li>8. Move away from the building and report to the building's designated Safe Assembly Area.</li> <li>9. Report any missing or trapped people to the Emergency Responders.</li> <li>10. Remain at the Safe Assembly Area until all personnel have been accounted for and the "All Clear" signal is given. Listen for instructions and watch out for vehicular traffic.</li> <li>11. Do not reenter the building until Emergency Responders indicate it is safe.</li> </ol>

**LOCKDOWN**

<b>WHAT IS "LOCKDOWN"?</b>	Lockdown is an emergency response measure in which individuals on campus receive instructions to immediately enter or remain inside a structure in order to protect themselves from an imminent threat of violence believed to be on the premises.
<b>WHY?</b>	<p>A threat of violence may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Active Shooter on campus</li> <li>• Hostage situation</li> <li>• Riot</li> <li>• Significant criminal or law enforcement activity in the neighborhood adjacent to the campus</li> <li>• Lockdown of nearby schools</li> </ul>
<b>WHAT DO I DO?</b>	<p>When an announcement of initiation of Lockdown is made, the following must occur:</p> <ul style="list-style-type: none"> <li>• Immediately cease all activity.</li> <li>• You may leave the campus if you believe it is safe to do so.</li> <li>• Otherwise, if outdoors, go into the nearest building and/or proceed to an area that can be secured.</li> <li>• If inside a building, enter the nearest classroom, office or secure space with locking capabilities.</li> <li>• Faculty/staff should look outside their classroom/office to direct any students or staff in the hallway into the room immediately.</li> <li>• Anyone in a hallway, restroom, gym or cafeteria should move to the nearest classroom or other secure area immediately.</li> <li>• Use Lockdown keys to lock doors to classrooms and offices from the inside.</li> <li>• Secure and lock windows of classrooms and offices and close window coverings.</li> <li>• Turn off lights and computer monitors. Silence cell phones; if used, text only.</li> <li>• Everyone seek concealment and keep quiet.</li> <li>• Do not open doors during a Lockdown, even in the event of a fire alarm.</li> <li>• Stay in secured areas until directed by Security, law enforcement or a College Official.</li> </ul>

**SHELTER IN PLACE**

<b>WHAT IS "SHELTER IN PLACE"?</b>	Shelter in Place is an emergency response wherein building occupants and persons outside buildings are to seek refuge in areas of the facility that offer protection from an environmental event occurring outside, e.g., a hazardous material spill, severe weather that makes being outdoors dangerous or when evacuation of a building might place the occupants at greater risk than sheltering them within the facility.
<b>WHY?</b>	The purpose of Shelter in Place is to use a building as a barrier between yourself and the phenomenon posing danger.
<b>WHAT DO I DO?</b>	<ul style="list-style-type: none"> <li>• Go inside as quickly as possible.</li> <li>• In the case of a tornado warning, avoid seeking refuge in auditoriums, gymnasiums and other buildings with large roof spans. Occupants of such structures should move into adjacent or nearby offices.</li> <li>• Move to an interior room with no windows on the lowest floor possible of the building using stairs, not the elevator.</li> <li>• Move to an interior stairwell or a hallway not directly connected to the outside if all rooms have windows. Otherwise stay away from windows and glass.</li> <li>• <u>Close and lock all windows</u> if you are in a room with windows.</li> <li>• Close window coverings (e.g., blinds, drapes, shades) if present and <u>if there is time</u>.</li> <li>• Close doors and lock them if so advised. Stay in the center of the room away from windows and doors.</li> <li>• Use the phone only for emergencies.</li> <li>• Stay in place until the danger has passed or until you are told it is safe by Security or law enforcement personnel or a College official.</li> </ul>

See the College's Emergency Operations Plan at <http://www.palmbeachstate.edu/safety/Documents/EmergencyOperationsPlan.pdf> for more detail.



# Traffic and Parking

## Vehicle Registration

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

- The parking decal shall be adhered to the outside of the left rear window or left rear bumper.
- Remove the decal upon transferring ownership of the vehicle.
- Notify campus Security of vehicle title transfer.
- 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 and lot #19. Current FAU decals are honored at all Palm Beach State campuses, and students with a current 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.

## Disabled Parking

These spaces are clearly marked with disabled 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:** \$20 per infraction.

**Handicapped violation:** Fines vary, depending on the jurisdiction; may exceed \$300.

## 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/Security](http://www.palmbeachstate.edu/Security).

## 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

## Advertising Distribution

Advertisement of a non-collegiate nature may only be distributed through College publications, bulletin boards or enclosed receptacles. 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/assistant of student services at each location. Receptacles must meet standards specified by the dean/assistant dean of student services and will only be placed in approved, designated locations.

Solicitation on Palm Beach State College campuses is prohibited.

## 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 website 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. Dunkin Donuts is available at the Lake Worth and Palm Beach Gardens campuses. Location and hours of operation are available at: [www.palmbeachstate.edu/Auxiliary-Services](http://www.palmbeachstate.edu/Auxiliary-Services).

## 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 and enrollment management, 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.

## 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 60 days are subject to disposal.

## 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, cafeterias and Dunkin Donuts locations. A valid, government-issued ID is required in order to obtain a PantherCard. 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
Loxahatchee Groves	Security Office

### **PantherCard Contact Information:**

4200 Congress Avenue

Lake Worth, FL 33461

Phone: 561-868-3567

Email: [panthercard@palmbeachstate.edu](mailto:panthercard@palmbeachstate.edu)

or visit the PantherCard website at [www.palmbeachstate.edu/Panthercard](http://www.palmbeachstate.edu/Panthercard)

## 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 p.m. during weekdays must adhere to the following stipulations:

1. Must be approved by the advisor and the campus dean/assistant dean of student services.
2. Must have adequate security and supervision as determined by the campus dean/assistant 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 are 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.

## Use of Public Forums and/or Distribution of Materials

The regulation of any commercial solicitation on the Campus is necessary to preserve the educational mission of the Campus, to prevent unnecessary distraction during classes and study periods, to provide for the safety of students, faculty and staff members, and to protect the property of the students, faculty, staff and the College.

Students or clubs/organizations that require a setup (tables and chairs) to distribute materials to the public may use those campus areas designated as public forums to speak and or distribute printed materials on campus and must coordinate with the Campus Student Activities Office as indicated herein.

Commercial or for-profit entities are not permitted to solicit on the campus except for specific campus-designated events. **Entities seeking a public forum opportunity on any campus of Palm Beach State College will be requested to do so based on the following guidelines:**

Requests for distribution of material must be submitted electronically to the Campus Student Activities Office for processing. Written confirmation of the requested dates, times and locations will be provided via return email to the requestor and should be available for presentation upon arrival to the campus. The form to request a public forum is available at [www.palmbeachstate.edu/StudentActivities](http://www.palmbeachstate.edu/StudentActivities).

Requests will be scheduled and responded to within three to five working days.

1. Public forum requestors will be provided with one 6-foot table and two chairs. Participants are expected to remain at their table during the distribution of literature.
2. No person, including a student or employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard; or engage in speech if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
3. Distribution of literature must be conducted in a manner that does not interrupt or interfere with the academic programs or administrative activities of the College or any program or activity that is being conducted by or is authorized by the College; does not interfere with entry to or exit from a building, structure, or facility; does not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets or at places of ingress or egress to and from property, buildings or facilities; does not harass, or intimidate the person or persons being solicited; and does not violate applicable State, federal or local laws or regulations.
4. No more than one table may be staffed by an approved organization and tables will be assigned on a first come first served basis.
  - a. Individual organizations may distribute literature no more than three days in a semester and no more than 9 days in a calendar year on any one campus of the College.
  - b. Audio equipment must be adjusted as not to be heard more than 15 feet from the table.
  - c. The sale of items or publications is not permitted.

Failure to comply with these guidelines and other rules and regulations of the College (including the Student Code of Conduct) may result in the revocation of an organization's right to distribute literature at the College. Persons violating this policy will be asked to leave by campus administration or security. Employers and military recruiters wanting to recruit on campus should consult the "On-Campus recruiting guidelines" located at [www.palmbeachstate.edu/Career](http://www.palmbeachstate.edu/Career).

5. Students are allowed to distribute materials or use public forums between the hours of 9 a.m. to 7 p.m. for no more than four hours a day. These hours may be extended or limited for those clubs or organizations that participate in College-sponsored events or programs.
6. Students clubs or organizations are required to pick up any literature that has been scattered on the ground, The College reserves the right to assess a student, club or organization a fee to defray the costs of cleaning up such materials.
7. The College may order a person(s) distributing literature to cease distribution when it would affect the health, safety and welfare of individuals or property, which may include, but is not limited to, the following:
  - a. Where the distribution materially and substantially disrupts the operation of the campus.
  - b. Where the distribution of materials would incite individuals so as to create a clear and present danger to persons or property.
  - c. Where the person(s) litters, defaces or destroys campus property.
  - d. Where the person(s) distributing literature is harassing, stalking or forcing their literature on any person(s).
  - e. Where the person(s) distributing literature is in violation of any applicable federal, state and local laws or College policies.

If distribution is stopped, the person(s) distributing literature may appeal this decision in writing to the dean/assistant dean of students of the relevant campus within seven days after being ordered to stop. The dean/assistant dean of student services must issue a

written decision on the appeal within seven days after receipt of the written appeal. An appeal of the dean of students' decision must be made within three days and will be reviewed by the campus provost. The provost will issue a written opinion on the appeal within seven days. The provost's decision shall be final on behalf of the College.

# 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.

**Academic Year:** The traditional annual cycle of academic terms: fall, spring and summer.

**Add/Drop:** A period of time beginning the first day of classes when students can adjust schedules by dropping courses. Courses dropped during the official add/drop period are not subject to fees.

**A.S. (Associate in Science degree):** A degree designed to prepare students to enter a career upon completing the degree program of study.

**Accreditation:** Palm Beach State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Various academic and workforce programs maintain state and/or national accreditation.

**Articulation Agreement for the A.A. Degree:** Agreement between Florida's public colleges and universities assuring junior-level status to students who complete the state college general education and graduation requirements in university parallel (A.A. degree) programs.

**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 or focus.

**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 non-passing grades.

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

**Bachelor's degree:** (B.A. for Bachelor of Arts, B.S. for Bachelor of Science, and 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.

**Blackboard component courses:** These are face-to-face classes that meet routinely throughout the term. Faculty and 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 using this online tool. 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 degree.

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

**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 (1) 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 or university to a student who has completed a required course of study.

**Degree Audit:** A computerized academic advising and tracking system that provides an assessment of progress toward degree requirements.

**Developmental Education:** Courses, tutorials, laboratories, or other efforts to bring students' skill levels in reading, writing and mathematics to college level.

**Dismissal:** Student status under which he/she is not permitted to attend college based on academic performance.

**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):** Series of courses that help students to develop the Academic English skills needed for success in college careers.

**Educational Plan:** Outlines the courses the student must take to earn a bachelor's degree, associate degree or certificate.

**Educational Planning Workshop:** Prior to registering for courses, degree-seeking students new to PBSC must participate in a new student orientation program that includes information on education planning and college resources, and group advising.

**Electives:** Courses that students may choose to take credit toward their intended major, as distinguished from general education courses.

**Exempt students:** Students who entered 9<sup>th</sup> grade in a Florida public school in 2003-2004 or thereafter and who subsequently earned a standard Florida high school diploma from a Florida public high school/charter, or students who are serving as active duty members of the United States Armed Services. Exempt students are not required to take an entry-level placement exam, nor are they required to enroll in developmental education.

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

**FERPA (Family Education Right and Privacy Act):** Federal law that protects the privacy of student education records.

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

**Freshman:** A student who has completed less than 30 college-level credits toward a degree.

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

**FYE:** Represents an intentional and comprehensive program that consists of different activities and services designed to increase academic performance, provide a cohesive learning experience, increase



student persistence, assist in the transition to college, and create a sense of commitment and community to Palm Beach State College during a student's first year.

**Gateway courses:** First course that provides transferable, college-level English and math credit allowing students to progress in their program of study.

**General education:** Florida Statute 1007.25 specifies that General Education courses come from five core areas: communications, humanities, mathematics, natural science and social science. General Education courses must be completed with a grade of "C" or higher to apply to any degree program.

**Good Standing:** Eligible to continue to register for college coursework.

**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.

**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 0.0 to 4.0.

**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.

**Home Institution:** If you are a transient student, the institution where you plan to complete your degree.

**Hybrid:** Classroom-based course with 50 percent of the content occurring online.

**Incomplete:** A designation given in lieu of a grade for a course that has not been completed, with permission. The student will be given a specified period of time for completion of coursework. Failure to complete the required work will result in a failing grade ("F").

**International Student:** A student who has entered the United States on a nonimmigrant 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.

**Limited Access:** Limited access status occurs when the student's demand exceeds available resources such as faculty, instructional facilities, equipment, etc. Admission to the college does not imply acceptance to a limited access degree or certificate program in which the number of students who may enroll is limited. Limited access programs have specific admission requirements.

**Meta-Majors:** A collection of programs of study or academic discipline groupings that share common foundational skills.

**Non-Exempt students:** Students who graduated from a private, out-of-state, home school, GED, or Florida public high school/charter school prior to 2007 are required to demonstrate college-level readiness with entry-level placement test scores and required to take developmental education if remediation is needed.

**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.

**Part-time student:** Student enrolled for 11 semester credit hours or less.

**Prerequisite:** Course which must be satisfactorily completed before a higher-level related course can be taken.

**Probation:** A status given to students who fail to maintain satisfactory academic progress of a 2.0 GPA.

**Program Objective:** The area of specialization selected for study.

**PSAV (Postsecondary Adult Vocational):** Certificate clock-hour based noncredit programs that provide the student with broad entry level 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 4.0 to 0.0, for grades for A to F for all courses completed, used in determining academic average. See also GPA.

**Readmission:** The procedure for a previously admitted/enrolled student to re-enroll in a degree-seeking status after a break in enrollment of more than two major terms.

**Registration:** The process by which a student officially selects and schedules their college coursework for a given term/session.

**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.

**Residency for Degree:** Percentage of courses (25%) that must be completed at the college in order for a degree to be awarded.

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

**SAT (Scholastic Aptitude Test):** College entrance test which may be used for placement in college-level English and mathematics courses.

**Semester:** A standard academic term (fall, spring, or summer) of approximately 16-weeks of instruction. Refer to "term".

**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 Classification:** Pertains to a student's status as active or inactive, full-time or part-time, freshman or sophomore, degree seeking or non-degree-seeking.

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

**Suspension:** Student status under which he/she 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.

**Term:** A period of instruction. The fall and winter terms are 16 weeks in length. The summer term is shorter, with a 12-week standard.

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

**Transfer student:** Student who attended another 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) at the student's request, by faculty/instructor for excessive absences or by the College.