

# 2000-2001 CATALOG

GENERAL  
INFORMATION

ADMISSIONS

FINANCIAL  
INFORMATION

STUDENT SERVICES

ACADEMIC SUPPORT  
AND OPPORTUNITIES

ACADEMIC POLICIES

AREAS OF STUDY

COURSE  
DESCRIPTIONS

FACULTY



*Florida's First Public Community College*

# PALM BEACH COMMUNITY COLLEGE

## 2000 - 2001 REGISTRATION CALENDAR

	FALL TERM	FALL 1st 8 WEEKS	FALL 12-WEEK	FALL EXPRESS	SPRING TERM	SPRING 1st 8 WEEKS	SPRING 12-WEEK	SPRING EXPRESS	SUMMER A	SUMMER B	SUMMER 12-WEEK
Term Dates	AUG 23 - DEC 18	AUG 23 - OCT 17	SEPT 25 - DEC 18	OCT 23 - DEC 18	JAN 4 - MAY 7	JAN 4 - MAR 2	FEB 5 - MAY 7	MAR 5 - MAY 7	MAY 9 - JUNE 20	JUNE 25 - AUG 6	MAY 9 - AUG 6
Early Registration	JULY 5 - AUG 22	JULY 5 - AUG 22	JULY 5 - SEPT 22	JULY 5 - OCT 20	NOV 15 - JAN 3	NOV 15 - JAN 3	NOV 15 - FEB 2	NOV 15 - MAR 2	APR 11 - MAY 8	APR 11 - JUNE 22	APR 11 - MAY 8
Late Registration	AUG 16-22	AUG 16-22	SEPT 18-22	OCT 16-20	JAN 2 & 3	JAN 2 & 3	JAN 29-FEB 2	FEB 26-MAR 2	MAY 8	JUNE 22	MAY 8
Classes Begin	AUG 23	AUG 23	SEPT 25	OCT 23	JAN 4	JAN 4	FEB 5	MAR 5	MAY 9	JUNE 25	MAY 9
Add/Drop	AUG 23-29	AUG 23-24	SEPT 25-29	OCT 23-24	JAN 4,5,8 9 & 10	JAN 4-5	FEB 5-9	MAR 5-6	MAY 9-10	JUNE 25-26	MAY 9, 10, 11, 14 & 15
Last Day to Drop With Full Refund	AUG 29	AUG 24	SEPT 29	OCT 24	JAN 10	JAN 5	FEB 9	MAR 6	MAY 10	JUNE 26	MAY 15
CLAST Registration Deadline	SEPT 1	SEPT 1	SEPT 1	SEPT 1	JAN 19 <sup>tes.</sup>	JAN 19	JAN 19	JAN 19	MAY 4	MAY 4	MAY 4
Last Day to Make up "I" Grades From Previous Term	SEPT 21	SEPT 21	SEPT 21	SEPT 21	FEB 2	FEB 2	FEB 2	FEB 2	**	**	**
Graduation Application Deadline	SEPT 29	SEPT 29	SEPT 29	SEPT 29	FEB 9	FEB 9	FEB 9	FEB 9	MAY 25	JULY 13	JUNE 15
Last Day to Withdraw/Audit	OCT 27	SEPT 22	NOV 9	NOV 21	MAR 30	FEB 7	MAR 30	APR 16	MAY 29	JULY 24	JUNE 28
Last Day to withdraw from Classes	DEC 8	OCT 9	DEC 6	DEC 6	APR 25	FEB 19	APR 25	APR 25	JUNE 8	JULY 25	JULY 25
Term Ends*	DEC 18	OCT 17	DEC 18	DEC 18	MAY 7	MAR 2	MAY 7	MAY 7	JUNE 20	AUG 6	AUG 6
Commencement	DEC 19	DEC 19	DEC 19	DEC 19	MAY 8	MAY 8	MAY 8	MAY 8	---	---	---
CLAST Test Date	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	OCT 7 REGISTER BY SEPT 1	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	FEB 17 REGISTER BY JAN 19	JUNE 2 REGISTER BY MAY 4	JUNE 2 REGISTER BY MAY 4	JUNE 2 REGISTER BY MAY 4
Student Holidays	SEPT 4 OCT 18 NOV 23-24 DEC 20-JAN 1	SEPT 4	OCT 18 NOV 23-24 DEC 20-JAN 1	OCT 18 NOV 23-24 DEC 20-JAN 1	JAN 15 FEB 21 MAR 12-16 APR 13	JAN 15 FEB 21	MAR 12-16 APR 13	MAR 12-16 APR 13	MAY 28	JULY 4	MAY 28 JULY 4

\*\*Check with Instructor for last meeting day of class and examination schedule.

CALENDAR DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Courses that are included in sessions other than those listed above will have different deadlines. Please see student services for da

# **PALM BEACH COMMUNITY COLLEGE ADMINISTRATION**

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

Richard A. Becker, B.A., Vice President, Administration and Business Services

Vernon Haley, M.S., Vice President, Student Services

Sharon A. Sass, Ph.D., Vice President, Academic Affairs

John M. Schmiederer, Ed.S., Vice President, Workforce Development

Jack R. Tinsley Jr., M.B.A., Associate Vice President, Information/Technology

Patricia J. Anderson, Ed.D., Provost, Eissey Campus

R. Celeste Beck, Ed.D., Provost, South Campus

Helen B. Franke, Ed.D., Provost, Belle Glade

Maria Vallejo, Ph.D., Provost, Central Campus

Ellen Grace, Ed.D., Director, Human Resources

William C. Jenner, B.A., Executive Director, Foundation

Erin McColskey, M.S.

Director, Governmental Relations/Executive Assistant to the President

## **PALM BEACH COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**

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James L. Watt, Esq., Vice Chair

Susan K. Baumel, Esq.

William B. Howden

Carolyn L. Williams

Palm Beach Community College does not discriminate on the basis of disability in the admission or access to, or treatment of employment in, its programs or activities. The following persons have been designated to coordinate compliance with the non-discrimination requirements of the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973:

### **Disability Support Services/Access:**

Susan Lang  
(561) 439-8382

### **Employment Access:**

Ardease Johnson  
(561) 439-8017

### **Facilities Access:**

John Wasukanis  
(561) 439-8198

**THE CATALOG**

*The Palm Beach Community College Catalog* is an information and reference guide on College policies, facilities, degree and certificate programs, course offerings, services and personnel. Since the statements contained in the Catalog are for informational purposes only, it should not be considered the basis of a contract between the institution and the student.

Generally, the provisions outlined in the Catalog are applicable as stated, but PBCC reserves the right to initiate changes including but not limited to academic requirements for graduation without direct notification to individuals.

Mindful of its responsibility to students, the College is committed to making every possible effort to keep students informed of any changes.

Though the College Catalog is produced as a reference guide, it is important for each student to assume ultimate responsibility to keep himself/herself apprised of current requirements for graduation for a particular degree program.

**GENERAL INFORMATION**

930-2001 (toll free in Palm Beach County)  
(561) 434-5140

**BELLE GLADE**

(561) 996-PBCC (7222)

**BOCA RATON**

(561) 393-PBCC (7222)

**LAKE WORTH**

(561) 967-PBCC (7222)

**PALM BEACH GARDENS**

(561) 624-PBCC (7222)



Dennis P. Gallon, Ph.D.  
President, Palm Beach Community College



1999 Teachers of Excellence

This publication can be made available in alternate formats to persons with disabilities. Please make requests well in advance of need to:  
  
Susan Lang  
Palm Beach Community College  
College Disability Support Services, MS #55  
4200 Congress Avenue  
Lake Worth, FL 33461-4796  
Telephone: (561) 439-8382 (V/TTY)

**STUDENT CALENDAR . . . . .INSIDE FRONT COVER**

Fall Term 2000 . . . . .Inside Front Cover

Spring Term 2001 . . . . .Inside Front Cover

Summer A Term 2001 . . . . .Inside Front Cover

Summer B Term 2001 . . . . .Inside Front Cover

**WHERE TO CALL FOR ASSISTANCE . . . . .5**

**CHAPTER 1 GENERAL INFORMATION . . . . .7**

History . . . . .7

Philosophy . . . . .7

Mission . . . . .7

Accreditation . . . . .7

Memberships . . . . .7

PBCC Foundation . . . . .7

Palm Beach Community College District . . . . .7

**CHAPTER 2 ADMISSIONS . . . . .9**

Admission Criteria . . . . .9

Admission Policies . . . . .9

Non-Discriminatory Policy . . . . .9

Release of Transcripts . . . . .9

Specialized and Limited-Access Programs . . . . .9

Admission Procedures . . . . .9

Credit for Prior Learning . . . . .9

Advanced Placement . . . . .10

College Level Examination Program (CLEP) . . . . .10

Departmental and Special Course Examinations . . . . .10

International Baccalaureate (IB) . . . . .10

Early Admission . . . . .10

Experiential Learning . . . . .10

Assessment . . . . .10

Process . . . . .10

Award of Credit . . . . .10

High School Dual Enrollment . . . . .11

College Credit Dual Enrollment . . . . .11

PSAV Dual Enrollment . . . . .11

International Students . . . . .11

Military Service Credits . . . . .12

Placement Testing . . . . .12

Test of Adult Basic Education (TABE) . . . . .12

Placement Test Scores . . . . .13

Readmitted Students . . . . .14

Residence Classification . . . . .14

In-State Residency . . . . .14

Out-of-State Residency . . . . .14

Resident Aliens and Others . . . . .14

State High School Equivalency Diploma . . . . .14

Students with Disabilities Substitution . . . . .15

Technology Preparation (Tech Prep) . . . . .15

Transfer Credit . . . . .15

Transfer Students . . . . .15

Transient Students . . . . .15

**CHAPTER 3 FINANCIAL INFORMATION . . . . .16**

Financial Aid . . . . .16

Emergency Loans . . . . .16

Financial Aid Application . . . . .16

Financial Aid for Students with Disabilities . . . . .16

Standards of Academic Progress for Financial  
Aid Program Participation . . . . .16

Minimum Standards . . . . .16

Appeals . . . . .17

Policy for Withdrawals . . . . .17

Repayment of Title IV Funds . . . . .17

Students in Default on Title IV Loans . . . . .17

Transfer Students . . . . .17

Tuition and Fees . . . . .17

Hope Scholarship and Lifelong Learning Tax Credits . . . . .18

Special Fees . . . . .18

Applied Music . . . . .18

Delinquent Accounts . . . . .18

Individual Program Costs . . . . .18

Library . . . . .18

Parking, Traffic and Moving Violations . . . . .18

Senior Citizen Reduced Tuition . . . . .19

Short Course Noncredit . . . . .19

Student Fee Audit . . . . .19

Television Course . . . . .19

Transcript Fees . . . . .19

Television Course . . . . .19

Refunds . . . . .19

Music, Special Fee . . . . .19

Physical Education, Special Fees . . . . .19

**CHAPTER 4 STUDENT SERVICES . . . . .20**

Overview . . . . .20

Academic Advisement . . . . .20

Athletics . . . . .20

Career Planning and Job Placement . . . . .20

Clubs and Organizations . . . . .20

Disability Support Services . . . . .21

Health Services . . . . .21

Measles Immunization . . . . .22

Housing . . . . .22

Insurance . . . . .22

Intramural and Recreational Activities . . . . .22

Lost and Found . . . . .22

Religious Observances Policy . . . . .22

Student Handbook . . . . .22

Student Publication . . . . .23

Student Retention and Completion . . . . .23

Testing Services . . . . .23

Veteran Affairs (VA) . . . . .23

Standards of Progress for Veteran Students . . . . .23

**CHAPTER 5 ACADEMIC SUPPORT/OPPORTUNITIES . . . . .24**

Career and Technical Education . . . . .24

Center for Health Studies . . . . .24

Center for the Continuing Education of Women . . . . .24

Center for Insurance Education . . . . .24

Child Care . . . . .24

Children First . . . . .24

Computer and Office Technology . . . . .24

Emergency Medical Services and Fire Science Programs . . . . .24

Florida Institute of Government . . . . .24

Learning Unlimited . . . . .24

Mortgage Banking Training . . . . .24

Real Estate Licensure, Post Licensure and  
Continuing Workforce Education . . . . .25

Security Officer . . . . .25

Sign Language . . . . .25

Center for Personalized Instruction . . . . .25

Cooperative Education . . . . .25

Eligibility . . . . .25

Operations . . . . .25

Enrollment . . . . .25

Distance Learning . . . . .25

Interactive Video Courses . . . . .25

Internet Courses . . . . .25

Telecourses . . . . .26

English as a Second Language . . . . .26

Honors . . . . .26

International Field-Trip Study and Summer School . . . . .26

Library Learning Resource Center . . . . .27

Programs and Institutes . . . . .27

Center for Business and Industry . . . . .27

Center for Multicultural Affairs . . . . .27

Institute of New Dimensions . . . . .27

Weekend Business Institute .....	27	Marketing Management .....	57
Young People's Programs .....	27	Office Systems Technology .....	58
Summer Band Camp .....	27	Professional Pilot Technology .....	60
Summer Youth College .....	27	Theatre and Entertainment Technology .....	62
Teen Summer Theatre Program .....	27	<b>ASSOCIATE IN APPLIED SCIENCE (AAS) AND ASSOCIATE</b>	
<b>CHAPTER 6 ACADEMIC POLICIES .....</b>	<b>28</b>	<b>IN SCIENCE (AS) ALLIED HEALTH PROGRAMS .....</b>	<b>64</b>
Academic Policies .....	28	Dental Hygiene .....	64
Audit .....	28	Dietetic Technician .....	66
Correspondence Courses .....	28	Emergency Medical Service Management .....	67
Freshmen and Sophomores .....	28	Nursing .....	68
Full-Time Student .....	28	Occupational Therapy Assistant .....	70
Prerequisites .....	28	Radiography .....	71
Regulation Changes .....	28	Respiratory Care Technology .....	72
Repeated Courses and Academic Average .....	28	<b>ADVANCED TECHNICAL CERTIFICATES (ATC) .....</b>	<b>74</b>
Security of Student Records .....	28	Cardiovascular Nursing .....	74
Student Conduct .....	29	Community Home Health Nursing .....	74
Student Course Load .....	29	Critical Care Nursing .....	75
Unpaid Accounts .....	29	Medical Surgical Nursing .....	75
Academic Progress .....	29	Perioperative Nursing .....	76
Standards of Progress .....	29	<b>POST SECONDARY VOCATIONAL CERTIFICATE (PSVC) .....</b>	<b>77</b>
Academic Suspension or Exclusion .....	29	Paramedic .....	77
Academic Recognition .....	29	<b>POST SECONDARY ADULT VOCATIONAL</b>	
President's List .....	29	<b>CERTIFICATES (PSAV) .....</b>	<b>78</b>
Dean's List .....	29	Accounting Operations .....	78
Attendance .....	29	Administrative Assistant .....	78
Class Attendance .....	29	Apprenticeship Programs .....	78
Examination Absence .....	30	Architectural Drafting .....	79
College Level Academic Skills Test .....	30	Child Development Associate Credential (CDA) .....	79
Exemptions .....	30	Commercial Art .....	79
Retakes .....	30	Commercial Foods and Culinary Arts .....	79
Grading .....	30	Commercial Vehicle Driving .....	80
Grading System for Credit Courses .....	30	Cosmetology .....	80
Grading System for Noncredit Courses .....	30	Criminal Justice Academies .....	80
Grade Change Procedure .....	31	Customer Service Program .....	81
Grade Forgiveness Policy .....	31	Dental Assistant .....	82
Grade Point Average (GPA) .....	31	Electrical Drafting .....	83
Grade Reports .....	31	Electronic Technology .....	84
Incomplete Grades .....	31	Emergency Medical Technician-Basic (EMT-B) .....	84
Graduation Requirements .....	31	Firefighter .....	84
PSAV Program Completion Requirements .....	32	Massage Therapy .....	85
Withdrawal Policies .....	32	Mechanical Drafting .....	85
Instructor Withdrawals .....	32	Medical Assisting .....	85
Student Withdrawals .....	32	Medical Coder Specialist .....	85
<b>CHAPTER 7 AREAS OF STUDY .....</b>	<b>33</b>	Medical Record Transcribing .....	86
Program Listing .....	33	Medical Secretary .....	86
Overview of Degrees and Certificates .....	33	Patient Care Technician .....	86
General Education Requirements .....	34	PC Support Services .....	87
<b>DEGREES</b>		Practical Nursing .....	87
Associate in Arts (A.A.) .....	35	Public Safety Telecommunicator (Dispatcher) .....	87
Associate in Applied Science (A.A.S.) and		Structural Drafting .....	88
Associate in Science (A.S.) Programs .....	38	Surgical Technology .....	88
Accounting Technology .....	38	<b>CHAPTER 8 COURSE DESCRIPTIONS</b>	
Building Construction Technology .....	40	Florida's Statewide Course Numbering System .....	89
Business Administration and Management .....	41	General Rule for Course Equivalences .....	89
Child Development and Education .....	42	Course Prefix .....	89
Computer Information Systems Analysis .....	43	Example of Course Identifier .....	89
Criminal Justice/Technology/Corrections and Law Enforcement .....	45	Authority for Acceptance of Equivalent Courses .....	90
Drafting and Design Technology .....	47	Exceptions to The General Rule for Equivalency .....	90
Electronics Engineering Technology .....	48	Course Prefixes by Program or Subject Matter Area .....	90
Environmental Horticulture Technology .....	49	Introduction To Course Descriptions .....	91
Film, Television and Video Production Technology .....	50	<b>CHAPTER 9 FACULTY .....</b>	<b>176</b>
Fire Science Technology .....	51	<b>MAPS .....</b>	<b>179</b>
Graphic Design .....	52	<b>INDEX .....</b>	<b>184</b>
Hospitality Management .....	53	<b>APPLICATIONS</b>	
Human Services .....	53		
Interior Design Technology .....	54		
Legal Assisting .....	56		

## WHERE TO CALL FOR ASSISTANCE

### ADMISSIONS

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4580
Lake Worth	(561) 439-8103/8342
Palm Beach Gardens	(561) 625-2400
International Admissions	(561) 434-5099

### ADVISEMENT/COUNSELING

Belle Glade	(561) 992-6172
Boca Raton	(561) 367-4508
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2463

### ATHLETICS

Lake Worth--College Teams	(561) 439-8067
Boca Raton--Women's Volleyball	(561) 367-4613
Belle Glade--Intramurals	(561) 992-6182
Boca Raton--FAU Recreation	(561) 297-3795
Lake Worth--Softball	(561) 439-8069
Palm Beach Gardens	(561) 625-2437

### BOOKS AND CLASSROOM SUPPLIES

Belle Glade	(561) 992-5007
Boca Raton	(561) 347-0480
Lake Worth	(561) 434-3600
Palm Beach Gardens	(561) 775-0083

### CAREER INFORMATION / GUIDANCE

Belle Glade	(561) 992-6172
Boca Raton	(561) 367-4629
Lake Worth	(561) 439-8056
Palm Beach Gardens	(561) 625-2560

### CAREER AND TECHNICAL EDUCATION

Belle Glade	(561) 992-6180
Boca Raton	(561) 367-4550
Lake Worth	(561) 439-8006
Palm Beach Gardens	(561) 625-2535

### CASHIER (BILLS, PAYMENTS OR ADJUSTMENTS)

Belle Glade	(561) 992-6151
Boca Raton	(561) 367-4505
Lake Worth	(561) 439-8020
Palm Beach Gardens	(561) 625-2504

### DEANS OF ACADEMIC AFFAIRS

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4565
Lake Worth	(561) 439-8164
Palm Beach Gardens	(561) 625-2587

### DEAN OF CAREER AND TECHNICAL EDUCATION

College	(561) 439-8085
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### DEAN OF ENROLLMENT MANAGEMENT

College	(561) 357-1370
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### DEANS OF STUDENT SERVICES

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4514
Lake Worth	(561) 439-8378
Palm Beach Gardens	(561) 625-2416

### DISABILITY SERVICES

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4582
Lake Worth	(561) 439-8054
Palm Beach Gardens	(561) 625-2428

### DUAL ENROLLMENT

Belle Glade	(561) 992-6182
Boca Raton	(561) 367-4511
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2402

### FACILITY RESERVATIONS

Belle Glade	(561) 992-6167
Boca Raton	(561) 367-4519
Lake Worth	(561) 357-1382
Palm Beach Gardens	(561) 625-2545

### FINANCIAL AID

Belle Glade	(561) 992-6182
Boca Raton	(561) 367-4512
Lake Worth	(561) 439-8174
Palm Beach Gardens	(561) 625-2537
College Graduation Office	(561) 439-8058

### GIFTS AND DONATIONS

Foundation	(561) 655-0478
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### GRADUATION APPLICATIONS

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4508
Lake Worth	(561) 439-8058
Palm Beach Gardens	(561) 625-2463

### GRIEVANCES AND APPEALS

Belle Glade	(561) 992-6162
Boca Raton	(561) 367-4515
Lake Worth	(561) 439-8378
Palm Beach Gardens	(561) 625-2416
ADA/504 Coordinator	(561) 439-8382

### HONORS

Office of Instruction and Academic Programs	(561) 367-4561
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### HOUSING

Count de Hoernle Student Village	(561) 582-9100
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### LOST AND FOUND

Belle Glade	(561) 996-3055
Boca Raton	(561) 367-4525
Lake Worth	(561) 439-8035
Palm Beach Gardens	(561) 625-2430

### PARKING PERMITS

Belle Glade	(561) 992-6151
Boca Raton	(561) 367-4505
Lake Worth	(561) 439-8035
Palm Beach Gardens	(561) 625-2430

### PUBLIC RELATIONS - INFORMATION

College Relations and Marketing	(561) 439-8076
College Information Center	(561) 434-5140



## **HISTORY**

Palm Beach Junior College became Florida's first public community college in 1933. The College initially was housed adjacent to Palm Beach High School and was governed by the Palm Beach County Board of Public Instruction until 1969. Today, this original site has been restored with offices and classrooms to serve students in downtown West Palm Beach.

In 1948, under the direction of its first president, Dr. John I. Leonard, the College moved to Morrison Field, now Palm Beach International Airport; it was relocated in 1951 to the Lake Park Town Hall. Finally, in 1956, the Palm Beach County Commission donated a 114-acre site in Lake Worth, and construction began on the College's first permanent campus.

Dr. Harold C. Manor assumed the presidency in 1956. Under his direction, the College experienced extraordinary growth in enrollment, staff, course offerings and services, including the addition of many technical and vocational programs. In 1965, Roosevelt Junior College, headed by Britton G. Sayles, merged with PBJC.

By the early 1970s, satellite centers were established in Belle Glade, Boca Raton and Palm Beach Gardens. Between 1974 and 1989, these centers developed, featuring permanent buildings, expanding student populations and complete academic programs.

Much of the growth during this time was the result of efforts by Dr. Edward M. Eissey, who was named the College's third president in 1978. He presided over the College's building boom, especially at the Belle Glade, Boca Raton and Palm Beach Gardens locations. In 1988, the College changed its name to Palm Beach Community College to more accurately reflect its comprehensive mission and the expansion of its programs and services.

Following Dr. Eissey's retirement in 1996, PBCC Vice President of Administration and Business Affairs Dr. G. Tony Tate, who had served the College for over 39 years, assumed the presidency on an interim basis. Dr. Dennis P. Gallon was named the College's fourth president in 1997.

Under Dr. Gallon's leadership, the College has continued the expansion of its comprehensive mission by adding an array of workforce training programs to meet the changing needs of business and industry. Other areas of focus include designing and implementing a contemporary technology infrastructure to improve the quality of instruction and college operations, expanding distance-learning opportunities through television and the internet, and creating partnerships with education, business and other institutions and agencies in the community.

## **PHILOSOPHY**

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

## **MISSION**

The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards and compete effectively in the global workplace.

## **ACCREDITATION**

Palm Beach Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 : Telephone 404-679-4501) to award the associate in arts and associate in science degrees.

Accreditation has been granted by professional organizations for certain specific programs. This is noted in the Catalog on pages where the program is outlined. The absence of such a notation indicates that professional accreditation has neither been sought nor granted.

## **MEMBERSHIPS**

The College is an active member of the American Association of Community Colleges and the Florida Association of Community Colleges, as well as other professional organizations.

## **PALM BEACH COMMUNITY COLLEGE FOUNDATION**

The Palm Beach Community College Foundation was established in 1973 to encourage, solicit, receive and administer gifts and bequests of property for scientific, educational, developmental and charitable purposes, all for the advancement of Palm Beach Community College and its objectives. All funds and property are subject to the limitations and conditions under which they are received; therefore, funds are restricted for specific uses. The Foundation works in conjunction with departments within the College and with various individuals and agencies within the community and the state.

The Foundation provides funding for endowed faculty chairs and raises scholarship funds. Applications for scholarships are available at all locations.

## **PALM BEACH COMMUNITY COLLEGE COLLEGE DISTRICT**

### **LOCATIONS**

Courses are offered at PBCC locations in Belle Glade, Boca Raton, Lake Worth and Palm Beach Gardens and through satellite centers at Royal Palm Beach, Wellington Community High School and the de Hoernle Historical Building in West Palm Beach. Each location offers general education courses; however, certain programs may not be available at all locations.

### **BELLE GLADE**

Nestled on the banks of a small lake, PBCC in Belle Glade opened in 1972. The permanent facility was built in 1977 and occupied in January 1978.

The Belle Glade location offers comprehensive courses for college transfer to four-year institutions as well as vocational, technical and continuing education courses.

In addition, the 470-seat Dolly Hand Cultural Arts Center at Belle Glade was completed in 1982, and the lobby was expanded in 1996. The theater offers a variety of cultural and entertainment performances, and is available for rental by individuals and organizations for lectures and meetings.

## BOCA RATON

Since 1971, Palm Beach Community College has been serving the greater south Palm Beach County area from its campus in Boca Raton, conveniently located adjacent to Florida Atlantic University. Many students take advantage of the unique partnership between the two institutions to earn a baccalaureate degree at one location.

PBCC's Boca Raton campus provides its students with state-of-the-art classrooms and laboratory facilities and full-use privileges at the FAU library. PBCC in Boca Raton offers classes for those seeking a college degree as well as those interested in job training, upgrading of skills and personal enrichment workshops.

## LAKE WORTH

The Lake Worth campus, located on Congress Avenue, is PBCC's largest and longest-established campus. It is bordered by Lake Osborne and John Prince Park, and has accommodated the educational needs of the community for over 40 years.

The 114-acre campus offers an extensive selection of majors leading to an associate in arts degree for those planning to transfer to universities, and associate in science degrees and certificates for those pursuing technical fields and certificate programs. In addition, the campus offers a wide variety of noncredit classes through the Career and Technical Education department. Among the many programs available at the Lake Worth campus, nursing, paramedic, dental health, hospitality/food service, early childhood, criminal justice, plumbing and electrical apprenticeship, drafting, interior design, graphic design and real estate programs have attracted many students from the community as well as the nation.

The spacious Watson B. Duncan III Theatre serves as the campus' performing arts instructional facility and hosts a variety of cultural and entertainment events for the public.

Count de Hoernle Student Village, a student apartment housing community that can accommodate over 600 individuals, is now available to students interested in walking or biking to and from the Lake Worth campus.

## PALM BEACH GARDENS

The Palm Beach Gardens campus opened in 1982 as a permanent, full-time facility offering associate in arts and associate in science degrees and certificate programs. The A.S. degree, for those planning to enter the workforce, is available in computer information systems technology; film, television and video technology; legal assisting; environmental horticulture; respiratory care; business; and programs in medical imaging.

A 750-seat Edward M. Eissey Theatre presents educational and cultural programs for the benefit of the College and the public. The facility is also a training center for the campus theatre program. The campus has a Career Resource Center, a Center for Personalized Instruction, state-of-the-art computer classrooms and laboratories, a 250-seat Alfred W. Meldon Lecture Hall and an art gallery.



## ADMISSION CRITERIA

Candidates for admission who have graduated with a standard high school diploma from an approved Florida high school, or who have a U.S. General Education Development (GED) diploma, will be accepted at Palm Beach Community College. Some Post Secondary Adult Vocational (PSAV) programs may not require high school graduation. Refer to program information in this catalog.

Applicants from states other than Florida, who are graduates of out-of-state schools, regionally accredited high schools, colleges or universities, will be considered in accordance with current state statute. In accordance with Florida Statutes 232.246 and 232.02, home school education students may be considered for admission. Contact the Admissions Office for the necessary documentation. International student admission information is located in this chapter.

## ADMISSION POLICIES

### NON-DISCRIMINATORY POLICY

Palm Beach Community College does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, age, sexual orientation, marital or disability status in any of its educational programs or other programs and practices.

However, the College reserves the right to deny admission to applicants who fail to meet established standards of scholarship or deportment. Decision on admission rests with the Registrar's Office. Applicants who are initially denied admission may appeal to the Admissions Appeals Committee, chaired by the Vice President of Student Services.

In accordance with Florida statutes, no student will be admitted to Palm Beach Community College for a period of two years following expulsion from a college or university for unlawful possession, sale or use of narcotic drugs or for campus disruption.

The College District Equity Officer is located in the Office of Human Resources, 4200 Congress Avenue, Lake Worth, Florida 33461-4796, phone number (561) 439-8017. The Equity Officer's responsibilities include all areas of discrimination or alleged discrimination of protected classes.

### RELEASE OF TRANSCRIPTS

Upon admission, the student authorizes the College to release transcripts to governmental and educational agencies as appropriate. Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated. Transcript requests must be made either in person or in writing. Telephone requests will not be honored.

### SPECIALIZED AND LIMITED ACCESS PROGRAMS

All students must complete the steps listed under Admission Procedures. Additional requirements for certain specialized programs are listed in Chapter 7 of this catalog. Requirements must be completed before admission to the College.

## ADMISSION PROCEDURES

Procedures for first-time-in-college students, or students transferring from another college or university, are as follows:

### 1. Application

Complete the application form in detail and forward it to the Admissions Office at the location you plan to attend. International applications must be sent directly to the Lake Worth campus. Incomplete applications will be returned.

### 2. Application Fee

The application fee is \$20 for U.S. citizens. for international students, the fee is \$30 U.S. currency (F-1, I-20 students only). the application fee is nonrefundable. There is no application fee for PSAV applications.

### 3. Transcripts

All final transcripts should be received by the Registrar's Office prior to orientation and registration. Candidates for Post Secondary Adult Vocational (PSAV) programs may also need to provide documentation of high school graduation.

### 4. Placement Tests

Each first-time-in-college or transfer, degree-seeking student who has not successfully completed college-level math and/or English must furnish official test scores from the Florida College Entry Level Placement Test (FCELPT), ACT-E, or SAT I. the test must have been taken no more than two years prior to the admission date. Students who have not yet taken one of the placement tests listed above should contact the testing center on the campus where registering. PSAV students may be required to meet certain Test of Adult Basic Education (TABE) score requirements. Refer to program information in this catalog.

### 5. Orientation

Orientation is required of all first-time-in-college degree-seeking students before registration.

### 6. Acceptance of Students

Upon completion of all forms and assuming eligibility, the applicant will receive an acceptance letter from the Admissions Office. Limited or selected admission programs require a second step in the admission process.

Any student falsifying application records will be subject to immediate dismissal without refund.

### 7. 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, scholarships, etc.), or by international students on an F-1 visa. Non-degree-seeking students are not eligible for financial aid or participation in campus organizations.

## CREDIT FOR PRIOR LEARNING

College credit may be awarded for acceptable scores through Advanced Placement (AP) College Level Examination Program (CLEP), or International Baccalaureate (IB). Students may not receive credit by examination for courses in areas where they have received college credit for more advanced work. CLEP, AP or IB credits may not be applied toward grade forgiveness.

Students with official transcripts of acceptable scores issued directly to the college from the program in question may be awarded up to a maximum of 45 semester hours of credit.

### ADVANCED PLACEMENT (AP)

It is the policy of Palm Beach Community College to grant college credit to a student who presents a score of 3, 4 or 5 on one or more of the advanced placement program examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit granted by Palm Beach Community College is transferable to participating Florida institutions of higher education. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(8) for awarding AP credits.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students may earn a maximum of 21 credit hours from the following general examinations: natural sciences, mathematics, humanities, social sciences and history. Additional credits may be earned through various subject examinations. CLEP credit may not be used to satisfy courses with Gordon Rule writing requirements.

Some colleges and universities do not allow credit for this program. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(7) for awarding CLEP credits.

### DEPARTMENTAL AND SPECIAL COURSE EXAMINATIONS

Students who have been admitted to the College may take, when available, special credit course examinations. Any credit earned will be reported to the student but will not be placed on his/her transcript until after the student has registered for that course. Institutional challenge exams may not be taken more than once. If the student drops during the add/drop period, the credit will not be granted.

### INTERNATIONAL BACCALAUREATE (IB)

PBCC grants college credit to a student who has received a diploma from the International Baccalaureate program for higher-level and subsidiary-level subjects with scores of 4 or above, up to a maximum of 30 semester hours. For those students who have the IB Certificate only, college credit will be awarded for higher-level subjects with scores of 5 or above. PBCC follows the guidelines in Florida State Board Rule 6A-10.024(9) for awarding IB credits.

## EARLY ADMISSION

High school seniors meeting all the requirements for high school dual enrollment (as listed in this chapter) may, upon written recommendation of their high school principal, enroll full-time at Palm Beach Community College. Tuition-free credits earned during the early admission period must be used to satisfy graduation requirements from high school, with the high school principal determining how these credits are to be utilized. Continued participation in the Early Admission program requires a College GPA of 2.0 or higher.

The student may be awarded a high school diploma with his/her regular class or as determined by the high school principal, provided that the student has completed two college semesters or equivalent with a normal class load and has maintained a college GPA of 2.0 or higher.

## EXPERIENTIAL LEARNING

The experiential learning assessment process is designed to recognize the academic value of learning through experiences outside the college classroom including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study.

### ASSESSMENT

*Assessment involves the following:*

- Written or performance tests
- Preparation of a portfolio describing learning and how it was acquired
- Evaluation of certificates and licenses
- Interviews with faculty members
- Review of external agency recommendations

The program area responsible for the courses for which credit is requested determines the method of assessment.

Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an A.S. degree or certificate program at PBCC. General education courses are not assessable.

### PROCESS

After being admitted to the College as a regular degree-seeking student and selecting an academic program with the help of a counselor or advisor, the student must

1. Meet with the appropriate program leader to determine if an assessment process is available for selected courses.
2. Apply for assessment on forms available from the department or student services.
3. Consult with the department, program manager or designated faculty evaluator to determine requirements for assessment and fees required.
4. Discuss student responsibilities in the assessment process, including:
  - a. Meeting with an instructor for an oral or written exam.
  - b. Preparing for a written exam by reviewing textbooks.
  - c. Arranging for an instructor to interview an employer as well as a work-site visit.
  - d. Presenting certificates and licenses for authentication.
  - e. Developing a portfolio of experience.
  - f. Providing ACE recommendations for military training.
5. Pay necessary fees (minimum fee \$15 per course) for assessment. It is possible that academic credit will not be awarded as requested, but the cost of assessment remains the same.

### AWARD OF CREDIT

The assessment process may take from several hours to several months, depending on the amount of credit requested and the methods of assessment required. When the process is completed, the results are forwarded to the Dean of Career and Technical Education for final review and verification. The Dean will request the Registrar to post the credits to the transcript. Credits awarded are held in escrow until the student satisfactorily completes 15 credits of college-level course work at PBCC. Experiential credit may not be used to meet the residency requirement for the 15 hours prior to graduation.

## HIGH SCHOOL DUAL ENROLLMENT

Dual enrollment is an opportunity for students presently attending an accredited Palm Beach County public or private high school, or receiving home school education, to enroll tuition free concurrently in courses offered by Palm Beach Community College. Credits earned must be applied toward high school graduation.

Qualified students must obtain a Dual Enrollment Permission Form from the high school guidance counselor. Home school students may obtain the form from the PBCC Dual Enrollment Coordinator on each campus. The completed form must be submitted to the Registrar's Office, along with a regular PBCC application form for admission. A new Dual Enrollment Permission Form must be submitted for each term enrolled. After the form has been submitted, the student may then register for the PBCC course(s) offered at the high school site or, with special permission from the high school principal, courses offered on the college campus. Preparatory courses, physical education courses, courses less than three credits (unless a corequisite), and duplicates of courses available at the high school level (such as MAT 1033 and CHM 1015) are not eligible.

Students are responsible for their own transportation and parking decals. Dual enrolled students are considered to be high school students, and it is the responsibility of the student and high school to ensure that requirements for graduation from high school are met. Graduating high school seniors cannot enroll in a dual enrollment course(s) for the summer term. Grades earned will become part of student's permanent high school and college transcripts.

## COLLEGE CREDIT DUAL ENROLLMENT

Any Palm Beach County high school student, in order to be eligible for participation in the dual enrollment program, must have:

1. Completed his/her sophomore year.
2. Achieved a weighted or unweighted GPA or HPA of 3.0 or higher. (NOTE: Students with a 2.5 GPA are eligible to take Strategies for College Success, SLS 1501).
3. Satisfied any course prerequisites.
4. Placement testing scores adequate for college level English or mathematics, when applicable.
5. A recommendation and approval from parent and high school counselor or principal.
6. An expressed intention to pursue a college degree.

Students participating in dual enrollment must maintain a 3.0 weighted or unweighted high school grade point average and must earn a grade of C or higher in their college-level courses to continue participation.

Dual enrolled students will not be permitted to participate in College clubs and organizations. Students may participate in Honors courses or Honors option contracts with a 3.5 cumulative GPA.

## PSAV DUAL ENROLLMENT

To be eligible for dual enrollment in PSAV programs a student must:

1. Have completed their sophomore year.
2. Have a minimum of a 2.0 weighted or unweighted GPA.
3. Be the appropriate age (if applicable for the program).
4. Be approved by the high school dual enrollment PSAV counselor/administrator.
5. Have TABE Level D appropriate scores.
6. Complete the Palm Beach Community College PSAV Application.
7. Complete the Palm Beach County High School PSAV Dual

Enrollment Permission Form and get signatures from the appropriate high school dual enrollment administrator.

8. Be free of any outstanding obligations to the high school prior to registering.
9. Student qualifications listed above must be completed prior to the deadlines established by the high school and PBCC.
10. Credits awarded equal one high school credit per 150 contact hours.

Students should contact their high school guidance counselor for more information.

## INTERNATIONAL STUDENTS

Palm Beach Community College is authorized under federal law to enroll non-immigrant alien students. The College welcomes students from other countries who are able to meet certain requirements in addition to following the regular admissions procedures.

*Additional requirements for international students are:*

1. The international applicant should start the admissions process at the earliest possible date prior to the beginning of any college semester. Three months lead time is recommended to ensure enrollment as requested. International students who are unable to complete the required admission and registration procedures prior to the beginning of classes for the approved term of enrollment must wait for the next term to begin their studies at PBCC. Applications for international students will be accepted for the Fall and Spring 16-week terms only (August or January).
2. International transcripts must include certified English translations. Satisfactory academic and conduct records from comparable secondary or higher level educational institutions attended must be submitted. Records must show the equivalent to at least United States high school graduation as determined by the Registrar. University-level transcripts must be accompanied by a course-by-course commercial evaluation from an accredited company. (Information on accrediting companies is available in the Registrar's Office.)
3. International applicants whose native language is not English must present evidence of proficiency in speaking, writing and understanding the English language by submitting a score of 500 or higher on the Test of English as a Foreign Language (TOEFL) or 173 or higher on the computerized TOEFL. The TOEFL is administered by the ETS, the Education Testing Service, Princeton, New Jersey 08450, USA.

The applicant must assume responsibility for making arrangements directly with ETS to take the examination and must request the results be sent to the International Student Office at PBCC (PBCC TOEFL Code is #5531). A score of 70 on the MELAB (Michigan Test) will be accepted in lieu of the Test of English as a Foreign Language. A score of 110 on the Comprehensive English Language Test (CELT), administered by PBCC, may be used to demonstrate proficiency in the English language.

4. Applicants must present a statement from a local sponsor indicating that the sponsor will assume responsibility for housing accommodations and transportation.
5. International student applicants must provide an affidavit of support since students on student visas are required by law to have sufficient funds to cover all living expenses, tuition and fees for a minimum of one year. These funds must be available prior to the time the student registers for each term. No federal financial aid is available to international students, although limited funds are sometimes made available by local community organizations through the Financial Aid Office.
6. International applicants transferring from any post-secondary institution must have at least a 2.0 GPA, be in-status with

- immigration and be in good standing (i.e., eligible to continue, at or return to, their present institution).
- Medical insurance is required of all international students and can be provided through the International Student Office.
  - It is the student's responsibility to comply with all non-immigrant alien requirements from the United States Department of Justice, Immigration and Naturalization Service Laws and Regulations.

*The following conditions apply:*

- International students must maintain full-time academic status (12 hours both fall and winter semesters) and may not enroll as non-degree seeking students.
- International students are expected to complete the two-year program in two years and maintain at least a 2.0 GPA.
- International students must keep a current passport that is valid for at least six months into the future.
- International students must have travel documents reviewed by the international student advisor before leaving the USA.
- Employment is not permitted for F-1 visa students without meeting specific conditions and having permission from the U.S. Immigration Service.

Applicants will be notified by the International Student Office of their acceptance and will then be provided with Form I-20 as required by the United States Immigration and Naturalization Service.

Palm Beach Community College has been approved to issue M-1 Student Visas. Contact the International Student Office for information.

## MILITARY SERVICE CREDITS

PBCC grants credit for United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Credit is not granted for USAFI high school or college level GED tests. However, students may use the USAFI high school certification or GED for admission to the College. PBCC is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences. The College follows the guidelines in Florida State Board Rule 6A-10.024(12) for awarding credit for Defense Activity of Non Traditional Educational Support (DANTES) exams

## PLACEMENT TESTING

All first-time-in-college, degree-seeking students must present scores from the FCELPT unless SAT I or ACT-E scores that are not older than two years place student into college level coursework. (See Table 2-1.) As shown on Table 2-1, higher scores place students into regular or advanced courses, while lower scores require students to be placed into college preparatory courses. Students placed into the college preparatory program will be allowed three attempts to complete each subject area. Students identified as English as a Second Language (ESL) students may be required to take ESL courses.

Each advisor will use this information for placement of a student in mathematics, English, reading, or Gordon Rule writing classes.

- The FCELPT will be the test used in the initial placement of students in mathematics, English reading and "Gordon Rule" writing courses.
- Each first-time-in-college student entering a credit program shall be tested for placement purposes.
- Prospective students must take the FCELPT. Application may be made at any high school guidance office or the Palm Beach Community College Testing Center. The student will bear the cost of the test.

- Students who test into preparatory English and/or reading courses must complete Strategies for College Success (SLS 1501) during their first 12 hours of course work.
- Students currently enrolled in a college preparatory course may not attempt to test out of that area after add/drop. Students must wait 30 days before retesting in a subject area.
- Students who test into the college preparatory program shall begin taking college preparatory courses during their first 12 semester hours of credit course work at the College and must continue to enroll in college preparatory courses until all preparatory requirements are completed. Students who test into college preparatory English cannot enroll in any Gordon Rule writing course. Those who test into college preparatory mathematics cannot enroll in any course for which mathematics is a prerequisite. Those who test into college preparatory reading cannot enroll in any Gordon Rule course which requires college-level reading skills until the preparatory course(s) in the respective areas have been successfully completed.
- College preparatory courses in mathematics, English and reading shall be graded pass or no pass and will be three contact hours per week. ESL college preparatory courses in English and reading shall be graded pass or no pass and will be three contact hours per week.
- Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESL preparatory courses.
- The entry-level test cutoff scores are determined by the Florida Commissioner of Education and the State Board of Education. In addition to the cutoff scores for college prep, scores for advising into other courses have been identified.
- Cutoff scores for placement in mathematics, English and reading courses shall be those given in Table 2-1. Students may register for a course lower than indicated by test scores but not in a higher one.
- College preparatory courses (ENC 0001 College Preparatory English I, ENC 0010 College Preparatory English II, MAT 0012 Basic Algebra I, MAT 0020 Basic Algebra II, REA 0001 College Preparatory Reading I, REA 0010 College Preparatory Reading II, ESL 0001 Speaking & Listening I, ESL 0002 Speaking & Listening II, ESL 0020 ESL Reading I, ESL 0021 ESL Reading II, ESL 0121 ESL Reading III, ESL 0040 ESL English I, ESL 0041 ESL English II, ESL 0181 ESL English III), if indicated through placement testing, must be completed in addition to all course requirements in the program you choose.

## TEST OF ADULT BASIC EDUCATION (TABE)

The TABE is a state requirement for students entering PSAV certificate programs of more than 180 contact hours. Any student enrolling in these programs without TABE scores will be tested during the first week of class. Students with an A. A. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the ACT-E, FCELPT or SAT I are exempt from the TABE exam. See program information for required TABE scores.

**Note:** EMT, Minimum Standard Fire, Criminal Justice and Dental Assisting are Limited Access Programs and follow procedures specific to those programs. Exemptions may not be available for these programs.

**Table 2-1**

## PLACEMENT TEST SCORES

COURSES	ACT ENHANCED	SAT 1	Florida College Entry Level Placement Test (FCELPT)
ESL 0020 - ESL Reading Level I *	✱	✱	0-54 (RC)
ESL 0021 - ESL Reading Level II	✱	✱	55-68 (RC)
ESL 0121 - ESL Reading Level III	✱	✱	69-82 (RC)
ESL 0040 - ESL English Level I *	✱	✱	0-54 (SS)
ESL 0041 - ESL English Level II	✱	✱	55-68 (SS)
ESL 0081 - ESL English Level	✱	✱	69-82 (SS)
ESL 0001 - ESL Speaking & Listening I	N/A	N/A	TBA
ESL 0002 - ESL Speaking & Listening II	N/A	N/A	TBA
* Students required to prove English proficiency may be placed into the ESL Foundation Program. NOTE: ESL placement scores subject to revision. ✱ Must take FCELPT if ACT/SAT scores do not place into college-level course NOTE: Students whose primary language is not English, and who test into preparatory reading and/or English, are required to take ESOL preparatory courses.			
REA 0001 - College Prep Reading I	✱	✱	0-60 (RC)
REA 0010 - College Prep Reading II	✱	✱	61-82 (RC)
ENC 0001 - College Prep English I	✱	✱	0-60 (SS)
ENC 0010 - College Prep English II	✱	✱	61-82 (SS)
✱ Must take FCELPT if ACT/SAT scores do not place into college-level course			
ENC 1101 - College Composition I	17 & above (English)	440 & above (Verbal)	83 & above (both RC & SS)
ENC 1102 - College Composition II	27 & above (English)	600 & above (Verbal)	87 & above (both RC & SS)
MAT 0012 - Basic Algebra I	✱	✱	0-32 (EA)
MAT 0020 - Basic Algebra II	✱	✱	33-71 (EA)
✱ Must take FCELPT if ACT/SAT scores do not place into college-level course			
MAT 1033 - Intermediate Algebra B ✱ - or - MGF 1106 - Liberal Arts Mathematics - or - MGF 1107- Finite Math	19 & above (Math) or MAT 0020	440 & above (Math) or MAT 0020	72 & above (EA) or MAT 0020
MAC 1105 - College Algebra ✱✱ - or - STA 2023 - Statistic ✱✱	20 & above (Math) or "C" or above in MAT 1033	450 or above (Math) or "C" or above in MAT 1033	72 & above (EA) and 44 & above (CLM) or "C" or above in MAT 1033
MAC 1114 - Trigonometry ✱✱ - or - MAC 1140 - Precalculus ✱✱	22 & above (Math) or "C" or above in MAC 1105	480 & above (Math) or "C" or above in MAC 1105	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105
MAC 2233 - Survey of Calculus ✱✱	23 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	510 & above (Math) or "C" or above in MAC 1105 or MAC 1140 (preferred)	72 & above (EA) and 75 & above (CLM) or "C" or above in MAC 1105 or MAC 1140 (preferred)
MAC 2311 - Calculus & Analytic Geometry. I ✱✱✱	28 & above (Math) or "C" above in MAC 1114 and MAC 1140	560 & above (Math) or "C" or above in MAC 1114 and MAC 1140	72 & above (EA) and 95 & above (CLM) or "C" or above in MAC 1114 and MAC 1140
✱ One year of High School Algebra are required ✱✱ Two years of High School Algebra is required ✱✱✱ High School Trigonometry is recommended		NOTE: Both MAC 1114 and MAC 1140 are prerequisites for MAC 2311-Calculus and Analytic Geometry I	

## READMITTED STUDENTS

A student who wishes to return to Palm Beach Community College for classes after an absence of one or more academic years should:

1. Complete a re-admission form from the Registrar's Office.
2. Send for additional forms or transcripts necessary to update admission records.

## RESIDENCE CLASSIFICATION

A student's residence classification is determined at the time of his/her first registration at Palm Beach Community College. Students may petition to reclassify their status after having their legal domicile in the state of Florida for 12 months; however, any residency classification changes would be in effect for the next term. To change to resident student, a Residency Request Form must be submitted along with evidence of residency to the Registrar's Office prior to the first class meeting.

### IN-STATE RESIDENCY

A student is considered to be a resident for tuition purposes when he/she (or, if a dependent, his parent(s) or legal guardian) has been a permanent resident of the state of Florida for at least 12 consecutive months preceding enrollment at Palm Beach Community College. Legal papers proving guardianship must accompany the application, when applicable. Final residence determination will be based on state guidelines and will be determined by the Registrar. Students may be eligible for a waiver of out-of-state tuition if they qualify for one of the following exceptions. (Documentation appropriate to the particular exception will be required.)

1. Active-duty members of the armed services of the United States stationed in Florida, their spouses and dependent children.
2. Full-time instructional and administrative personnel employed by Florida public schools, community colleges and institutions of higher education their spouses and dependent children.
3. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. the student must be enrolled on a full-time basis.
4. Full-time employees of state agencies or political subdivisions of the state when the fees are paid by the state agency or political subdivision for job-related law enforcement or corrections training.
5. A person who establishes legal residency in the state may be considered a resident for fee purposes if their spouse has already established 12 months legal domicile in the state.
6. A dependent child whose parent(s) has established residency in the state of Florida for a minimum of 12 months and who is divorced, separated or otherwise living apart shall be deemed to be a Florida resident for fee purposes regardless of which parent is entitled to claim the child for income tax purposes.
7. A person who has established 12 months residency in the state who later loses his/her residency may be considered a resident for fee purposes for 12 months after the point of abandonment.
8. A person who re-establishes his/her residency within 12 months after abandoning his/her residency is considered not to have lost residency. This is a one-time benefit.
9. Dependent children residing with a legal resident adult relative other than the parents for at least five years. Legal papers proving guardianship are required.
10. Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program.

11. U.S. citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children.

### OUT-OF-STATE RESIDENCY

Unless a student (or, if a dependent, his parent(s) or legal guardian) has had his place of bona fide permanent residence in the state of Florida for at least 12 months immediately preceding his registration, and established certain legal ties to the state, he will be classified as an out-of-state student. Employees of the School District of Palm Beach County or of Palm Beach Community College, who are themselves students at PBCC and who wish to request a waiver of out-of-state tuition fees, may obtain the proper form from the Palm Beach County Superintendent's Office or from the College.

### RESIDENT ALIENS AND OTHERS

Students who are permanent residents of the United States, refugees, or parolees must provide appropriate immigration documents to support their status. To be considered a resident for fee purposes, they must also have established residence in the state of Florida 12 months immediately preceding the first day of class. F-1 visa students and others with non-immigrant visas cannot be considered for in-state residency.

## STATE HIGH SCHOOL EQUIVALENCY DIPLOMA

The General Education Development (GED) test is administered to students who are at least 18 years of age in the Office of Adult Education (an official testing center for the Florida State Department of Education). for PBCC, official transcripts must be sent directly from the GED testing center to the Admissions Office. Applicants who have passed the GED are given the same rights and privileges as a student with a standard high school diploma.

## STUDENTS WITH DISABILITIES SUBSTITUTION

Eligible students with disabilities (as defined by State Board of Community Colleges Rule 6A-10.041) shall be considered for reasonable substitution with regard to admission and graduation requirements, provided that the inability to fulfill the course requirements is due directly to the disability and that appropriate accommodations will result in success.

The Academic Substitution Committee (consisting of a student services administrator, academic affairs administrator, a disabilities services advisor and two other professional personnel) reviews substitution requests, identifies reasonable substitutions and makes substitution decisions on an individual basis.

## TECHNOLOGY PREPARATION (TECH PREP)

PBCC and the School Board of Palm Beach County offer programs that provide technology preparation (Tech Prep) components. Through their Inter-Institutional Articulation Agreement, these institutions agree that students who complete technology "pathways" (programs of study) in high school can qualify for college credit that applies to certain A.S. or A.A.S. degree programs or vocational certificates.

These programs and certificates are indicated in this catalog with a designation of "TPA," (Tech Prep Articulated), after the program or certificate name listing (Chapter 7). Students who are interested in qualifying for this type of credit must first check with their high school counselors to verify that they have completed the "pathway" courses at the high school level and any other requirements. Then, upon registering at PBCC, the student should contact the manager of the program of interest or Dr. Maria Vallejo, Central Campus provost, (561) 357-1324, vallejom@pbcc.cc.fl.us about further course requirements to qualify for credit for completed high school courses.

## TRANSFER CREDIT

Students may transfer credit from other institutions into PBCC; however, at least 25% (15 credit hours-A.A.) of the program or certificate credit must be earned at PBCC (excluding CLEP or credit by exam). All courses received for transfer credit must be evaluated and approved by the College Registrar's Office. The amount of credit allowed for a quarter, semester or term will not exceed the amount the student earned at the original institution. Quarter-hour credits will be converted to semester hours.

Transfer credit may be accepted from degree-granting institutions that are fully accredited at the collegiate level by their appropriate regional accrediting agency. An institution may appeal the policy. However, should the quality of the educational program of the institution attended appear mediocre or unsatisfactory, the College Registrar has the prerogative not to accept all or any part of the previously earned credit. Students with college credit from colleges outside the U.S. must have their documents evaluated by one of the approved commercial evaluating companies (information on these companies is available in the Registrar's Office).

## TRANSFER STUDENTS

A student is classified as a transfer student if he/she has previously registered at any other regionally accredited college or university, regardless of the amount of time spent in attendance or credit earned.

1. Students who enter from other colleges or universities must request that official transcripts be sent directly to the College Registrar's Office from each college or university attended.
2. Palm Beach Community College accepts on transfer only those courses completed at other regionally accredited institutions with grades of D or higher. All courses on the transcript are considered in calculating grade point average for student standing and for meeting graduation requirements. D grades cannot be used to satisfy any General Education requirements.

Any student who has been suspended for disciplinary reasons at any college or university must be cleared for admission through the PBCC Admissions Appeals Committee.

## TRANSIENT STUDENTS

Students currently attending other colleges or universities who plan to enroll at Palm Beach Community College and transfer their credit back to their home institution must complete a Palm Beach Community College application form or, if they have previously been students at PBCC, a re-admission form. An official college transcript or a letter of good standing must be mailed directly to the Registrar's Office. If the student wishes to continue attendance at Palm Beach Community College, he/she must complete admissions requirements.

Transient students should be advised by their home colleges concerning recommended courses to be completed at Palm Beach Community College. International students must submit a written authorization from the International Student Office of their home institution.



## FINANCIAL AID

The mission of the Office of Financial Aid at Palm Beach Community College is to help students secure the resources necessary to pursue a post-secondary education, while striving to control excessive educational indebtedness at the community college level. The office is challenged to find a reasonable mix of family funds and student aid funds to assist with educational costs.

In an effort to accomplish this mission, the Office of Financial Aid:

- sets departmental goals that reflect and support the goals and mission of the institution
- awards aid to students according to financial need, as determined by federal methodology
- allows for flexibility in institutional policy to consider unusual circumstances, recognizing that each student's financial situation is unique
- plays a proactive role for the purpose of providing an understanding of financial aid
- provides information to ensure that the student understands his or her rights and responsibilities
- offers guidance in financial and academic matters, especially as they relate to satisfactory academic progress
- strives to serve students with sensitivity, courtesy and timeliness
- facilitates student access and student success.

Types of aid available at PBCC include grants, scholarships, work-study programs and student loans. Grants are awarded on the basis of financial need and do not have to be repaid. Scholarships do not have to be repaid and are awarded for various reasons including merit, talent and need. The work-study program allows students to earn money for their education through on-campus or community service jobs. Loans are available to parents and students and must be paid back according to the terms of the loan agreement. For detailed information on financial aid programs offered at PBCC, refer to the Panther Aid publication available in the Financial Aid Office.

## EMERGENCY LOANS

Emergency loans are available to assist students facing unexpected short-term financial difficulties. Loans will be approved for documented financial emergencies at the discretion of the campus financial aid coordinator. Students are limited to one emergency loan per semester up to a maximum of \$400. A two percent service charge will be collected upon repayment of the loan. Failure to repay the loan according to the specified terms may prohibit the student from receiving subsequent emergency loans from PBCC.

## FINANCIAL AID APPLICATION

The Free Application for Federal Student Aid (FAFSA) is the first step in applying for all financial aid and is available through the Financial Aid Office on each campus. The student needs to complete only one FAFSA per academic year. The student must follow all instructions carefully as filling out this form right the first time will speed up the financial aid process. Assistance with completing the FAFSA is provided by the Financial Aid Office on each campus. Students must fill out the FAFSA completely and mail it to the federal processor in the envelope provided. Students with Internet access can file a FAFSA at <http://www.fafsa.ed.gov>. The Financial Aid Office will use the results of this application to determine financial need and financial aid awards.

## FINANCIAL AID FOR STUDENTS WITH DISABILITIES

Students with disabilities are eligible to apply for any and all forms of financial assistance that are available through the College. There are no programs, however, through either the Financial Aid Office or Disability Support Services (DSS) Office that are specifically for

students with disabilities. The DSS Office maintains a small list of specialized scholarships, but the list is very limited.

Students with documented disabilities may enroll in a less than full-time course load as an academic adjustment to accommodate their disabilities under the Americans with Disabilities Act of 1990 and the regulations accompanying Section 504 of the Rehabilitation Act of 1973. Students are encouraged to discuss full-time course load requirements with an academic advisor or student services counselor for their respective program. Additionally, the nature of the disability must warrant the adjustment. A financial aid counselor can determine how a reduced course load will affect their aid.

Students should be aware that federal law requires the Federal Pell Grant funds be prorated based on the number of credits taken, and that the student financial aid budget will also be reduced accordingly. In addition, to participate in the federal Stafford Loan Program, or to have a previous loan deferred, the student must take at least six credits. Finally, as always, eligibility for financial aid depends upon satisfactory academic progress.

## STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID PROGRAM PARTICIPATION

According to federal regulations, students participating in any federal financial aid programs offered through Palm Beach Community College will be subject to the following Standards of Academic Progress. These standards will also apply to state programs. Calculation under these standards will include all terms of enrollment, regardless of whether the student was a financial aid recipient. These standards were effective for all financial aid recipients as of Fall Term 1999.

## MINIMUM STANDARDS

To be considered as making satisfactory academic progress, the student must maintain the minimum cumulative GPA (as shown in Table 3-1) and a minimum 67% course completion rate (audits, failures, incompletes, repeats, and withdrawals are included as attempts).

TABLE 3-1

### Required Minimum Standards

CUMULATIVE HRS. ATTEMPTED	CUMULATIVE GPA
1-14	1.4
15-27	1.6
28-45	1.8
46-90	2.0
91 and up	no longer eligible to receive Financial Aid

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

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

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.

These standards will be assessed at least once per academic year. Students who fail to meet the minimum standards will be suspended from all federal and state financial aid program participation until they have earned the appropriate GPA and have achieved the required minimum completion rate. Students who exceed the maximum time frame will be terminated from all federal and state financial aid program participation at PBCC.

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

## APPEALS

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

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

These students must complete a Financial Aid Suspension/Termination Appeal Request form and submit it to their campus Financial Aid Office. If denied, the student may pursue further review by the Financial Aid Committee.

Upon approval of a suspension appeal, the student's financial aid eligibility will be reinstated for the current term, during which he or she must achieve the minimum standards.

Upon approval of a termination appeal, the student must maintain a minimum 2.0 GPA and earn all credit hours attempted.

## POLICY FOR WITHDRAWALS

Students who withdraw from the College (all courses in a given term) and are receiving financial aid will be subject to the Refund and Repayment Policy and may have to return funds. (See the following section.) In addition, withdrawals affect the qualitative measure of progress and the time frame for degree completion listed above.

## REPAYMENT OF TITLE IV FUNDS

The amount of Title IV aid a student must repay is determined via the Federal Formula for Returns of Title IV Funds, as specified in Section 484B of the Higher Education Act. This statute also specifies the order of return of the Title IV funds to the programs from which they were awarded.

## STUDENTS IN DEFAULT ON TITLE IV LOANS

Students in default will not have access to transcripts or registration. Before a default hold will be lifted to send out a student academic transcript, a letter must be on file from the lender stating that the student has worked out a payment plan and is showing a good faith effort to pay the loan. In the case of lifting a default hold to allow a student to register at the College, the student must prove that he or she has made a good faith effort to repay the loan or provide evidence that it is in the best interest of the College, student and lender for the student to be allowed to continue at the College.

## TRANSFER STUDENTS

Any student who transfers to PBCC from any other school beyond high school must provide official transcripts from all other schools attended. The transcripts must be evaluated by PBCC before there can be an offer of financial aid.

## TUITION AND FEES

All fees are due at the time of registration. No registration will be completed until all matriculation fees, tuition fees and miscellaneous fees have been paid in full. A student may not attend classes until this has been completed. A student will be withdrawn from classes if the student's check is returned unpaid. If a student has had a returned check, he/she will be required to pay all future fees by cash, money order or certified check. Personal checks may be accepted for the amount of fees due. It is suggested that each student bring two checks to registration: one for registration and one for the purchase of books and supplies. All fees are subject to change by action of the Florida Legislature and the PBCC District Board of Trustees.

<b>Application and Registration Fees</b>	
<u>NON-REFUNDABLE FEE</u>	
Application Processing Fee for	
Credit Student . . . . .	\$20
Application Processing Fee for	
International Student . . . . .	\$30
Registration Fee (one time per term) . . . . .	\$5
<i>Note: There is no processing fee for PSAV application.</i>	

<b>Tuition Fees</b>	
<u>PER SEMESTER HOURS- ALL TERMS</u>	
In-State Student	
(Florida residents) . . . . .	*\$46.14
Out-of-State Student	
(Non-Florida resident) . . . . .	*\$170.49
PSAV In-State Student	
(Florida resident) . . . . .	*\$1.60 per contact hour
PSAV Out-of-State Student	
(Non-Florida resident) . . . . .	*\$6.73 per contact hour
*Fee Subject to Change	

<b>Application Fees for Limited Access Programs</b>	
Dental Hygiene . . . . .	\$20
Occupational Therapy . . . . .	\$20
Nursing . . . . .	\$20
Radiography . . . . .	\$20
Sonography . . . . .	\$20
Respiratory Care . . . . .	\$20
Dental Assisting . . . . .	\$10
Paramedic . . . . .	\$10

## HOPE SCHOLARSHIP AND LIFELONG LEARNING TAX CREDITS

Under the provisions of the 1997 Taxpayer Relief Act, the "HOPE Scholarship" was established for education-related expenses paid after January 1, 1998. The tax credit applied to a student's first two years of college and eligibility is based on a family's income level. There are also tax credits for lifelong learning and some student loans' interest. For further information on educational tax credits, please contact a tax advisor or the Internal Revenue Service.

**SPECIAL FEES**

Special fees are assessed in addition to the basic fee schedule. Special fees may vary from campus to campus.

**APPLIED MUSIC**

All applied music courses require special fees. Applied music courses are numbered MV and may be MVB (Brass), MVK (Keyboard), MVP (Percussion), MVS (Strings), MVV (Voice) or MVW (Woodwinds).

<b>Applied Music Fees</b>	
<u>CLASS INSTRUCTION</u>	<u>FEE</u>
2 hours weekly . . . . .	\$40
<u>PRIVATE INSTRUCTION</u>	<u>FEE</u>
1 hr. weekly,	
2 semester hrs credit, fall, spring terms . . . . .	\$40
1-1 1/2 hrs. weekly	
1 semester hr. credit, spring, summer terms . . . . .	\$50

**DELINQUENT ACCOUNTS**

Returned Check Fee-\$20 or five percent of check, whichever is greater.

Any student who has a delinquent account shall be notified. If the delinquency is not cleared within the time period specified, the office of Student Services will inform the student that he/she has been placed on disciplinary probation, suspended from class attendance, subject to immediate suspension from College and have all academic records frozen until the account is cleared.

<b>Dental Hygiene Clinic</b>	
<u>ADULT (AGE 18 AND OLDER):</u>	
Prophylaxis & X-rays . . . . .	\$35
Screening . . . . .	\$5
Screening & X-rays . . . . .	\$15
Sealants per tooth . . . . .	\$2
<u>CHILD (AGE 17 AND UNDER):</u>	
Prophylaxis & X-rays . . . . .	\$15
Screening . . . . .	\$2
Screening & X-rays . . . . .	\$10
Sealants per tooth . . . . .	\$2
<u>RADIOGRAPH DUPLICATION:</u>	
Mailed . . . . .	\$6
Picked up . . . . .	\$5

**EXAMINATION FEES**

Variable fees are charged for some exams such as make-up exams.

**INDIVIDUAL PROGRAM COSTS**

Individual program costs vary. In some programs, students must purchase approved uniforms and/or special kits as required.

**LIABILITY**

Student Insurance Fee of \$25 is required in certain courses where the student is providing a service to the public and is payable once per academic year.

**LIBRARY**

If a book is lost, the student responsible must pay the acquisition price of that book. For an overdue book, the charge is \$.10 a day per school day, excluding weekends. Students will be charged up to the acquisition price of the book.

**PARKING, TRAFFIC AND MOVING VIOLATIONS**

All licensed vehicles, other than visitors, will be required to have a parking decal. Employees (full-time and part-time) will not be charged for decals. Decals will expire August 1 of each year. (Amounts charged for decals, parking and traffic fines are subject to change by the District Board of Trustees.) Fraudulent use of a parking decal can result in a fine equal to the appropriate fee.

Decals will be obtained at the Security Office and College bookstore for the following amounts:

- Academic Year-\$10
- One Term-\$5

Decals will be required for continuing studies workshops as follows:  
 (a) Up to seven weeks, temporary guest decals will be issued free.  
 (b) Seven weeks or more, a decal must be purchased, priced as above.

PBCC's campus in Boca Raton is located at Florida Atlantic University, and therefore fines and violations are defined by the FAU Traffic and Parking Department. Detailed information is provided upon purchase of a decal at the Cashier's Office.

<b>Decals</b>	
<u>DECAL</u>	<u>FEE</u>
Fall or spring term . . . . .	\$5
Summer term . . . . .	\$5
Annual . . . . .	\$10
Replacement and for temporary use of another vehicle . . . . .	\$1

<b>Parking and Traffic Fines</b>	
<u>MOVING VIOLATIONS OFFENSE</u>	<u>FEE</u>
First . . . . .	\$10
Second . . . . .	\$20
Third . . . . .	\$30
Fourth . . . . .	Automatic suspension of campus driving privileges
Parking in Handicapped Space . . . . .	\$25
Failure to Register a Vehicle . . . . .	\$10
Parking & Miscellaneous Violations . . . . .	\$10

## SENIOR CITIZEN REDUCED TUITION

\$10 per credit hour plus any per class special fees. A one-time application processing fee of \$20 and a \$5 per term registration fee applies.

Senior citizens, 60 years of age or older, may register each fall, spring or summer term for a maximum of two credit courses per term on the day after the final day of the regularly scheduled add/drop period, on a space-available basis if all prerequisites have been met. There is a fee payment of \$10 per credit hour, regardless of Florida residency status. The student activity fee, financial aid fee and capital outlay fee will not be charged.

Senior citizens will be expected to pay the one-time application fee and all regularly assessed special fees and registration fees for any courses in which they enroll.

## SHORT COURSE, NONCREDIT

Fees to cover the cost of instruction and materials for short courses, non-credit courses and workshops will be announced for each course offering. No refunds of \$10 or less will be made for workshops except for cancellations.

## STUDENT FEE AUDIT

An audit of all fees collected will be conducted by the College staff at the close of each registration. In accordance with College policy, all students owing additional fees as a result of this audit will be required to pay them. Over collection of fees will be refunded.

## TELEVISION COURSE

All courses offered by television will have a special \$20 fee.

## TRANSCRIPT FEES

Transcript Fee-\$3

Additional transcripts will not be issued until this fee is paid. There is no charge for an unofficial copy given to student.

## REFUNDS

The refund schedule is based upon the dates listed in the calendar of events that appear in the front of the Catalog and in the PBCC Student Handbook.

Any student who officially withdraws from college or reduces his/her course load prior to the end of the published drop/add period is automatically refunded 100 percent of refundable fees. No grade is recorded on the student's transcript.

The appropriate account is automatically refunded on a pro-rata basis in those cases where a first time-at-the-college Title IV financial aid student withdraws from all credit classes after the end of the published drop/add period but not beyond 60 percent of the term. A grade of W is recorded on the student's transcript and will not affect the student's GPA.

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

No other refunds are granted except in those cases where a student withdraws from classes due to a personal emergency beyond the

student's control. Refunds may be granted for up to 60 percent of the term under these circumstances and will be computed on a pro-rata basis. A grade of W will be recorded on the student's transcript and will not affect the student's GPA.

Supporting documentation MUST accompany refund requests based on a PBCC action or personal emergency. the following documentation is required:

**Death of 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 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.

The refund-request process takes approximately four weeks. 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.

Decisions will be based on the documentation provided. Students will be notified in writing of the Refund Appeals Committee's decision. If approved, a refund check will be mailed from the refund office to the address listed on the Registrar's Office computer record or the student's financial aid account will be credited.

Refund requests received after the last day of the academic term of the request will not be considered except in cases of extreme circumstances or College error as determined by the Refund Appeals Committee.

## MUSIC, SPECIAL FEE

No refund is allowed unless the student is subsequently found to be ineligible by the College for the class.

## PHYSICAL EDUCATION, SPECIAL FEES

Some of these fees are held in trust for the vendor, and a 100 percent refund for withdrawal from these courses can be made, based upon the same criteria as the refund of regular tuition fees for the class.

## OVERVIEW

Palm Beach Community College strives to provide broad opportunities for the intellectual and cultural development of students in an atmosphere of order and respect. Student Services works in partnership with Academic Affairs and other components of the College in developing programs and activities to meet this end. Various student services are available on each campus, with the Vice President of Student Services giving college-wide leadership and direction in this area.

One condition of enrollment at the College is that the student follows the Student Code of Conduct (Palm Beach Community College District Board of Trustees Rule 6HX 18-3.29). The Vice President of Student Services, College Registrar and campus provosts, with the assistance of the deans of student services and other college personnel, are responsible for interpreting and enforcing school policies, rules and regulations that apply to students.

## ACADEMIC ADVISEMENT

At the Lake Worth campus, associate in arts (A.A.) and post secondary adult vocational (PSAV) students will be advised by Student Services academic advisors. Associate in applied science (A.A.S.) and associate in science (A.S.) students will be advised by program advisors. At other college locations, Student Services' counselors, advisors, and program managers advise students in all programs.

At orientation, students receive advice and information regarding what subjects are necessary to pursue a certain major, as well as graduation requirements. During the academic year, academic advisors will be available to assist students with academic programs.

Students should maintain contact with academic advisors to be certain they are taking the courses necessary to graduate or transfer to their preferred university. Students assume ultimate responsibility for course selection.

## ATHLETICS

The College has varsity intercollegiate athletic teams for women (basketball, volleyball and softball) and for men (basketball and baseball). Membership in the Florida Junior College Conference and the National Junior College Athletic Association largely determines policies and procedures by which the athletics program operates. The program provides an opportunity for students to experience competition, skill development self-discipline and cooperation. Students with disabilities are encouraged to try out for teams on which they might successfully participate.



## CAREER PLANNING AND JOB PLACEMENT

**Career Planning:** These resources include career counselors, interactive computer programs, personality inventories, seminars, and career libraries documenting current trends in employment markets. Students receive objective information about their interests, abilities and values related to occupations. This information facilitates the decision on a career goal, which in turn guides the choice of a college major leading to this goal. Career planning resources are available at all four locations.

**Job Placement:** A related resource to career planning is job placement. These services provide current listings of jobs in the local area. The full- and part-time job listings reflect entry-level opportunities for training programs offered at PBCC, as well as more general employment suited to students' schedules. Job fairs are held throughout the year to bring employers face to face with student job seekers. Job placement services include developing strategies such as locating desirable "hidden" jobs, identifying attractive employers, capitalizing on trends in employment; resume writing to get an interview, and interviewing to get an offer of employment. Counseling, seminars, audio-visual, computer and pamphlet resources are used to develop these techniques.

### *Eligibility to Use the Career Centers*

To use Career Center services, persons must meet one of the following criteria:

1. Currently enrolled students in degree, certificate/PSAV programs, credit classes, non-credit professional development courses (i.e., insurance, real estate, security guard) and Crossroads program students.
2. Graduates of PBCC programs.
3. Prospective student\* with applications and the appropriate test scores (FCELPT or TABE) on file.

**Note:** Transfer students with appropriate test scores on file from previous institutions must pay the application fee in order to establish their eligibility.

### *Services for Non-PBCC-students*

Non- PBCC students have two options to be eligible to use the Centers:

1. Complete an Academic Application and pay the \$20 application fee (there is no application fee for PSAV applications).
2. Enroll in the Community Career Center program and pay \$20 fee.

Use of resources in the Center is allowed for the term or session in which the person enrolls with one orientation/tour and one consultation with a counselor/advisor.

\* If a prospective student does not enroll in the next upcoming term or session, the Community Career Center fee will be required.

## CLUBS AND ORGANIZATIONS

### STUDENT GOVERNMENT

Each PBCC location has a student government group: the Student Government Association (SGA) at Belle Glade, Boca Raton and Lake Worth and the Student Activity Committee at the Palm Beach Gardens location. These groups provide guidance and direction to the student body, develop student programs and activities, promote student involvement, develop positive working relationships between various segments of the College, and provide students with opportunities to

develop and exercise leadership skills. Each government group elects an executive committee that does much of the planning for the organization. Students are encouraged to become active participants in the student government body. Contact your campus Student Services office for more information.

## STUDENT ORGANIZATIONS

Palm Beach Community College offers assistance in the formation and official recognition of clubs and other organizations of students, faculty and alumni who have interests in common. There are well-defined procedures available through the Student Office for the establishment and sanctioning of a special interest group. A list of such groups now sanctioned is printed below.

### Belle Glade

- Chess Club (Fabulous Knight)
- Florida African-American Student Association
- Phi Theta Kappa (Honors Society)
- Student Government Association

### Boca Raton

- Black Student Association
- Chess Club (Chesters)
- Computer Club
- Hillel
- Martial Arts Club
- National Education Club
- Phi Theta Kappa (Honors Society)
- Poetry Club
- Political Forum
- Psychology Honors Club
- Spanish and Latin Student Association (SALSA)
- Student Government Association

### Lake Worth

- Black Student Union
- Cheerleaders
- Collegiate Music Educators National Conference
- Computer Club
- Delta Epsilon Chi (Marketing Club)
- Drama Club (PBCC Players)
- Early Childhood Education
- Performing Musical Groups:
  - Brass Ensemble, Concert Choir, Jazz Ensemble,
  - Percussion Ensemble, String Ensemble, Woodwind Ensemble
- Phi Theta Kappa (Honors Society)
- Student American Dental Hygiene Association
- Student Government Association
- Students of International Understanding
- Student Nurses Association

### Palm Beach Gardens

- Art Alliance
- Astronomy Club
- Brain Bowl
- Christian Club
- Circle K
- Florida African-American Student Association
- Horticulture Forum
- Math Club
- Northstage (Theater Club)
- Phi Beta Lambda (Business Club)
- Phi Theta Kappa (Honors Society)
- Political Forum
- Psi Beta (Psychology Honors)

- Psychology Honors Club
- Respiratory Care Club
- Sociology Forum
- Student Activities Committee
- Students for International Understanding

To hold office in a student organization, a student must have a minimum 2.0 grade point average (GPA) at the beginning of tenure of office and must achieve a minimum 2.0 during each term in office.

To be a member of the PTK Honors Society, a student must have a minimum 3.2 GPA and have earned 12 semester hours at PBCC.

## DISABILITY SUPPORT SERVICES

Palm Beach Community College is committed to providing full access to all programs, services, and facilities for qualified individuals with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and by the Americans with Disabilities Act of 1990.

Services and accommodations are not automatic. It is the responsibility of the student or prospective student to notify the Disability Support Services (DSS) Office at his/her individual campus of the need for modifications and to provide appropriate written verification by a qualified professional in support of the disability claim. Services cannot be authorized until the documentation has been verified and the student has officially registered with the DSS Office.

This voluntary self-declaration procedure is independent from the admissions process itself, and all disability records are treated as confidential and kept separately in the DSS Office.

Students with disabilities are, therefore, encouraged to meet with the disability service representative at their campus before registration. This advisor will assist with course selection and accommodation needs and also will coordinate many other campus resources to best meet the educational needs of students with disabilities.

## HEALTH SERVICES

PBCC addresses the continuously changing health care needs of its College population through a clinic, housed in the Paul Glynn Building in Lake Worth, and which is staffed by a part-time registered nurse. Clinic hours currently are Monday through Thursday from 9:00 a.m. to 1:00 p.m. (561-439-8066). Any changes in operating hours will be posted at the clinic. Services available include non-emergency health care, treatment of minor injuries, referral services and the promotion of disease prevention and health-related information. Additionally, the clinic coordinates a range of services and activities at each of the four College locations.

**Accidents and Illness:** Report all accidents to a College official immediately. In case of injury or illness, seek competent first aid immediately. Call the campus security or the Office of Student Services or, if the situation warrants, call first for paramedic emergency assistance by dialing 911.

**Acquired Immune Deficiency Syndrome (AIDS):** The underlying pathology of AIDS is a breakdown of the body's immune system. The greatest risk of becoming infected lies in the sharing of intravenous needles and syringes or exposure through intimate contact with someone who is HIV positive or has AIDS. There is no evidence that AIDS can be spread by casual contact. For further information about AIDS and how to safeguard yourself against this fatal disease, contact one of the Student Services counselors.

AIDS Policy: The College will allow students with Acquired Immune Deficiency Syndrome (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 AIDS, ARC or has tested HIV positive appears to pose a threat to other persons, the condition will be reviewed by a College committee consisting of the Vice President of Student Services; two College employees in the health care field; and one other administrator, counselor or faculty member 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.

The Student Handbook provides information related to AIDS education and specifies where additional AIDS education may be obtained.

## MEASLES IMMUNIZATION

It is strongly recommended that all students under the age of 35 years, who have not had measles (rubella) or who were immunized for this disease before 1965, obtain measles immunization prior to attending 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.

## HOUSING

Student housing is available through the Palm Beach Community College Foundation at the Count de Hoernle Student Village, located at Second Avenue North, Lake Worth. The site is 1/4 mile north of Central Campus. The townhouse-style housing, consisting of four-bedroom units, accommodates 640 students. Each unit is completely furnished and carpeted and has a living room, dining area, kitchen with all appliances, 2-1/2 baths, full-size washer and dryer.

One student occupies each bedroom on an individual agreement basis. Phone jacks are in each bedroom, and cable TV is provided. A clubhouse, swimming pool, and volleyball court are all on the premises. Housing is for students. Agreements are available at the facility's Assignment Office. For further information, please call (561) 582-9100.

## INSURANCE

The College assumes no responsibility if an accident occurs. Students are encouraged to secure adequate insurance to cover any medical expenses they might incur. Student health insurance forms may be picked up from the clinic at the Lake Worth campus or from the contact person in counseling at the other three locations. The College acts only as the dissemination point for these brochures.

All arrangements for payment and claims are made between the student and the insurance carrier. Insurance is mandatory for all students on an F-1 visa. Contact the International Student Office for more information. Students in certain programs may also be required to secure insurance. Refer to specific program information.

[www.pbcc.cc.fl.us](http://www.pbcc.cc.fl.us)

## INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are sponsored by Student Services. These activities represent a broad selection of individual and team sports. Opportunities are available for students to participate in all phases of the intramural program, including planning and organizing, competing and officiating.

## LOST AND FOUND

Recovered lost articles may be claimed in the Security Office at Lake Worth and Palm Beach Gardens, in the Registrar's Office at Belle Glade and in the Service Center at Boca Raton.

## RELIGIOUS OBSERVANCES POLICY

The College shall make reasonable accommodation in admissions, class attendance, scheduling of examinations and work assignments in regard to religious observances, practices and beliefs of individual students, as required by Florida statute.

Students are required to make arrangements in writing with teachers and other appropriate College personnel at least one week prior to an anticipated religious observance.

A student who is denied accommodations may appeal in writing to the supervisor of the faculty or staff member who denied the request within 10 class 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. To expedite the process, the maximum time period between all appeals and responses will be 10 class days.

The student may appeal to the Dean of Student Services for a committee hearing if the student is not satisfied with the results of the preceding steps. The committee, to be appointed by the Vice President of Student Services, will hear the facts and provide a recommendation to the Vice President of Student Services, whose decision on the matter shall be final.

## STUDENT HANDBOOK

All regulations and policies pertaining to student conduct are listed in the *Student Handbook*. Copies are available in the Student Services office on each campus.

## STUDENT PUBLICATION

The *Beachcomber*, PBCC's student newspaper, is published bimonthly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography and business management. The *Beachcomber* has earned many state and national awards in recent years. The *Beachcomber* Office is located at the Lake Worth campus.

## STUDENT RETENTION AND COMPLETION

Information about student retention and completion in each of the academic programs is available to students in the Student Services offices and division chairperson's offices. The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

## TESTING SERVICES

Various testing programs for students are provided on each campus. A variety of national and state exams for students such as the CELT, CLAST, CLEP, E-ACT, FCELPT, SAT-I, and TABE are administered. Application and information for these and other tests are available in the Student Services Testing Center on each campus.

NOTE: A legal photo ID is required for all testing services. See Chapter 2 for detailed testing information.

## VETERAN AFFAIRS (VA)

The College is state approved for veterans training. Veterans and eligible dependents who plan to attend under any of the various veterans' training laws should apply through the veterans' section of the Financial Aid Office.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges just 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 in Table 4-1.

<b>TABLE 4-1</b>		
<b>Veterans Affairs</b>		
TIME	REGULAR TERM	SIX-WEEK TERM
Full	12 or more hrs.	4 or more hrs.
3/4	9-11 sem. hrs.	3 hrs.
1/2	6-8 sem. hrs.	2 hrs.
Fees Only	1-5 sem. hrs.	1 hrs.

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.

<b>TABLE 4-2</b>	
<b>Standards of Progress For Veteran Students</b>	
SEMESTER HOURS ATTEMPTED	GRADE POINT AVG.
1-14	1.4
15-27	1.6
28-45	1.8
46 and over	2.0

## STANDARDS OF PROGRESS FOR VETERAN STUDENTS

Palm Beach Community 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 catalog. PSAV students with absences totaling more than the equivalent of 10 percent of the total hours for the enrollment period will result in the student being terminated from receipt of VA benefits due to unsatisfactory attendance.
4. Policies relative to standards of conduct and progress required of the student are enforced. These include, but are not limited to, placing students on academic probation when their grade point average is below that indicated in Table 4-2. PSAV students who fail to maintain satisfactory progress are not permitted to continue enrollment in the program and would not, therefore, be certified as eligible to receive benefits.
5. If the appropriate GPA has not been attained after one semester on probation, the Veterans Administration will be notified that the student is making unsatisfactory progress and that educational benefits should be discontinued. Notice of changes in enrollment status are also sent when a student withdraws during a term or changes status.
6. Unsatisfactory progress will be reported when a student accumulates punitive grades (F's) equivalent to more than the minimum number of credit hours considered to be full time (12).
7. PSAV students are expected to complete a program within the number of training hours approved by the State Approving Agency for Veterans Training. Likewise, the state requirement for Basic Skills must be met for the particular program. If at any point it is determined that a student cannot successfully complete the program within the approved number of hours, the student's VA benefits will be terminated because of unsatisfactory progress.
8. PSAV students at the end of any evaluation period, who have not attained and maintained satisfactory progress (70 percent or above on written exams and passing or above on all skills and technical requirements), will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's VA benefits will be terminated due to unsatisfactory progress.

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

## CAREER AND TECHNICAL EDUCATION

CTE is a multi-campus division of educational and related services including noncredit and credit programs, courses and projects. CTE offers the following educational opportunities:

1. Career preparation
2. Continuing workforce education
3. Personal enrichment.

## CENTER FOR HEALTH STUDIES

Courses are available for certified or licensed health-care professionals in a flexibly scheduled format. Curriculum is focused on providing participants with the knowledge needed to remain current in their discipline areas as well as encouraging multi-skilling of persons allowing them more employment flexibility within the health care system. Approval of continuing education credits needed for renewal of professional licenses or certification is granted within the guidelines of the Agency for Health Care Administration, Division of Medical Quality Assurance, Certification Board of Addiction Professionals of Florida, State Department of Health, Department of Business and Professional Regulation.

Continuing Workforce Education courses are also available for persons working in health care careers. Vocational training integrates both didactic and applied learning principles providing the participant a mechanism to practice and refine job skills. Programs in this area are structured within the guidelines established by the state and voluntary professional certification boards. Customized training is available to meet the special needs of health care organizations.

## CENTER FOR THE CONTINUING EDUCATION OF WOMEN

The Center for Continuing Education of Women offers two ongoing grant-funded programs for women: Crossroads and Connections.

**Crossroads:** This career redirection program is for displaced homemakers, women identified as separated, divorced, widowed or whose spouses are disabled. Workshops enable participants to build self-confidence, set career goals, develop pre-employment/pre-enrollment skills and locate community resources to make the transition into job training or employment. Individual counseling, guided group discussions and liaisons with Palm Beach County agencies and services are key elements of the success of this program.

**Connections:** This single parent program provides vocational assessment and guidance, campus and community referral, limited financial aid assistance, a textbook lending library, plus employability-related partnerships with area organizations and businesses. The focus of this program is to assist single parents enrolled in degree and certificate programs in their efforts to successfully complete their education and become financially self-supporting.

## CENTER FOR INSURANCE EDUCATION

The Center for Insurance Education provides entry level license preparation courses for the General Lines Agent (2-20 License), Customer Representative (4-42 Licenses) and Life/Health, Annuities (2-15 License) and Title Agent. Course work is approved by the Florida Department of Insurance.

The Center also schedules continuing education for licensed agents and is approved by the Department of Insurance for license renewal.

## CHILD CARE

Child-care courses to meet entry level job preparation include the Children and Family Services required certification course (30 hours), child care first aid/CPR, child development associate (CDA) credential and 8-hours in-service for continuing education credit.

## CHILDREN FIRST

This is a court-mandated program for those couples seeking a divorce who have children under the age of 18.

## COMPUTER AND OFFICE TECHNOLOGY

A series of short continuing workforce education courses and workshops are offered for adults adding an occupational skill or enhancing personal skills for operating personal computers. Hands-on training on microcomputers with the latest in word processing, data entry, electronic spreadsheets, database management and desktop publishing is available. CISCO AS400 training, programming courses, MCSE, CNE, and A+ Certification are also available.

## EMERGENCY MEDICAL SERVICES AND FIRE SCIENCE PROGRAMS

Emergency medical services courses assist health professionals in maintaining current professional licensure. A diverse curriculum for physicians, nurses, EMTs and paramedics is offered. Course offerings include ACLS, BTLS, BLS, PALS, Paramedic Refresher, Emergency Medical Dispatch and EMS telecourses. Fire inspector continuing education courses are also available.

## FLORIDA INSTITUTE OF GOVERNMENT

The Florida Institute of Government (FIOG) is a professional partner of Palm Beach County public sector and nonprofit organizations in meeting the increasing challenges of providing excellent quality, service and productivity to their citizens and clients.

*The FIOG offers a wide variety of programs and services such as:*

- Open training workshops and seminars
- Customized training programs
- Executive consulting services
- Special interest forums and conferences.

Activities include professional development series for managers, supervisors, nonsupervisory professionals, and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs, the Institute for Elected Municipal Officials; and a variety of customized assistance to various organizations.

All services are available at the four college sites or may be contracted and delivered onsite at the organization requesting training.

## LEARNING UNLIMITED

This program offers short-term, noncredit courses addressing lifelong learning, lifestyles and personal enrichment, and recreation and leisure.

## MORTGAGE BANKING TRAINING

For entry level positions offerings include the 24-hour state-approved mortgage broker course, a course in the fundamentals of residential lending and residential mortgage loan origination.

## REAL ESTATE LICENSURE, POST LICENSURE AND CONTINUING WORKFORCE EDUCATION

College credit courses are offered for real estate sales licensure. Courses are also available for brokers licensure and certified appraiser. Post licensure education for sales people is a 45-classroom-hour course including subjects specified by Florida statute. Post licensure courses are training-oriented and build on the academic knowledge acquired during pre-licensure training. All courses emphasize development of skills necessary for licensees to operate effectively.

A 14-hour continuing workforce education course is offered meeting the requirement for real estate license renewal.

## SECURITY OFFICER

A curriculum to prepare for a Class "D" license as a security officer is approved by the state of Florida and offered frequently.

## SIGN LANGUAGE

PBCC offers five levels of ASC for the purpose of training professionals to become certified interpreters. Students are assessed the first evening of class to determine the appropriate level of instruction.

For information on Career and Technical Education offerings call:

<b>Belle Glade</b>	(561) 992-6180
<b>Boca Raton</b>	(561) 367-4550
<b>Lake Worth</b>	(561) 439-8006
<b>Palm Beach Gardens</b>	(561) 625-2535

## CENTER FOR PERSONALIZED INSTRUCTION

The CPI offers educational development to both day and evening students. Individualized instruction in selected credit courses and college preparatory courses in reading, English and mathematics are available. CPI courses combine lecture, individualized instruction and multi-media assisted instruction to deliver a curriculum that meets the specific learning needs of each student. Flexible class scheduling on a "To Be Arranged" (TBA) basis, as an alternative to the traditional classroom, is available at several campuses.

In addition to courses, CPI academic support and learning assistance services include tutoring, Supplemental Instruction (SI), videos and computer software that correlate with many PBCC courses. Review materials for standardized tests such as the CPT, CLAST, and TABE are available. All students have access to CPI services. Vocational Preparatory Instruction (VPI) is also available. Please contact the CPI on each campus for more information.

## COOPERATIVE EDUCATION

Cooperative education (co-op) is a nationally recognized academic program combining on-campus study with work-related experience in area business, industry or governmental agencies. It is based on the principle that learning is not confined to classroom achievement and is equally dependent upon experiential opportunities.

*As a co-op student you can:*

1. Earn academic credit.
2. Gain practical experience and job knowledge.
3. Test your career decision.
4. Make valuable contacts in your professional field.
5. Earn income through work in your chosen field of study.

## ELIGIBILITY

Students having completed one full-time semester or at least 12 credit hours are eligible to enter the co-op program, provided they have a minimum cumulative grade point average of 2.0 and are in good academic standing. Participating students must have a willingness to become involved in developing a cooperative education position related to their major field of study.

## OPERATIONS

Co-op participation may be part-time, full-time, paid or unpaid work experience providing entry-level, intermediate or advanced training. Current employment may meet the program requirements with modified or enhanced duties in cooperation with the employer. The work experience is coordinated with on-campus study. Students may earn up to six academic credits usable as elective credits, added credits or to meet the curriculum requirements in designated programs. Students should consult with an academic advisor regarding the transferability of co-op credits in programs offered by upper-division colleges and universities.

## ENROLLMENT

Co-op education varies across the district, using a common core of required student activities. For specific information regarding enrollment requirements and student activities, contact the appropriate campus listed below:

<b>Belle Glade</b>	(561) 996-3055
<b>Boca Raton</b>	(561) 367-4561
<b>Lake Worth</b>	(561) 439-8050
<b>Palm Beach Gardens</b>	(561) 625-2560



## DISTANCE LEARNING

Palm Beach Community College offers both credit and noncredit courses through distance learning that require few (if any) on-campus meetings. Classes provide close interaction with instructors while also allowing greater time and space flexibility to serve the students' needs. These classes use non-traditional learning environments, such as Internet courses, telecourses, interactive video courses and combinations of these.

Teachers and students interact through e-mail, conference boards, telephone, fax, and face-to-face meetings. Students also can interact with other students through the same methods. These courses cover the same material as on-campus courses and will require the same study commitment. Credits earned through distance learning are transferable and appear on transcripts.

More information is available at <http://www.pbcc.cc.fl.us/dl>.

## INTERACTIVE VIDEO COURSES

These are two-way televised classes taken at multiple PBCC sites. The student may attend the class by reporting to the nearest campus, where he/she will interact with other students at that campus and other campuses. The instructor interacts with the class via television monitor and camera system.

## INTERNET COURSES

Internet classes are organized into four categories.

1. Pure Internet classes are classes that are taken entirely over the Internet. While most of the course activities will be by Internet, there may be some campus requirements but no class attendance.
2. Concurrent Traditional Classes with Pure Internet Option are classes that may be taken either by attending some or all of the classes in the traditional classroom or by attending some or all of the classes over the Internet.
3. Traditional classes with an Internet Component are classes that require class attendance on campus. While these are traditional courses, there will be some components for which the student is required to use the Internet.
4. Telecourses with an Internet Component are classes that are traditional telecourses requiring some class attendance on campus as well as viewing the course materials on a local television station. While these are traditional telecourses and have these requirements, there will be some components of the course for which the student is required to use the Internet.

## TELECOURSES

A telecourse offers regular college credit, using videotapes, textbooks, study guides and other elements as the basic study materials for the course. You may view your video lessons on Palm Beach County's educational/government cable Channel 20, PSB Channel 42 or in the Library Learning Resource Center and/or Media Center.

*A telecourse-learning program includes:*

1. Required campus visits, orientation, a midterm and a final as scheduled.
2. An instructor available by telephone or in person during specified office hours.
3. A textbook and, perhaps, other supplementary materials.
4. Two or three half-hour video programs each week.
5. A Study Guide to direct and connect the reading and viewing

assignments.

6. A course syllabus outlining assignments, testing information and other details about the course.
7. A "hotline" and "voice-mail" service to answer questions solve technical problems and provide general information.

Each telecourse is equivalent to on-campus sections of the same course in objectives, content and credit transferability.

There is a \$20 fee for telecourse programs.

Telecourses are offered at all four Palm Beach Community College locations. For additional telecourse information, call

<b>Belle Glade</b>	(561) 992-6168
<b>Boca Raton</b>	(561) 367-4519
<b>Lake Worth</b>	(561) 439-8114
<b>Palm Beach Gardens</b>	(561) 625-2574.

## ENGLISH AS A SECOND LANGUAGE

Palm Beach Community College offers three levels each of reading and English courses and two levels of speaking and listening courses.

These courses combine lecture and lab components to meet the specific needs of each student. Students are placed into the appropriate level based on CELT and FCELPT scores. Academic support is provided through tutoring, audio and video technology and interactive computer software in the Center for Personalized Instruction (CPI) on each campus. Students successfully completing their required ESL courses may proceed with registration in Gordon Rule courses.

## HONORS

Honors activities at Palm Beach Community College are designed for the student who enjoys advanced level studies. Participatory classroom styles, along with opportunities for independent study, encourage students to communicate effectively in both written and oral presentations.

PBCC offers three Honors credit choices: Honors courses, Honors sections and Honors project contracts. Honors courses and sections offer class experiences that are interactive and holistic. These classes integrate mentoring, field experiences, travel, seminars and guest speakers into course work and encourage extensive reading and the development of analytical course work, with instructor permission. The instructor meets with the student to determine a topic and continues to meet with the student throughout the term to receive updates and to give guidance and advice on project development.

Honors graduation requirements are listed in Chapter 6, Academic Policies, graduation requirements. To discover more about PBCC's Honors activities, visit the Honors Web site:

**[www.pbcc.cc.fl.us/acad/oiap/acadprgs/honors/](http://www.pbcc.cc.fl.us/acad/oiap/acadprgs/honors/)**

or call the Office of Instruction and Academic Programs at (561) 367-4561.

## INTERNATIONAL FIELD-TRIP STUDY AND SUMMER SCHOOL

International field trip study and summer school courses vary from year to year, based on interest and demand. In the past, students have studied in Central and South America, China and England. For more information on current offerings, contact an advisor or the Office of Instruction and Academic Programs, or visit our International Education Web site at [www.pbcc.cc.fl.us/acad/oiap/acadprgs/internat/](http://www.pbcc.cc.fl.us/acad/oiap/acadprgs/internat/)

## LIBRARY LEARNING RESOURCE CENTER

The LLRC offers print and non-print materials at all four locations. The Boca Raton campus library service is a joint-use agreement with Florida Atlantic University. LLRC provides resources and services for both students and faculty. Professional librarians, technicians, and specialists provide individual instruction. Group-orientation sessions provide information on library and media services. Success in achieving instructional objectives depends on access to information. Electronic access to library materials is now available via on-line and CD-ROM technology including the Library Information Network for Community Colleges (LINCC).

## PROGRAMS AND INSTITUTES

### CENTER FOR BUSINESS AND INDUSTRY

High quality, low-cost training programs and courses are available to the business community. Courses/programs may be customized to the needs of business and industry with scheduled times and sites that are convenient. Seminars, workshops, teleconferences and other services may also be arranged. For more information on business and industry training, contact the Vice President of Workforce Development, (561) 439-8298.

### CENTER FOR MULTICULTURAL AFFAIRS

The Center provides understanding and preservation of diverse cultures in Palm Beach County.

*An advisory committee has established the following objectives:*

- The establishment of a clearinghouse for the exchange of ethnic/cultural information.
- The development of multicultural programs and activities for students, staff and members of the community.
- The involvement of students and representatives from diverse cultural groups in both College and community programs.

A major fund-raising project, the Annual International Festival of Palm Beach County, occurs in spring. Proceeds provide scholarships for PBCC students. In 1988, the Center added a Speakers Bureau and a Translation Bureau to aid public agencies in serving the community.

### INSTITUTE OF NEW DIMENSIONS

The Institute of New Dimensions, located at Lake Worth and Palm Beach Gardens, is dedicated to exploring educational and cultural opportunities for adults, especially retirees, through courses, seminars, forums, field trips and lectures. It is a cooperative venture by volunteers from the theater, scientific and professional arenas to bring intellectual enrichment to the community. For more information call (561) 439-8186.

## WEEKEND BUSINESS INSTITUTE

This program is designed to meet the educational needs of working adults in Palm Beach County. The institute offers associate degree programs that can be completed in just two years of study Friday nights and Saturdays by following a sequence of courses.

*Programs Include:*

**Associate in Arts (A.A.)** - Business Administration emphasis

**Associate in Arts (A.A.)** - Computer Information systems emphasis

PBCC's Weekend Business Institute offers:

- Personalized assistance during admission, registration and throughout your studies
- An assigned advisor, available to address concerns related to your studies
- The option to transfer to public and private universities following completion of your studies
- Opportunity to participate in a unique learning experience

## YOUNG PEOPLE'S PROGRAMS

### SUMMER BAND CAMP

This program was developed by the Music Department and area school band directors. Summer band camp provides three weeks of intensive training for middle and high school students.

### SUMMER YOUTH COLLEGE

The Summer Youth College is offered at the Boca Raton location for children ages 8 - 14 during six weeks in the summer. This program offers courses that meet once a week for six weeks. Each child signs up for classes just as they would in college. Classes include such fun topics as learning a foreign language, various sports, science, math and geography classes, the arts and hobbies, life skills and computers courses.

### TEEN SUMMER THEATRE PROGRAM

The Teen Summer Theatre program provides training in acting movement, voice/diction and technical theatre for ages 13-18 using the professional facilities of the Eissey Campus Theatre. This hands-on program, limited to 16 students, is team-taught by two theatre professionals.



## ACADEMIC POLICIES

### AUDIT

A student may be admitted to certain courses on an audit basis with the completed request form. These courses exclude all college preparatory courses, courses under a selected admission program, and courses taken by a dual-enrolled student. Students auditing a course must attend class, but they are not required to take tests and examinations. No audit students may change their registration to seek credit in any course in which they are enrolled. Prerequisites, tuition, and all special fees apply. An instructor may withdraw an audit student (XW) for non-attendance. A student may not audit a course in which a grade of C or higher was received.

Students may change to audit by submitting the required form to the Registrar's Office prior to the deadline. Deadlines are published in the College Catalog. Normally, these dates are the end of the 10th week of the fall and spring terms, and the end of the 4th week of each of the summer sessions. In cases of non-standard beginning or ending dates, the audit deadline is at the end of 60 percent of the course session.

### CORRESPONDENCE COURSES

Palm Beach Community College does not offer correspondence courses. A maximum of 15 semester hours of transfer correspondence credit may be accepted provided:

1. The course was administered by a regionally accredited institution.
2. The minimum grade C was earned.
3. The credit is acceptable by the institution offering the correspondence course toward one of its own degrees.

### FRESHMEN AND SOPHOMORES

A student is considered a sophomore when the student has completed 24 semester hours of credit, regardless of the number of terms the student has been in attendance. Until 24 hours of credit is completed, the student is a freshman.

### FULL-TIME STUDENT

A student is considered a full-time student when enrolled in 12 or more semester hours of credit. A summer session student must enroll in four semester hours in each six-week session to be considered full-time during that term. Although audit and preparatory courses carry no credit, they are counted toward the student's enrollment status. When determining a student's enrollment status for Selective Service deferment or Veterans Administration benefits, noncredit subjects cannot be counted, but must be taken in addition to the required number of credit hours. Institutional credits (i.e., college preparatory classes) are included when determining a student's enrollment status.

Note: Enrollment status may be defined differently for financial aid recipients.

### PREREQUISITES

A student who wishes to register for any course for which the prerequisites have not been completed must consult with the chairperson of the department offering the course. The chairperson may make the decision to require the student to take the prerequisite for the course, move the student to the prerequisite course, or allow the student to remain in the course.

Students may not enroll for credit in a course (or prerequisite) for which they have successfully completed a higher level course in the same logical sequence.

### REGULATION CHANGES

Any statement in this Catalog is subject to change by the Administrative Committee of the College.

### REPEATED COURSES AND ACADEMIC AVERAGE

Effective fall 1997, only courses for which a grade of D or F was earned or withdrawals may be repeated. A student may not audit a course in which a grade of C or higher was received. A student will be permitted a maximum of three attempts per course. Attempts include the original grade, repeats of course grades, and withdrawals (student or instructor). Upon the third attempt of a course, a withdrawal will not be permitted and the student will receive the grade earned. This grade will be used in quality point average computation.

Effective fall 1997 or later, students may have only three attempts per course which includes the original grade, repeat grades, and withdrawals at any point in the semester. All grades from the third and subsequent attempts will be calculated in the grade point average. A fourth attempt may be allowed only through the academic appeals process based on major extenuating circumstances.

Note: Students will be assessed the full cost of instruction (out-of-state tuition), beginning with the third attempt for college preparatory and credit courses.

### SECURITY OF STUDENT RECORDS

#### 1. Inspection of Records

##### a. Eligible Persons

In compliance with the Family Educational Rights and Privacy Act (Buckley Amendment), the student records at PBCC (located in the Office of the Registrar) are open for inspection only by the student and as per paragraph #99.31 of the Buckley Amendment:

- (1) School officials who have legitimate educational interests.
- (2) State educational authorities.
- (3) Federal and state officials representing state or federal programs.
- (4) Persons having written authorization for release.
- (5) Officials in compliance with judicial orders.

##### b. Viewing the Record

- (1) Permanent records are never permitted out of the office of the registrar.
- (2) Students may view their records at the counter in the presence of office personnel.
- (3) Students may view their transcripts from other institutions but may not obtain a copy of the record, except by writing to request a copy from the institution from which the transcript originated.

#### 2. Release of Records

##### a. Copies of material in record

- (1) Transcripts are released only upon written consent of the student.
- (2) A \$3 fee for each transcript issued must

accompany each request. Fax services are available, but may require an additional charge.

(3) If a student cannot have access to the record (i.e., lives too far away), copies may be made and the fee schedule for transcripts (a.2) will be applied (per paragraph #99.11 of the Buckley Amendment).

b. The Buckley Amendment classifies the following as "Directory Information" which may be released without the student's consent, unless the student has specifically requested that some or all of the information not be released:

- (1) Dates of attendance
- (2) Major field of study
- (3) Weight and height of members of athletic teams
- (4) Degrees and awards received
- (5) Educational institution attended.

*A student must submit a written notice to the Registrar's Office stating which of the above directory information items are not to be released to the general public.*

c. Palm Beach Community College forwards educational records on request to a school in which a student seeks or intends to enroll.

### 3. Appeal Process

a. If a student feels that there is an error in the permanent record, the student should contact the Office of the Registrar to arrange a hearing.

b. A hearing will be conducted accordingly as per paragraph #99.22 of the Buckley Amendment.

- (1) The hearing will be within a reasonable period of time after the request is received.
- (2) The student shall be given notice of date, place, and time reasonably in advance.
- (3) A written decision shall be made by the educational institution within a reasonable period of time after the hearing. The written decision and summary shall be based on evidence presented and reasons for the decision.

## STUDENT CONDUCT

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize that the responsibility for their success in college rests largely upon themselves. Policies and regulations of the College are formulated by the PBCC District Board of Trustees, administration, and faculty of the College. Each student, by the act of registering, is obligated to obey rules and regulations formulated by the College. The Student Code of Conduct is published in the PBCC Student Handbook.

## STUDENT COURSE LOAD

Most students are not permitted to enroll in more than 18 semester hours in a 16-week session. However, a student who has at least a 3.2 cumulative average may enroll in a maximum of 21 semester hours during the fall or spring term and nine semester hours during summer A or summer B session.

## UNPAID ACCOUNTS

Unpaid student accounts will be considered cause for cancellation of registration, graduation, granting of credit, or release of transcript.

## ACADEMIC PROGRESS

Palm Beach Community College requires each student to maintain reasonable academic progress. Any student not maintaining the following standards of progress will be placed on academic probation.

### STANDARDS OF PROGRESS

Students must maintain a cumulative Grade Point Average 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.

Probation will be continued as long as the student fails to achieve the standard set for the number of hours attempted. Students on academic probation are encouraged to meet with an academic advisor/counselor. Probation will be calculated at the end of each term (both summer sessions will be considered one term).

Any student on academic probation will be limited in course load to a maximum of 12 semester hours during the fall and spring terms and semester hours during either of the summer sessions.

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

## ACADEMIC SUSPENSION OR EXCLUSION

PBCC does not suspend or exclude students for academic reasons, unless dictated by the conditions of their admission.

## ACADEMIC RECOGNITION

### PRESIDENT'S LIST

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.8 or higher will be placed on the President's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.8 or higher will be placed on the President's List. Only credits earned at Palm Beach Community College will be considered in the calculations.

### DEAN'S LIST

At the end of fall and spring terms, any student carrying a full academic load (excluding institutional credit) and earning a grade point average of 3.20 to 3.79 will be placed on the Dean's List. At the end of spring term, any part-time student who has accumulated 12 or more semester hours credit during the combined fall and spring terms with a grade point average of 3.20 to 3.79 will be placed on the Dean's List. Only credits earned at Palm Beach Community College will be considered in the calculations.

## ATTENDANCE

### CLASS ATTENDANCE

Students are expected to attend all courses and course activities for which they are registered. Any class meeting missed, regardless of cause, reduces the opportunity of learning and may adversely affect a student's achievement in the course. Students are required to attend at least 90 percent of the class meetings to receive credit for a course. An accurate record of attendance will be kept for each class. If a student misses one third or more of a class meeting, the student will be counted absent. Three tardies will be counted as one absence. Students, when officially representing the College, such as on a field trip, shall not be counted absent, provided their instructors are given prior notification and any missed assignments are subsequently completed to each instructor's satisfaction. Students will be granted excused absences in the case of a substantiated emergency such as a confining illness, a serious accident, or the death of an immediate relative. Instructors will decide on the validity of the excuses and provide opportunities for students to complete any required make-up work. Students are responsible for immediately informing their instructors when they must miss class sessions for emergency reasons.

### EXAMINATION ABSENCE

Absence for an announced examination will count as a failure on that examination unless it was for an emergency excused by the instructor and a make-up examination is taken later. In the event that the student disagrees with the determination of the instructor, the academic grievance procedure will be followed.

A student who fails to make arrangements within five days after returning to class loses make-up privileges, and the resulting grade is determined by the instructor. If the absence occurs at the end of a term, the make-up examination must be taken within 30 calendar days after the first scheduled day of classes in the subsequent fall or spring term. It is the responsibility of the student to contact the instructor for permission to make up the test. Failure to do so will result in an "F" for the examination.

Contact the Student Services Office on the respective campus for further information or see the *PBCC Student Handbook*.

## COLLEGE LEVEL ACADEMIC SKILLS TEST

The College Level Academic Skills Test (CLAST) is designed to test the communication and computation skills that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is mandated by Florida Statutes and the State Board of Education.

Students seeking associate in arts or baccalaureate degrees are eligible to register for the CLAST provided the following criteria have been met:

1. Completion of at least 18 semester hours of college level course work have been completed satisfactorily
2. Completion of the A.A. General Education requirements in English composition and Gordon Rule mathematics.

All students completing associate in arts degree programs and associate in science degree programs who are seeking admission to upper-division programs in a state university in Florida, as well as university students who are completing their sophomore year, must take this test. Students who do not take and pass this test will not be awarded the associate in arts degree. Admission to a state university may be afforded students who do not meet the minimum standard in only one part of this four-part exam.

The CLAST requirements also apply to students transferring to state universities in Florida from private colleges in Florida and from out-of-state colleges. All students graduating after August 1, 1984, must meet the standard scores established by the State Board of Education: (See Table 5-1).

**TABLE 5-1**

#### Clast Requirements

DATES	READING	WRITING	COMPUTATION	ESSAY
8/1/84	260	265	260	4
8/1/86 to 7/31/89	270	270	275	4
8/1/89 to 9/30/91	295	295	285	4
10/1/91 to 9/30/92	295	295	290	5
10/1/92 and thereafter	295	295	295	6

## EXEMPTIONS

Beginning January 1, 1996, students who have achieved passing scores on the FCLEPT and have a cumulative GPA of 2.5 in the A.A. General Education requirements in English composition and Gordon Rule mathematics as identified by the Florida Postsecondary Education Planning Commission may be exempt from some or all of the CLAST requirements. Students may also be exempt based on SAT or ACT scores. Contact the Testing Center for additional exemption eligibility requirements.

## RETAKES

Students may not retake any subtest of the CLAST for which they already have a passing score. Students must wait 30 days between retakes. CLAST review courses and tutoring services are available. Contact the Testing Center for more information.

## GRADING

### GRADING SYSTEM FOR CREDIT COURSES

- A - Excellent
- B - Good
- C - Fair
- D - Poor but Passing
- F - Failure
- L - Instructor Grade Late
- N - No Pass
- P - Pass
- I - Incomplete
- W - Withdrew
- X - Audit
- NC - Non-credit Course
- WX - Withdrawn for Excessive Absences
- XW - Withdrawn for Excessive Absences from Audit Course

## GRADING SYSTEM FOR NONCREDIT COURSES

Exceptions will be noted in program documentation.

### PSAV Grades

- S** - Satisfactory \*
- U** - Unsatisfactory
- I** - Incomplete
- W** - Withdrew
- WX** - Withdrawn for Excessive Absences\*

\* These grades are also used for continuing workforce education (CWE) courses.

Most avocational classes, including Learning Unlimited classes, will be assigned a grade of “NG” unless the course requires a record of attendance. In those cases where a “NG” is not the grade, an “S” or “WX” will be issued.

## GRADE CHANGE PROCEDURE

An instructor's change of grade (other than incomplete grades) for a course taught in the fall term must be completed before the end of the following spring term. Any grade changes for classes taught in the spring term or either of the summer sessions must be completed before the end of the following fall term.

## GRADE FORGIVENESS POLICY

Only courses for which a grade of D or F was earned or withdrawals may be repeated. The last grade received will be used to calculate the grade point average (GPA). All grades from the third and subsequent attempts will be calculated in the GPA.

The Forgiveness Policy pertains only up to the time of the awarding of degree and does not extend beyond that time. No challenge examination (institutional, CLEP, AP, IB, etc.) may be used to forgive a grade. Institutions to which subsequent transfer is made may not necessarily honor this policy.

## GRADE POINT AVERAGE (GPA)

The cumulative GPA is determined by dividing the total quality points earned by the total semester hours attempted (including all transfer credit). Quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality points per credit hour; C, 2 quality points per credit hour; and D, 1 quality point per credit hour. Only the last attempt of a repeated course will be used in computing the grade point average (except for the fourth attempts and beyond that will be averaged); however, all grades appear on the student's transcript. The PBCC grade point average is determined by dividing the total quality points earned at PBCC by the total semester hours attempted at PBCC. The term grade point average is determined by dividing the total quality points earned during a term by the total semester hours attempted during that term.

## GRADE REPORTS

Grade reports are mailed to students at the end of the term. It is the responsibility of the student to notify the Registrar's Office of any address changes.

## INCOMPLETE GRADES

Incomplete grades are automatically changed to grade of F for credit courses, grades of U for PSAV courses, if not made up within 30 calendar days after classes begin in the subsequent fall or spring term. It is the student's responsibility to complete all assignments and submit them to the instructor.

## GRADUATION REQUIREMENTS

General requirements for graduation from Palm Beach Community College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation rests with the student.

Effective for students who enter or readmit Fall 2000:

Students who have maintained continuous enrollment have the option of graduating under the catalog in effect at the time they enter the College or any catalog in effect during the student's continuous enrollment, as long as the catalog chosen is not more than 5 years old. Continuous enrollment may be maintained by enrollment in one credit or PSAV course for a minimum of one term per academic year.

If students choose a new catalog, all requirements from the new catalog must be met for graduation. If continuous enrollment is maintained for a period of more than 5 years, the catalog 5 years previous will be chosen for them, unless students specify otherwise. If attendance is interrupted by twelve (12) months, students must graduate under the catalog in effect when they are readmitted or any future catalog within 5 years of the date of graduation (as in above statement). The College does not guarantee that courses will always be available. Some courses or programs may be discontinued. The College reserves the right to change the curriculum as necessary.



**Note:** Students must graduate under the program requirements in effect the term they enter a limited access program.

Graduation requirements are as follows. Exceptions will be noted in specific program descriptions.

1. The articulation agreement between Florida colleges and universities states that after August 31, 1972, students receiving an A.A. degree must have 60 semester hours of academic work exclusive of occupational courses. An A.A. degree must also include an approved General Education program of not less than 36 semester hours.
2. All students must complete at least 25% (15 credit- A.A.) of the program or certificate credit at PBCC. Neither transfer nor CLEP credits satisfy this residence requirement. Dates for the final application for graduation are listed in the College calendar in the Catalog. It is the responsibility of the student to apply before the deadline.
3. A cumulative grade point average of not less than 2.0 must be achieved for all work attempted by all students and a 2.0 cumulative grade point average for all work at PBCC.
4. The health course general education requirement may be met by HSC 2100, Health Concepts and Strategies. This general education requirement may also be met by satisfactorily passing the Departmental Health Knowledge Test. All students become eligible to take this exam by paying the current test fee.
5. Students must make formal application for graduation in Student Services. (Deadlines are listed on the calendar in front of this catalog.)
6. Participation in graduation exercises is expected of all graduates who are eligible for graduation.
7. General education requirements are in Chapter 7 of this catalog. Completion of general education requirements can be certified by the Graduation Office.
8. To obtain full benefits of articulation agreements between Palm Beach Community College and the other institutions, a student must fulfill all graduation requirements.
9. Any student who is granted college credits for courses, or experiences in settings other than college level, will not be granted the credits until 15 college credits have been taken at PBCC. Credit by examination will not be considered to accrue toward the 15 college credits.
10. Graduation with an associate in arts degree requires passing all four sections of CLAST or qualification for one of the exemptions; (See Testing Center for exemption requirements.) Passing scores will be announced by the state of Florida each year. Responsibility for taking and passing the CLAST rests with the student.
11. Students who graduate with a 3.2 overall GPA or higher will be noted in the Commencement Bulletin as graduating with the following distinctions:
  - 3.2-3.49 Academic Distinction
  - 3.5-3.79 High Academic Distinction
  - 3.8-4.0 Presidential Distinction
12. Students who graduate with a minimum overall cumulative GPA of 3.5 and 12 hours of Honors courses, sections or Honors Option Project Contracts completed with a minimum B average and have applied for Honors graduation will be designated as Honors Graduates.

Students may use a maximum of two credit hours in Physical Education activity courses and a maximum of four credit hours of MUN Applied Music courses for graduation.

Honors graduates will be recognized with the following:

- a. Honors notation on Commencement Bulletin (H),
- b. Honors gold seal on diploma,
- c. Honors notation on transcript, and
- d. Honors medallion to be worn at commencement.

## PSAV PROGRAM COMPLETION REQUIREMENTS

A Certificate of Program Completion will be awarded to all students who satisfy program requirements and achieve the minimum level of basic skills required for that program.

## WITHDRAWAL POLICIES

### INSTRUCTOR WITHDRAWALS

Instructors may give a non-punitive WX grade for excessive absences (absent from 10 percent or more of the class meetings) for up to 60 percent of the course session. No WX grades shall be given after 60 percent of the course session has elapsed. Courses taken for audit are subject to the same attendance criteria; however, instructors may assign a grade of XW for excessive absences at any time throughout the term. Note: Upon the third attempt of a credit course, a withdrawal (student or instructor) will not be permitted and the student will receive a grade for the course.

### STUDENT WITHDRAWALS

It is the responsibility of the student to file a complete official withdrawal form with the Registrar's Office prior to the deadline when withdrawing from a course or from the College.

Deadline dates are published in the College Catalog. Normally, these dates are the end of the 10th week of the fall and spring terms, and the end of the fourth week of each of the summer sessions. In cases of courses with non-standard beginning or ending dates and PSAV courses, the withdrawal and audit deadline is at the end of 60 percent of the course session. A student may not withdraw from a PSAV course that meets less than two times. Contact the Registrar's Office for the withdrawal deadline for each PSAV course.

Courses taken in fall 1997 or later will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. Students with questions about withdrawal and audit deadlines should contact their academic advisor or instructor. Official withdrawal or audit forms should be filed in a timely manner with the Registrar's Office. During fall and spring terms, international students are required to be enrolled full-time in courses for which they will receive grades. International students must get authorization from the international student counselor before auditing or withdrawing from class.