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1982-1983 Nova College Day Division Bulletin

Nova Southeastern University

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Nova University

Nova College

Day Division
1982-83 Bulletin







Nova College
Day Division
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Nova University admits students of any race, color, and national or ethnic origin.



The growth of Nova University as a dynamic, mission-oriented educational institution has been coupled with an intensive search for strategies designed to make each of its courses of study maximally responsive to individual human needs. Hence, Nova University continues to press forward in seeking solutions to major societal problems while offering to its students many opportunities for intellectual challenge, professional preparedness and personal awareness.

Alexander Schure
Chancellor

Having entered its second decade, Nova University is beginning to see the impact that its graduates are having the institutions within our society. Many of the University's programs are mission-oriented, designed to improve the performance of professionals, and evidence is being collected which indicates that Nova alumni are having a strong, positive effect on the institutions in which they are employed.

Independent education must continue to be responsive and adaptable to the varying needs of potential students if it is to represent a true alternative to the tax-supported sector. Nova University is committed to maintaining quality at the same time it is meeting these needs.

Abraham S. Fischler
President



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**General
Information**

Founded in 1964, Nova University is an independent university which is non-sectarian, non-profit and racially non-discriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Nova College provides undergraduate education. Numerous graduate programs in a variety of fields provide master's, doctoral, and post-doctoral education. Also, non-degree, continuing education programs are offered. The University School, a demonstration school, serves children from pre-school through seniors in high school.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, non-profit institution with campuses in Manhattan and Old Westbury, Suffolk County, Long Island. This mutually beneficial relationship permits each institution to draw on the personal and physical resources of the other, giving maximal benefit to the students of each and to society in general.

With students studying in Florida and in 20 states, Nova University is a university of national scope.

Accreditation Nova University is accredited by the Southern Association of Colleges and Schools.

Campus and Off-campus Locations The Nova University main campus is located on a 200-acre site west of Fort Lauderdale at 3301 College Avenue in the town of Davie, Florida. It is 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's turnpike.

The Center for the Study of Law is located at 3100 S.W. 9th Avenue in Fort Lauderdale.

Nova University at Coral Springs is located at 3501 University Drive. Degree programs, non-credit courses, and cultural events that serve the residents in north Broward County and in Palm Beach County are held in Coral Springs.

The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania, Florida.

Many Nova University students attend classes on the main campus, at the Law Center or at Coral Springs. But consistent with its educational mission to provide educational opportunities to adult students wherever they may be, Nova offers degree programs and continuing education experiences at off-campus centers locally, throughout Florida, across the United States, and in foreign countries.

With the New York Institute of Technology, Nova University maintains an office in Washington, D.C. It is located at 1511 K St., N.W. Suite 624.



**Nova College—
Day Division**

Dear Student,

The Day Division of Nova College opened in September of 1980. It was founded to offer a student an educational program based upon both long-standing ideals of higher education and our thoughts of what is the best of the most recent theories and practices.

As a student you will feel special. The administration, teachers, and fellow students will help create a humanistic atmosphere for learning and growing. The faculty is a group of trained scholars and skilled teachers dedicated to helping you succeed. As a student you will be encouraged to talk to your professors outside the regular class hours. You will have a faculty advisor and, later, a mentor to advise you both academically and as a friend.

At Nova College—Day Division you will receive a quality education. We are committed to offering a liberal arts degree within which your major will be built. This will consist of a common core interdisciplinary curriculum and a concentration in one or more major areas. Every opportunity is taken to bring theory into a pragmatic framework through field trips, work/study programs, and other experiential options.

Should you want a head start on graduate school or your career, the five nine-week terms will allow you to graduate in only three years, providing more education in less calendar time.

I thank you for your interest in Nova College—Day Division. As a student you can be assured of my committed interest in you. As the Director, I maintain an “open door” policy and will be delighted to talk with you at any time.

Sincerely,

Dr. James E. Smith
Director

ACADEMIC CALENDAR 1982-83

THIRD NINE-WEEK TERM 1982

Thursday, January 14	Orientation for all new students
Friday, January 15	Last day to register without late fee charge
Monday, January 18	Classes begin
Thursday, March 18	Orientation for all new students beginning 4th term
Friday, March 19	Last day of classes Beginning of the spring break Last day to register for fourth term without late fee charge

FOURTH NINE-WEEK TERM 1982

Thursday, March 18	Orientation for all new students
Friday, March 19	Last day to register without late fee charge
Monday, March 29	Classes begin
Friday, May 28	Last day of classes

FIFTH NINE-WEEK TERM 1982

Thursday, June 3	Orientation for all new students beginning Summer Session
Friday, June 4	Last day to register without late fee charge
Monday, June 7	Classes begin
Monday, July 5	No classes—Independence Day
Friday, August 6	Last day of classes

FIRST NINE-WEEK TERM 1982

Thursday, August 26	Orientation for all new students
Friday, August 27	Last day to register without late fee charge
Monday, August 30	Classes begin
Monday, September 6	No classes—Labor Day Holiday
Thursday, October 28	Orientation for all new students beginning 2nd Term
Friday, October 29	Last day of classes Last day to register for second term without late fee charge

SECOND NINE-WEEK TERM 1982-1983

Thursday, October 28	Orientation for all new students
Friday, October 29	Last day to register without late fee charge
Monday, November 1	Classes begin
Thursday, November 25	No classes—Thanksgiving Holiday
Friday, November 26	No classes—Thanksgiving Holiday
Friday, December 17	Last day of classes before Winter Holiday
Monday, January 3	Classes resume
Thursday, January 13	Orientation for all new students beginning 3rd term
Friday, January 14	Last day of classes, last day to register for third term without late fee charge

THIRD NINE-WEEK TERM 1983

Thursday, January 13	Orientation for all new students
Friday, January 14	Last day to register without late fee charge
Monday, January 17	Classes begin
Thursday, March 17	Orientation for all new students beginning 4th term
Friday, March 18	Last day of classes, beginning of the spring break, last day to register for fourth term without late fee charge

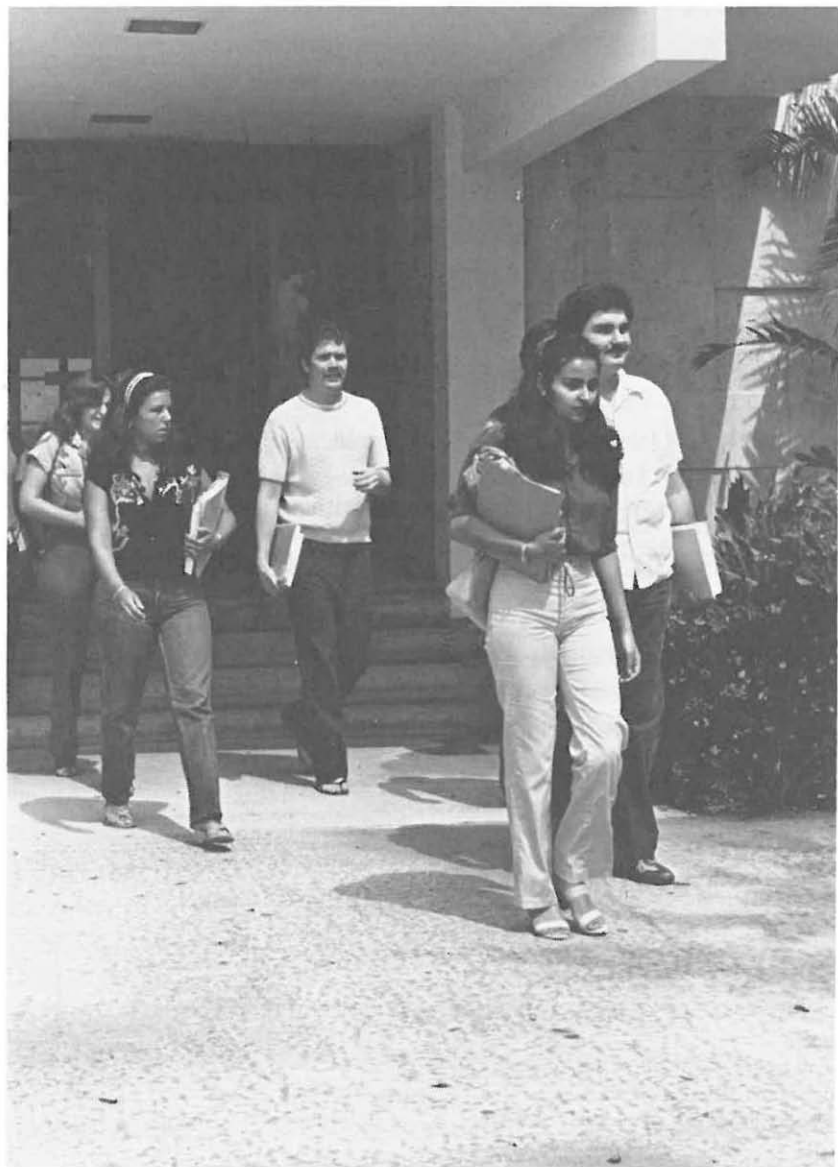
FOURTH NINE-WEEK TERM 1983

Thursday, March 17	Orientation for all new students
Friday, March 18	Last day to register without late fee charge
Monday, March 28	Classes begin
Friday, May 27	Last day of classes

FIFTH NINE-WEEK TERM 1983

Thursday, June 2	Orientation for all new students beginning Summer Session
Friday, June 3	Last day to register without late fee charge
Monday, June 6	Classes begin
Monday, July 4	No classes—Independence Day
Friday, August 5	Last day of classes

The Academic Program Our goal is to offer students a liberal arts education which provides them with an understanding of many fields of knowledge, and allows them the opportunity to choose one or more concentrations leading to graduate school and/or a career field. Nova College — Day Division offers courses of study leading to the Bachelor of Arts (BA)



or the Bachelor of Science (BS) degree. Every student enrolls in the common core program of *interdisciplinary courses* in behavioral science, business, communications (written, oral, mass media and computer literacy), humanities, science and mathematics, and social sciences. Students receive careful guidance in their core program work through the advisor system, and, when they begin their work in their major, they receive the expertise of a mentor. A strong component of this program lies in the emphasis on *experiential learning* which provides frequent opportunities for integrating classwork with guest speakers, films, field trips, laboratory experiences, assisting in original research, and internships.

The interdisciplinary “core” concept emphasizes the acquisition of the skills for valid reasoning, thorough inquiry, careful synthesis, and effective communication. The nine week term format allows the student to concentrate his thoughts and efforts on two or three related disciplines. The “major” part of our program has as its emphasis the preparation for graduate school, the acquisition of the skills for entering a profession or occupation and the developing of clear ability to display competence in the one or more selected fields of knowledge.

We are dedicated to pursuing these educational goals in a *humanistic and caring manner*. The Faculty and Administration are sensitive and responsive to the needs of the individual student.

We challenge our students to excel in their studies, to ask pertinent questions, and to maintain an openness to new information. This will lead to a commitment to a life of continued learning.

Accreditation Nova University is accredited by the Southern Association of Colleges and Schools. Nova College is also a member of the College Board. Courses in education taken to meet the requirements for certification have been approved by the Florida Department of Education.

Use of the Catalog Students are held individually responsible for the information contained in this catalog. Failure to read and comply with Nova College—Day Division regulations will not exempt students from meeting all the requirements set herein.

Rights Reserved Every effort has been made to assure the accuracy of the information in this catalog. However, laws, rules, and policies do change, and this catalog does not constitute a contract or the terms and conditions of a contract between the student and Nova College—Day Division. Should any changes be necessary, Nova College—Day Division will make such information available to the students in a reasonable manner.

DEGREE REQUIREMENTS

Philosophy and Objectives Nova College—Day Division awards the Bachelor of Science degree upon successful completion of all programs except the social science majors where the Bachelor of Arts degree is conferred. To be eligible for a degree, a student must have satisfied all the core requirements as well as those required in the major. To receive the Bachelor of Arts or the Bachelor of Science degree, a student must complete 120 semester hours of credit, 75 semester hours being in the required core areas. The core requirements and their credit hours are as follows:

Behavioral Science	12 semester hours
Social Science	12 semester hours
Humanities	12 semester hours
Science and Mathematics	12 semester hours
Business	12 semester hours
Communication	<u>15 semester hours</u>
CORE CURRICULUM	75 semester hours

(In certain majors, there are exceptions to the core requirements.)

The majors are offered in the following areas:

- Accounting
- Community Services and Administration
- Computer Science
- Computer Systems
- Education
- Electrical Engineering
- Management and Administrative Sciences
- Mathematics/Computer Programming
- Psychology
- Social Science
- (Pre-Law)

Courses in the “Major” All students may take some of their major courses in the evenings and on Saturdays. This is especially true in the more technical courses. For further information consult the Day Division Office in 201 Parker Building. Students who plan to major in electrical engineering should also consult *The Center for Science and Engineering Bulletin*.

Forty five credits are required in the major and electives to make up the total of 120 credits needed for graduation. Two exceptions to this are the liberal arts based computer science major which requires 129 credits and the liberal arts based electrical engineering major which calls for 168 credits. In order to ascertain the particular courses needed to fulfill the requirements in any one "major", please contact the Nova College—Day Division Program Office located in room 201, Parker Building. Any student contemplating a major in computer science and electrical engineering should also contact the Center for Science and Engineering at Orange Plaza. Their phone number is 475-7360.

Application for Degree; Time Limitations;

Graduation Fee Application for graduation should be made two terms prior to the anticipated successful completion of the program. All requirements for a degree must be completed within eight years after acceptance as a degree candidate at Nova College—Day Division. A graduation fee of \$15.00 is payable when students submit their degree application. Formal graduation ceremonies are held each summer. A fee for the rental of cap and gown will be determined by the Registrar's Office and payable prior to the graduation.

Two additional requirements for the degrees are that the student have an overall quality point average of 2.25, and have fulfilled all financial obligations due the University.



Graduation "With Distinction" A graduating student with a Cumulative Quality Point Average of 3.80 or higher will receive the degree *cum laude*. A student whose Q.P.A. is 3.90 or higher will graduate *magna cum laude*. To qualify, students must have completed at least fifty per cent of their course work at Nova College—Day Division.

ACADEMIC PROGRAMS

The ACCOUNTING major provides a solid base for the student to enter the work force or attend graduate school. It also provides the basic preparation for the Certified Public Accountant (C.P.A.) examination.

The COMMUNITY SERVICES AND ADMINISTRATION major combines study in the behavioral and social sciences with the development of administrative skills. It prepares students for professional school and careers in non-profit settings such as public administration, human services, health care services, and criminal justice.

The COMPUTER SCIENCE major has components in hardware design and development coupled with a software component. Many people in the computer industry find they need strengths in both areas. This program provides a substantial base for the graduate to work in a number of career fields in computers.

The COMPUTER SYSTEMS major has been developed for students who desire to combine computer and business components in their degree program. This program focuses on a computer systems approach and on programming techniques rather than on circuit design or computer hardware development. Graduates with a degree in computer systems are employed in the banking and insurance industries, medical facilities, and the merchandising industry.

The EDUCATION major prepares students to be certified by the State of Florida in Elementary, Secondary, (English, mathematics and social studies), or Exceptional Education. This permits a graduate to enter advanced schooling or embark on a career in teaching.

The ELECTRICAL ENGINEERING major provides the students with a professional engineering degree. The electrical engineer will be prepared for a variety of career opportunities including research, conceptual design, system synthesis and development, product innovation and operations management.

The MANAGEMENT AND ADMINISTRATIVE SCIENCES major prepares a student for entry level positions in either the public or the private sector in the areas of Human Resource Management (personnel administration), Public Relations, Marketing (Global and Domestic), Budgeting and Finance, Criminal Justice, and professional positions in Computer and Electronics systems.

The MATHEMATICS/COMPUTER PROGRAMMING major provides the student with basic information about computer hardware. This

component. Graduates will be well prepared to assume analytical and programmer roles in computer careers as well as follow career paths or graduate training in mathematics.

The PSYCHOLOGY major provides a strong academic education that prepares students for graduate or professional school in clinical psychology, counseling psychology, mental health counseling, law, or education. It also offers career preparation in treatment services to individuals, families, the mentally retarded, emotionally handicapped, and substance abusers.

The SOCIAL SCIENCE major provides courses for students majoring in the Social Sciences and includes economics, history, political science, and sociology, and provides a strong academic foundation for entrance into graduate school. Students, who are planning a career in politics or government service, should consider a social science major with additional work in behavioral science or business. This major can be coupled with a series of recommended elective courses to prepare the student for *law school*.

PRE-LAW PREPARATION

The most popular majors for students preparing for *law school* are in the social sciences, English and business. However, law school admissions standards do not require any particular undergraduate major. Students planning to seek admission to law school can consider *any* major. Law schools do, however, recommend certain courses or subject areas that have proven to increase the students chances of success or acceptance.

In general, a broad liberal arts undergraduate background is considered fundamental. The Nova College—Day Division Core requirement provides such a background and includes many of the areas of study recommended by law schools.



ADMISSIONS AND FINANCES

Admissions Criteria for Degree-Seeking Students

In keeping with the humanistic philosophy of individual worth and differences, Nova College—Day Division admissions committee considers each applicant in terms of that person's potential for success. Students are accepted without regard to race, creed, color, handicap, sex or national or ethnic origin. The Day Division offers degree programs for the average to superior college-bound high school and pre-high school graduate. Please note that the Admissions Office will need:

- A) A completed Admission Application and a Student Census Form
- B) Official high school transcript(s)
- C) Three letters of recommendation
- D) A test score from at least one of the following: SAT, PSAT, ACT, or an equivalent
- E) A personal or telephone interview

Applications for admission to Nova College—Day Division are accepted throughout the entire year. Notification of acceptance normally occurs within one month after the completion of all admission requirements. Upon receiving notification of acceptance, students should promptly inform the Day Division admissions office of their intention to attend, and forward a \$200.00 non-refundable deposit to be credited toward tuition. New students may begin classes at the start of any of the five terms. Should you have any further questions please call the Day Division office at 475-7360.

Standard Early Admission Students who have completed the major portion of their high school courses and show academic promise and emotional maturity, are encouraged to apply for admission during their junior year of high school. Most high schools have a policy that allows early admission students who have successfully completed their first year of college work to receive their high school diploma from their home base school. The pre-high school graduates have the opportunity to complete their degree earlier than the traditional college student and thereby achieve a head start in either graduate school or a career.

Special Early Admission The truly exceptional student who has completed less than three years of high school may also qualify for admission.

Transfer Admission Nova College—Day Division welcomes transfer students. In addition to the admissions information required, a transfer student must also submit an official transcript of all academic work completed at their previous college(s). All credits will be individually evaluated as to their acceptability. Grades of “C” or higher are required for transfer of credit.

International Students Applying to Nova College

International students applying to Nova College must do the following:

Submit English translation of secondary school transcript(s) which demonstrates proof of graduation.

Demonstrate proof that they are able to meet all costs of their education without financial aid from Nova University.

Submit a deposit on tuition of \$100 prior to issuance of the student visa. This deposit is non-refundable if the student fails to enroll at the University. Otherwise, the amount will be credited toward initial tuition.

Demonstrate proficiency in the English language through testing in the Nova University Intensive English Program. Failure to achieve satisfactory scores on the test of English will require additional study in the Intensive English Program prior to registering for classes.

International students who need intensive English study prior to enrollment in regular courses should apply for admission to the Intensive English Program at Nova University.

Student Enrollment Status Students at Nova College—Day Division may be enrolled under one of three primary categories:

DEGREE CANDIDATES—students who have been accepted by the Admissions Committee as showing evidence of having the skills to complete the Bachelor of Arts or Bachelor of Science Degrees. Degree Candidate students must be enrolled for 6 to 9 semester hours each nine week term.

PROVISIONAL STUDENTS—students who have completed all admission requirements, have been reviewed by the Admissions Committee, and have presented records that indicate there is some question as to their probability for academic success. Provisionally accepted students may be required to enroll in special courses in composition and/or mathematics. Provisional students, after earning a C average or better for nine semester hours, are eligible for Degree Candidate status. (Provisional Students must enroll in a minimum of 6 and a maximum of 9 semester hours each term).

SPECIAL STUDENTS—students who are:

- (A) *Dual-enrollment*—students taking courses simultaneously in Nova College—Day Division and high school.

- (B) *Cooperative-enrollment*—students enrolled in another Nova College program while taking a course(s) in the Day Division.
- (C) *Part Time*—students taking a course(s) without having applied for admission as a degree candidate at Nova College—Day Division.

Tuition Valid through Summer Session, 1982

Full Time	\$2,940.00 for four terms
Students:	\$3,675.00 for five terms (late August through July)
	\$ 735.00 per nine week term
Special	\$ 275.00 for each three semester credit hour course
Students:	

FEES—all fees non-refundable

Application	\$20.00 for all students, except cooperative-enrollment, due at time the application is submitted.
Registration	\$10.00 for all students, due at registration for each term.
Late Registration	\$10.00 payable by any student who fails to register by the deadline for each term (see Academic Calendar).
Writing/Math Labs	\$40.00 for all full time students, due at registration and covering the unlimited use of these labs for the entire school year. "Special" students wishing to use this service must pay the fee. Should a student enter after the second term, this charge will be \$20.00.
Activities	\$30.00 for all full time students, due at registration and covering social, recreational and club activities. This fee is payable once a year. Should a student enter after the second term, the charge will be \$15.00.
Computer Lab	\$25.00 for all students taking the Computer/Literacy core.
Graduation	\$15.00 payable at registration for the final term of enrollment of degree candidates.
Transcript	\$ 2.00 for each transcript request beyond the first free one.

SPECIAL CHARGES

Acceptance/ Confirmation	\$200.00 for all full time students payable after acceptance and upon confirmation of intention to
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	enroll. This fee is non-refundable but is credited toward tuition.
Student Apartment	\$575.00 for two nine-week terms; \$1,150.00 per year.
Room Security Deposit	\$100.00 refundable yearly deposit on furniture and fixtures for all resident students, due with the first payment for University housing.

**PAYMENT
SCHEDULE
AND METHOD
OF PAYMENT**

The full payment of tuition and application fees for any nine week term is due in full upon registration for that term. Payment may be made through the use of a Visa, Master Charge or Hollywood Bill-O-Matic.

Withdrawal Procedure Students choose to withdraw for many reasons, and Nova College—Day Division is both sympathetic and open to discussion of such matters with a student who contemplates this course of action. To insure a thoughtful decision students are required to discuss withdrawal with their instructor(s) and advisor or mentor before pursuing such a course. Should students then desire to withdraw they must complete an official withdrawal form for each course. All tuition refunds are based on the date when the completed withdrawal forms are received by the Day Division.

Refund Policy Fees, tuition deposits and most charges paid to Nova College—Day Division are not refundable. Tuition payments will be refunded according to the following schedule.

REFUND SCHEDULE*

Prior to first day of classes	100%
Prior to conclusion of first week	75%
Prior to conclusion of second week	50%

*Original \$200.00 deposit non-refundable

(Any special requests for exceptions to this policy may be made to the Student Affairs Committee).

Refund for Housing Should a student wish to be released from his contract for student housing, he must make a written request to Nova College—Day Division Administrative Council. A student should be aware that a release and subsequent prorated refund will be based not only on the nature of the request but also on the ability of the Day-Division to re-rent the apartment space.

Financial Aid and Scholarships Due to varying policy changes at the national, state and local levels, Nova College—Day Division wants all prospective students to understand that the scholarships, grants and loans presented below are subject to change.



THE BROWARD COUNTY SCHOLARS PROGRAM

Residents of Broward County, Florida, who have or are attending a Broward County public or private high school, and have applied for admission to Nova College — Day Division are eligible to apply to the Scholarship Committee for a Broward County Scholars Program scholarship. Scholarship awards are given for up to three years, or fifteen terms of study and carry stipends ranging from \$500.00 to \$1,000.00 per five terms. Scholarship awards are made strictly on merit. For further information, call Nova College — Day Division Office at 475-7360.

THE RICHARD P. NORMAN MEMORIAL SCHOLARSHIP

This is an endowed scholarship, renewable for up to fifteen terms. To be eligible a student must have above average academic credentials, a demonstrated need for financial assistance, and be an American Citizen. The amount of the award will vary up to \$200.00 per term (\$1,000.00 per five term academic year). For further information contact the Nova College — Day Division office.

FLORIDA TUITION VOUCHER FUND

A grant program funded by the State of Florida provides tuition assistance to resident students attending eligible non-profit colleges and universities located in the state. Eligibility requirements include:

1. Be enrolled as a full-time undergraduate student. "Full-time" is defined as carrying a minimum of twelve (12) semester hours per semester (two 9 week terms).
2. Be registered as a freshman, sophomore or junior after July 31, 1981.
3. Have graduated from a Florida high school.
4. Have resided in the State of Florida for at least twenty-four (24) consecutive months preceding the award of the voucher.

The voucher will provide \$750.00 per year (\$375.00 per semester)

FLORIDA ACADEMIC SCHOLAR'S FUND

This scholarship is funded by the Florida legislature to award resident students who have graduated in the upper two percent of an accredited Florida high school and have obtained a 3.5 grade point average. Applicants must be a "first time in college" student, attend a Florida College and maintain a 3.2 average during their course of study.

COLLEGE WORK-STUDY PROGRAM (CW-S)

This program provides for on- or off-campus jobs for students with financial need who are able to work on a part-time basis to earn a portion of their educational expenses. Determination and distribution of the CW-S award is made by the Financial Aid Office of the school. Application for a Nova CW-S award is made through the College Scholarship Services (CSS) on a Financial Aid Form (FAF) and on a separate Nova University Financial Aid Application. Awards are based on a determination of relative need.
Deadline: April 15, 1982.

BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)

These grant awards are made to students based on a uniform determination of need. Application is made directly to the Basic Grant Program. A notice of eligibility and estimated award is then returned directly to the student. Awards for the 1981-82 year will range between \$149.00-\$1,670.00.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This is a school administered government grant program. Dependent upon funds available, grants may range from \$200.00-\$2,000.00, and are made to a limited number of students demonstrating exceptional financial need, as determined by the Financial Aid Office. Application for a Nova SEOG award is made through the College Scholarship Service (CSS) on a Financial Aid Form (FAF) and on a separate Nova University Financial Aid Application. Deadline: April 15th, of the preceding academic year.

GUARANTEED STUDENT LOAN PROGRAM (GSL)

This loan is made through local financial institutions that are insured against default by the State or Federal Government. Eligible students may borrow up to \$2,500.00 per year to a total of \$12,500.00 for undergraduate study. First year (freshman) students are generally not eligible. During the repayment period, the student will be charged 9% interest on the unpaid balance of the loan principal. Repayment begins 6 months after a student graduates or leaves school for other reasons. Applications are accepted on a continuous basis.

NATIONAL DIRECT STUDENT LOAN PROGRAM (NDSL)

This program is much like the Guaranteed Student Loan Program except that the determination and distribution of the loan award is made by the



Financial Aid Office of the school. Application for a Nova NDSL award is made through the CSS on a Financial Aid Form (FAF) and on a separate Nova University Financial Aid Application. Awards are based on a determination of relative need. Deadline: April 15, 1982.

FLORIDA STATE STUDENT ASSISTANCE GRANT

This grant is similar to the BEOG except funded by State of Florida. Applicants must be (twenty-four consecutive month) residents of Florida. Application must be made using the Financial Aid Form (FAF) of the College Scholarship Service (CSS). Awards could range up to \$1,200.00. Application 1982-83 must be made by April 1, 1982. Applications will be available on February, 1982.

VA Benefits Nova University academic programs are approved by the Coordinator for Veterans Approval, State of Florida Department of Education for veterans education benefits. The Financial Aid Office will assist veterans in applying for benefits. If direct contact with the Veterans Administration is needed their toll free telephone number is 1-800-282-8821 for anyone within Florida.

Part Time Jobs Listings of part time jobs may be checked in the Financial Aid office on the second floor of the Parker Building.

IMPORTANT THINGS TO REMEMBER

1. Financial Aid applications take time! Please allow a minimum of two months to process your application.
2. Aid applications must be made annually.
3. The BEOG alone will not cover all tuition and fees. Please check with the Financial Aid Office, before registering, to determine your exact award.
4. A "Statement of Educational Purpose" must be submitted with your BEOG papers.
5. Aid awards can not be made until all admission requirements have been fulfilled.
6. Students transferring from another institution and requesting aid must submit a Financial Aid Transcript(s) from their former institution(s).

For further information and application forms, please contact the Undergraduate Financial Office, Nova University, 3301 College Avenue, Parker Building—Room 226, Fort Lauderdale, Florida 33314.

Phone 305/475-7410

From Miami 940-7940 ext. 7410

From Palm Beach County 732-6600 ext. 7410

ACADEMIC AFFAIRS

Academic Standards The following grades and their quality points are used by Nova College—Day Division instructors to indicate the quality of work achieved by the student in a course. Grades are mailed to the students following the completion of each term.

Grade	Quality Point
A	Excellent 4
B	Good 3
C	Satisfactory 2
D	Marginal 1
F	Failure 0
W	Withdrawn Without Penalty —
I	Incomplete —
IW	Incomplete Withdrawn —
P	Pass —
PR	Progress —
AU	Audited —

Quality Point Average—A standard used in judging students performance is their Quality Point Average or QPA. This is computed by dividing the total number of Quality Points earned by the total number of credits taken. For example, 15 semester hours, all “B’s”, would earn 45 Quality Points or a 3.0 QPA (45 divided by 15 = 3.0).

Incomplete Grades Incomplete grades in the Core courses may be given only when the instructor thinks extraordinary circumstances warrant it. Any student receiving an Incomplete “I” has a time period determined by the instructor and student, within one term, to make up the work required. In all circumstances regarding an Incomplete, a standard contract is signed by both the instructor and the student and then rigidly adhered to. If, after the designated time period the work required has not been made up, the course grade automatically becomes an “F”.

An “I” grade in other than a Core course may be obtained only with the approval of the instructor on the Incomplete Contract. The student will have up to one additional 16-week term to complete the course and receive a letter grade. If the work is not completed within the extension period, the “I” grade changes to an “IW” (Incomplete/Withdrawn) which remains permanently on the record.

Disagreement Concerning a Final Grade Any questions regarding grades should be directed to the instructor within ten class days following the posting of the grades. Should students still be

dissatisfied with their grades they should consult their advisor. Students have the right to file a grievance. A copy of Grievance Procedure is available in the Program Office.

Satisfactory Academic Progress To remain in good academic standing, a student must maintain an average of “C” or higher on all credits attempted (quality point average of 2.0 on a 4.0 scale).

Academic Warning and Probation A student whose Quality Point Average (QPA) falls below a “C” (2.0) for a term will be placed on academic warning. All students who fail to maintain a 2.0 for two consecutive terms will be placed on academic probation. Academic probation is removed when the student earns a cumulative quality point average (CQPA) of 2.0 or higher at Nova College — Day Division.

After being placed on probation, any student receiving financial aid must remove the probation during the next period of enrollment to be eligible for further financial aid.

Suspension To avoid suspension, students on probation must maintain a quality point average of 2.0 or better for each term of subsequent enrollment. Otherwise they will be subject to suspension for one 9-week term. A student who has been suspended may petition for reinstatement after one term.



Director’s Honors List Each student who earns a Quality Point Average of 3.50 while completing 9 semester hours or more in any one term is placed on the Director’s Honors List for that term. Grades of “I” (Incomplete) must be made up before eligibility is determined.

ENROLLMENT AND COURSE REQUIREMENTS

Drop-Add Procedure Students may add a course only during the first week of a term. They may withdraw from a course anytime during the first two weeks of a term, without prejudice. Students withdrawing during the 3rd through 5th week of the term will receive a "W". The grade for any course which is dropped after the 5th week automatically becomes an "F".

Auditing Students who desire the benefit of instruction but who do not wish to meet all course obligations may be permitted to audit courses. Such students should indicate their audit basis at the time of registration. The tuition cost for an audited course is the same as if the course were taken for credit. The mark "AU" for Auditor is employed to indicate such enrollments on the student transcript.

Repetition of Courses Students who wish to repeat any course may do so. However, a student can receive credit for a course only once. Both grades will appear on the student's transcript. The higher grade of the two will be used in computing the student's QPA.

Attendance All students are strongly urged to attend classes on a regular basis. A student should pay particular attention to each instructor's policy on attendance. Nova College—Day Division believes firmly that an open and caring atmosphere is conducive to learning and results in special rapport between the student and the instructor. Rapport can best grow and be maintained when a student is consistently in class. Students who have missed work because of illness or family emergency can expect to find their instructors sympathetic and cooperative. Absence for any reason does not remove the student from the responsibility for making up the work missed. When an instructor believes that lack of attendance is proving injurious to a student's academic performance, the instructor will speak to the student and may ask the student's advisor to do so as well. The wise student will take special heed of this attention. Students may be administratively withdrawn from a course if they fail to meet the attendance requirements of the instructor. The grade will be recorded as a "WF".

Progress Reports All instructors issue mid-term progress reports to students and their advisors. Students will check with their advisors to discuss their progress.

Evaluation of Courses Students play a direct part in program and teacher evaluation. Course evaluation forms are distributed to students. The forms are completed and returned by students at or near the end of the term. These forms are tabulated and evaluated. Thereafter appropriate changes are made in course procedure, requirements or instruction when called for. Students are also encouraged to discuss aspects of their education with program administrators and advisors. Formal course evaluations will be kept confidential.

Alternate Learning Formats In keeping with Nova College — Day Division's emphasis on creative methods of learning, courses will not only be structured in the traditional lecture/discussion format but may also include one or more of the following:

A. *Colloquium* — Presented with an extensive reading list in a particular area, students meet once a week on a scheduled basis with an instructor to engage in detailed discussion of the readings.

B. *Group and Individual Independent Study* — This format may be initiated after a request by a faculty member and/or student(s). A specific contract is drawn up containing objectives, learning materials, assignments, special expectations, and a time line.

C. *Guided Research* — Credits in this format are earned as students work on a topic with a professor who is engaged in research.

D. *Internship* — Students are placed in an off-campus professional setting in a location that relates to their major area of academic interest. A pre-determined student reporting format is prepared by the student and instructor.

E. *The Senior Seminar* — This model will provide research experience for students of senior standing. Focusing on a specific topic, the student will produce a major paper that approaches publishable quality.

F. *Travel* — National and international travel can be important to a student's educational growth. Credit for travel is obtained through the Group and Individual Study format.

G. *Programmed Instruction* — This consists of structured self-paced instruction via texts, audio-visual materials and computer assisted instruction.

H. *Tutorial* — This involves a single student taking a course which is normally offered in the lecture/discussion format. It may be offered when students must have the course to meet their graduation requirements and such a course in its traditional setting is not available.

All alternative formats are subject to review and approval by the Nova College — Day Division Curriculum Committee.

CORE COURSE DESCRIPTIONS

BEHAVIORAL SCIENCE

BES 101 Psychology: Personal-Social Emphasis/3 sem. hrs.

Scientific basis of psychology. Theory, research, and application in social psychology, personality, psychopathology, psychotherapy, human development, intelligence, and cognition.

BES 102 Psychology: Experimental-Biological Emphasis/3 sem. hrs.

Scientific method in psychology. Theory, research and application in learning and memory, motivation, sensation and perception, biological bases of behavior, and comparative psychology.

BES 201 Society and Culture/6 sem. hrs.

An overview of theories concerning the nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed upon American culture and the impact of technology upon modern society.

BUSINESS MANAGEMENT

BUS 101 Introduction to Enterprise/3 sem. hrs.

A basic course in the study of the free enterprise system, a brief history and background of the enterprise system as a whole, different functions, disciplines, laws, and the future of the enterprise system are defined and discussed.

LAW 201 Law in Action: Introduction to Legal Reasoning/3 sem. hrs.

Introduction to the legal structure and basic decisional processes in the creation of the American legal system. Includes: what is law, how to read and understand court decisions, how the American system of courts works, how to read and understand statutes and analyzing constitutional law.

BUS 201 Global Marketplace/3 sem. hrs.

A basic course in international marketing. This course views marketing from a global perspective. It explores various theories and philosophies regarding the development of marketing throughout history. It examines what markets will evolve in the 1980's. The following topics are covered, the environment of international marketing, marketing opportunity analysis,

"Four P's" as components of international marketing, international marketing management, international laws governing international trade, and free trade zones.

BUS 202 Urban Daily Systems/3 sem. hrs.

An introduction to history of community development in America. Relationship of law and politics to planning and the community development process. Police power as a basis for regulation. Current theories and approaches in community development, planning, plan formulation and implementation. Regulatory and non-regulatory techniques of plan implementation. Growth management techniques. Explores innovative approaches to the control of land use. Emphasis on inter-disciplinary aspects of problem solving. State mandatory planning laws and status of adopted comprehensive plans. Students will prepare and discuss papers on selected case studies.

COMMUNICATIONS

All effort is made to relate experiences in communication to the experiences in the core discipline of that term.

COM 090 Writing Skills/3 sem. hrs.

Basic writing skills are reviewed and emphasis is placed on organization and application. The course prepares the student for college level communications courses. Credit does not apply towards graduation requirements.

COM 101 Communications I—Written Composition/3 sem. hrs.

The emphasis is on the acquisition of skills in expository writing. Specific papers are assigned, written, criticized and revised. Topics and techniques for papers are suggested by the instructor and/or through appropriate readings. Strong emphasis is placed upon correct usage and mechanics.

COM 102 Communications II — The Research Paper/3 sem. hrs.

Students will write research papers starting with the initial selection of a topic, through the methods of library research to the organizing and writing of the paper. Footnote and bibliography format is stressed.

COM 103 Communications III—Elements of Non-Written Communications/3 sem. hrs.

Speech, sign and symbol, gesture and body language are examined as effective tools of communication. Students will learn how to analyze and organize the speaking-listening process. Special emphasis is given to argumentative discourse. Signs and symbols are

analyzed and explained as communication. Interpersonal and group communication are explored.

COM 104 Communications IV — Mass Communications/3 sem. hrs.

Emphasis is given to the strategies and tactics of persuasive communications in such settings as politics, public relations, advertising, and business. The effectiveness as vehicles of persuasion of radio, television, film and press is analyzed.

COM 105 Communications V — Computer Literacy/3 sem. hrs.

An introduction to computer science, programming, and problem solving. The use of computers in a modern technological society is stressed. Hands on experience with micro-computers and specialized software.

HUMANITIES

HUM 101 Arts and Ideas from the Classical Period through the Middle Ages/3 sem. hrs.

HUM 102 Arts and Ideas from the Renaissance to 1848/3 sem. hrs.

These two courses are an exploration of the transmission of western culture from the dawn of ancient Greece to the end of the Middle Ages and from the Renaissance to 1848. The courses examine the arts and the ideas which engendered them through the consideration of the literature, painting, music, architecture, sculpture, and dance. Man's creative achievements will be viewed in relation to the society and philosophy from which they have sprung. Part of these courses will be devoted to examining art forms outside the classroom including such activities as attending dance performances, visiting museums, or going to films.

HUM 201 Arts and Ideas from 1848 to World War I/3 sem. hrs.

HUM 202 Arts and Ideas from World War I to the present/3 sem. hrs.

The major works of architects, sculptors, painters, writers and musicians of the late 19th century to the present will be examined in light of the goals each was trying to achieve. Emphasis will be placed on examining the relationship between the arts and the philosophy of life which they attempt to express. Part of this course will be devoted to examining art forms outside of the classroom including such activities as attending concerts, dance performances, or live theatre performances.

The Humanities course will be offered concurrently with social science courses and writing courses all of which will be integrated to some extent.

SCIENCE AND MATH

MAT 090 Mathematic Skills/3 sem. hrs.

Basic mathematic skills are reviewed in this course preparing the student for college level mathematics. Credit does not apply towards graduation requirements.

SCI 101 Geoscience/3 sem. hrs.

A survey of the physical geology of the earth and especially the relationship of natural resources to modern energy problems. The emplacement and occurrence of metals and fuels are examined as well as the relationship of non-renewable resources to world energy, ecology and economic demands.

MAT 101 Introduction to Statistics and Probability/3 sem. hrs.

An introduction to basic principles of statistics and probability. Topics to be covered include: frequency distribution, statistical descriptions, possibilities and probabilities, some rules of probability, expectations and decisions, probability distributions, the normal distribution, sampling and sampling distributions, inference about means, inference about standard deviations.

SCI 201 Life Science/3 sem. hrs.

A survey of life sciences covering the basics of genetics, classification and nomenclature, physiology and biochemistry. The relationship of life forms to their physical environment is demonstrated through the study of local fresh, estuarine and marine ecosystems.

MAT 201 The Mathematical Way of Thinking/3 sem. hrs.

Content and history of mathematics with emphasis on the way mathematicians analyze and solve problems. Topics will include—History of Geometry from ancient times, logic, combinations, mathematical programming and problem solving and analysis.

SOCIAL SCIENCE

SSI 111, 112 Western and American Civilization to 1848/6 sem. hrs.

An integrated interdisciplinary study of Western and American Civilization from the Ancient Civilization from the Ancient World, up to the modern era. Empha-

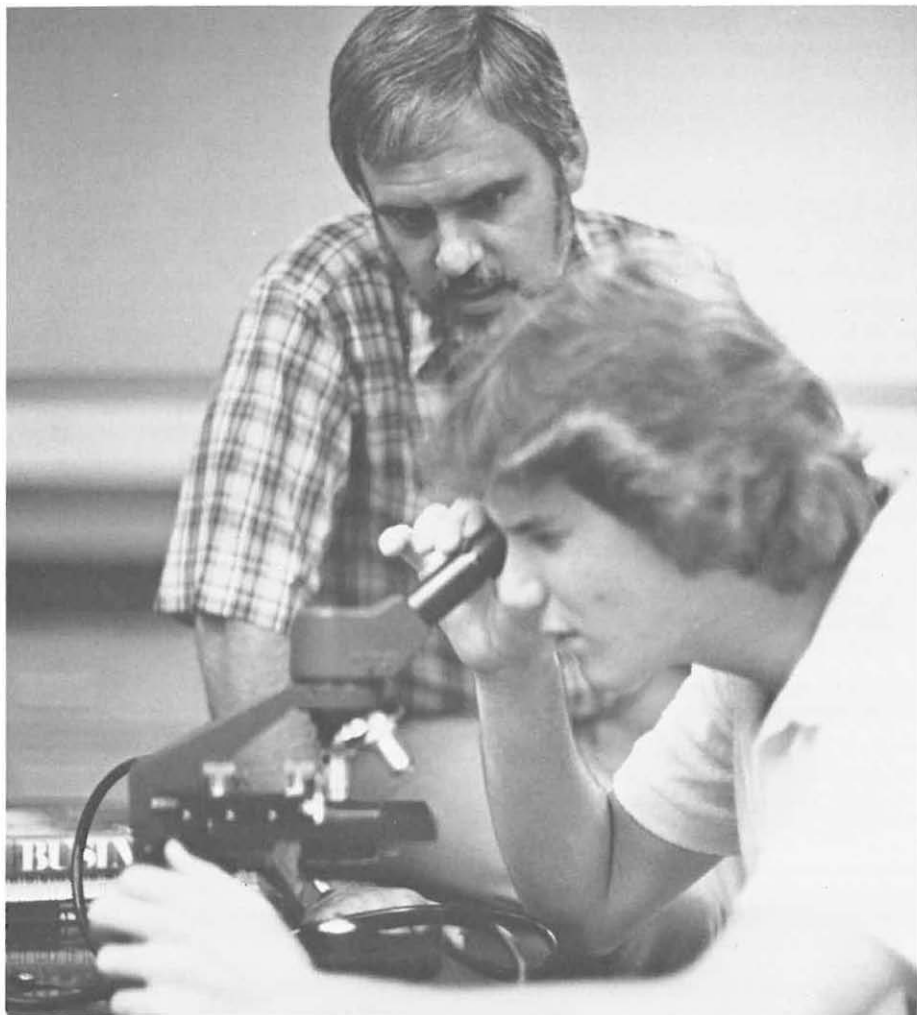
sis will be placed on the interaction of ideas and events, individual personalities and mass movements, and the forces of change and continuity. Included will be coverage of the history of economic theory and business developments, the history of science and technology, political and physical geography, and the history of political thought.

SSI 211, 212 Western and American Civilization since 1848/6 sem. hrs.

An integrated interdisciplinary study of Western and American Civilization in the modern era. An emphasis

will be placed on the interaction of ideas and events, individual personalities and mass movements, and the forces of change and continuity. Included will be coverage of the history of economic theory and business developments, the history of science and technology, political and physical geography, and the history of political thought. Also included will be a survey of American government, including its general nature and characteristics, structure and function, and its intimate relation to other interests.

The Social Science Core will be offered concurrently with the Humanities Core.



STUDENT RIGHTS AND RESPONSIBILITIES

Students of Nova College—Day Division will enjoy the same rights and services as all other Nova University students, including use of University study and recreational facilities, all support services, and participation in student affairs.

Students will be expected to maintain University standards of conduct, which prohibit theft, plagiarism, and abuse and misuse of facilities or equipment. Students failing to maintain such standards are subject to disciplinary action. Students who do not maintain proper decorum in a class may be administratively withdrawn from that course and the grade will be recorded as a “WF.”

Academic Rights and Responsibilities Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure every student an equal opportunity to fulfill her or his potential as a student at the highest standard of excellence.

Certain rights and obligations flow from membership in the academic community including:

1. the rights of personal and intellectual freedom which are fundamental to the idea of a university;
2. a scrupulous respect for the equal rights of others; and
3. a dedication to the scholarly and educational purposes of the university and participation in promoting and assuring the academic quality and credibility of the institution.

The University expects its students to manifest a commitment to academic integrity, and to that end a definition of original work is presented for each student's information, instruction, and acceptance.

Original Work at Nova University Assignments such as course preparations, exams, tests, projects, term papers, practicums, MARPS, etc., must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated by quotation marks or other accepted reference devices.

Work is not original which has been submitted previously by the author or by anyone else for academic credit. Work is not original which has been copied or partially copied from any other source including another student

unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an expressed part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

Referencing the Works of Another All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another are used. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

Grievance When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, "Procedures on Student Rights and Grievances," which is available at all College offices.

Privacy and Student Records Nova College—Day Division recognizes its responsibility for protecting the privacy of students regarding their personal education records. In compliance with the Family Educational Rights and Privacy Act of 1974 (Fed. Publ. Law 93-980), Nova College—Day Division provides students access to information contained in their own official records, a procedure for correction or deletion of inaccuracies found in their records, and a degree of control over the release of information from their records. A complete description of Nova University's general policies on Student Relations are on file in the Office of the Registrar.

Alcoholic Beverages and Drugs The sale, use or possession of alcoholic beverages or illegal drugs on campus, in University-owned student housing, or at officially sponsored college functions is prohibited. Violators of this policy or State of Florida or Federal laws regarding alcohol or other drugs are subject to suspension or expulsion. Students will not be permitted in class or at college-sponsored functions if they are behaving as if under the influence of drugs or alcoholic beverages. Any such students who behave in a disorderly manner are subject to disciplinary action.

STUDENT SERVICES AND STUDENT AFFAIRS

Academic Support Systems

ADVISOR SYSTEM—The advisor system is an important part of the academic program and essential in achieving the goal of a humanistic and caring environment. To assure that each student receives the maximum personal contact each faculty member is assigned a small number of advisees. Whenever possible these students are grouped according to similar academic interests.

The advisor's primary responsibilities are to provide academic counseling, to ease the transition into the Day Division, and to act as an ombudsmen between the students and their course instructors. In turn, the students have the responsibility of meeting with their advisors on a regular basis to assess their academic progress and their concerns.

It is hoped that a special friendship develops between student and advisor so that counseling and discussion of non-academic matters can be carried out in a trusting and caring manner. The system will only work if the relationship is one of full partnership.

MENTOR SYSTEM—When the students begin their work within a chosen major, they will come under the guidance of a mentor, who may or may not be their advisor. Mentors are drawn from Nova University's undergraduate and graduate faculties in the area of the student's academic major.

The mentor's primary responsibility is to direct students in their major area of study, to provide assessment of their potential for success, and to encourage their progress. The mentor will also give suggestions as to internships, off-campus experiences, and jobs that will be of benefit to the student and involve them in their own academic research projects.

Learning Resources

WRITING/MATH LABS—A special service to Nova College—Day Division students is the writing/math labs which provide a one-to-one tutorial experience for those students who request extra assistance in planning or rewriting a paper or who need some extra help in mathematics. A fee of \$40.00 is paid by all students at registration which affords them access to the labs for the entire academic year.



Libraries

The ALBERT AND BIRDIE EINSTEIN LIBRARY is located in the Mailman Hollywood Building on the main campus, and houses Nova University's major collection of books and periodicals. This facility also includes individual study carrels, a media room, and microfilm readers. Its hours of operation are as follows:

Monday-Thursday:

8:30 A.M.-11:00 P.M.

Friday:

8:30 A.M.-9:00 P.M.

Saturday:

9:00 A.M.-6:00 P.M.

For special help or additional information, call the library at 475-7497.

The GEORGE ENGLISH LIBRARY is housed on the first floor of the Parker Building. This specialized collection of books and periodicals reflects and supports the teaching and research efforts of the life sciences and studies in health and population. The George English Library will be open according to the following schedule:

Monday-Thursday:	9:00 A.M.-11:00 P.M.
Friday:	9:00 A.M.-9:00 P.M.
Saturday:	9:00 A.M.-6:00 P.M.

The phone number for the George English Library is 475-7326.

The WILLIAM SPRINGER RICHARDSON LIBRARY, housed at the Port Everglades site of the Ocean Sciences Center, contains a specialized collection of books and periodicals related to research in physical, biological, and chemical oceanography. The Richardson Library is open Monday through Friday from 8:30 A.M. to 5:00 P.M. The number is 475-7487.

The LAW LIBRARY is housed in the Law School Building at 3100 S.W. 9th Avenue, Ft. Lauderdale. In addition to containing highly specialized law-related reference materials, the Library also has general reference and substantive materials in Criminal Justice. Its hours are as follows:

Monday-Thursday:	8:00 A.M.-12:00 P.M.
Friday:	8:00 A.M.-10:00 P.M.
Saturday:	9:30 A.M.-9:00 P.M.
Sunday:	9:00 A.M.-12:00 P.M.

The Law Library may be reached by dialing 522-2300.

The BROWARD COMMUNITY COLLEGE CENTRAL CAMPUS LIBRARY—Nova College—Day Division students have access to the library of Broward Community College's (B.C.C.) Central campus. Students have full check out privileges in this 112,000 volume library. To gain this privilege the student must 1) obtain a request form from the librarian in Nova's Einstein Library and 2) submit a completed request form to the B.C.C. Librarian who will issue a special student library card.

The B.C.C. Library is located in Building 60 second floor. The hours are:

Monday-Thursday:	7:00 A.M.-9:45 P.M.
Friday:	7:00 A.M.-5:00 P.M.

EXTRA LIBRARY SERVICES—Through computer terminals, the Nova Libraries are connected with the DIALOG system and other national data bases. There is a fee for this service.

If students should need materials not available from Nova University or Broward Community College libraries, they may request an inter-library loan via a Nova Librarian. Please make allowances for at least a two week period in obtaining such materials from the time they are requested.

MEDIA SERVICES—The Library Media Services provides non-profit media service, including educational materials and equipment such as 16 mm film, video and audio tapes, recordings, tape/slide presentations, filmstrips and transparencies. A range of media production services are also available enabling both students and faculty to prepare recordings, films, slides, audio cassettes, and transparencies for classroom use.

Computing Facilities

The UNIVERSITY COMPUTING CENTER—The University Computing Facility provides data processing facilities and services for meeting the instructional, research and administrative needs of the University. The central site is located on the main campus in the Mailman-Hollywood Building. Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for computer-oriented course work.

The MICROCOMPUTER LABORATORY—The Microcomputer Laboratory provides courses and programs based exclusively on applied microcomputer technology. The laboratory is equipped with the latest versions of the most popular microcomputers. Its extensive software library provides opportunity for the study of the range of applications of software in word processing, simulation, computer-assisted instruction and other areas.

Job Placement All Nova College—Day Division students are urged to register with the University Job Placement Office. A number of openings and listings come into this office every week and students, in addition to registering, should also check bulletin boards as they anticipate moving into the job market. The phone number for the job placement office is 475-7398.



Alumni Association Graduates of Nova College—Day Division are invited to participate in the Nova University Alumni Association. The goals of the Alumni Association are much broader than the traditional ones found at most colleges and Universities. Our Association exists to further the professional and intellectual growth of each graduate. Various chapters around the county hold workshops and professional colloquiums, while the National Chapter keeps members abreast of developments with the Nova News and an annual Alumni Directory. Other services offered include a credentials file and discounts on such items as Nova University auto tags, T-shirts, ties, jackets, and mugs.

Student Activities Nova College—Day Division believes that its commitment to the student does not end with academics but extends to the growth and development of the individual as a whole. Students' physical, emotional, and social needs play an important role in academic life. We believe that students who involve themselves in college activities not only do better academically but also make more friends and are happier.

Approximately one afternoon every week is reserved for a sports activity such as basketball, handball, softball, swimming, tennis and volleyball. There will be social functions such as dances and parties held on a monthly basis with the highlight in February being a Bahamian Cruise.

Extra-academic pursuits such as a student newspaper, service clubs, a computer club, debating, chess, and great books discussion group are all viable possibilities for groups of students with a specific interest. In such cases, all effort will be made to find a faculty advisor for each activity.

Other activities are sponsored by the University as a whole such as the Film Society and the Nova University Singers. The latter is under the direction of Ms. Peggy Barber, and students interested should contact her at 431-8544.

Student Government Association The Student Government Association is an elected body designed to act in the best interests of the students. Reflecting their concerns and needs the purposes of the S.G.A. are to:

- 1) Act as a representative body for the students to the administration and faculty.
- 2) Assist in the development of recreational and club activities.
- 3) Sponsor social functions.
- 4) Offer suggestions in the planning of the future development of the Day Division.

Election of officers for Student Government will be held in October of each year. The S.G.A. office is located in room 216 of the Parker Building. The phone number is 475-7000.

Student Lounge Students gather here between breaks in class schedule and during lunch. The lounge is large enough to provide for diverse activities such as casual talk, ping pong, and study. Various machines dispense coffee, soft drinks and other snacks.

Student Parking Student parking is limited to the lot directly north of the Parker Building. The parking lots located to the northwest and west of the Parker Building are reserved for staff and University School students.

Student Housing Located on the main campus are the University apartments consisting of three story buildings of 30 apartments each. A limited number of these apartments are available to Day Division students who are at least 18 years of age and enrolled full time. Each apartment contains two bedrooms, kitchen facilities, and basic furnishings. Additional items such as lamps, pillows, sheets, kitchen utensils, etc. are furnished by the students. Each apartment is leased for an occupancy of four students from August 31 to June 1 of each year.



Privately owned apartments and rooms are located within minutes of the University and, by calling the office at the given number, their names, addresses, and office numbers will be supplied, along with other information, you might find useful in obtaining housing.

Information on housing may be obtained from the Day Division office by dialing (305) 475-7360.

Student Textbooks Assigned texts can be purchased at the Corner Book Exchange, 4134 S.W. 64th Avenue in Davie. Students may wish to dial 792-7778 for both operating hours and current availability of any particular textbook.

Student Transportation The Broward County Transit Authority has regularly scheduled buses passing along College Avenue, which borders the eastern part of the campus. Information may be obtained by dialing 765-5400. A schedule may be picked up at the Transportation Authority offices located at 201 S.E. 6th St., Ft. Lauderdale, or from a bus driver.

If you drive, consider car pooling. In addition to conserving energy, it will afford you more opportunity to know your fellow students.

Student Lunches For those students who wish to eat on campus, there is a lunch trailer located on the west side of the Parker Building. Outside tables and the student lounge are also available during breaks in classes.



Nova University

**Academic Centers and
Major Programs
of Study**

The Center for the Study of Administration The Center for the Study of Administration offers a variety of programs at the doctoral and master's degree levels that stress innovative learning processes and delivery systems for working professionals who wish to increase their administrative or managerial effectiveness.

The major programs offered at the master's degree level are: the Master of Business Administration (MBA) which thoroughly develops the quantitative skills used in management; the Master of Public Administration (MPA) designed for persons aspiring to management positions in public and community service agencies; the Master of Science in Criminal Justice (MSCJ) for persons in law enforcement and corrections agencies; the Master of Science in Human Resource Management (MSHRM), which is built on a foundation of behavioral science, is for managers who are responsible for such functions as organizational staffing, affirmative action and equal opportunity requirements, management education, and development or career planning. There are also various majors that may be taken in conjunction with the MBA, MPA, and MSHRM degrees, such as accounting, computer systems management, criminal justice, health management, and procurement and contract administration. In conjunction with the Center for the Study of Law, the Center awards the MBA along with the JD for those students who complete the core requirements. The JD and MBA joint degrees are of special value to attorneys who anticipate a career in a large organization or corporation.

The Center's two doctoral level programs address both public and private sector management. The Doctorate in Public Administration (DPA) is national in scope, is offered in several states, and is built around a senior faculty drawn from key government and academic centers throughout the United States. The degree is designed to broaden the professional competence of practicing administrators in the public sector. The DPA curriculum addresses the environment, processes, techniques and methods of public management and provides, through participant clinical or laboratory experience, direct learning in the key functions, systems, and roles involved in the administration of public institutions and enterprise at all levels of government. The degree content is guided by the standards set by the National Association of Schools of Public Affairs and Administration (NASPAA).

The Doctorate in Business Administration (DBA) prepares people for careers in high-level teaching, research, or managerial positions. The DBA curriculum covers the spectrum of foundation knowledge, both quantitative and behavioral, represented by the professional divisions and special interest groups of the Academy of Management.

In addition, through its Government Assistance Service, the Center seeks to promote efficient and economical methods of administering local government and other public bodies. It helps develop programs based on

knowledge and consideration of the needs and resources of the particular community. The Center also provides an Urban Workshop where the application of system dynamics to local and state administrative issues can be undertaken by practitioners and research persons.

Behavioral Sciences Center The Behavioral Sciences Center focuses on the study of man.

The Department of Psychology offers the Ph.D. in clinical psychology. This is a full-time on-campus degree program. The Master of Science degree is offered in counseling, gerontology, applied psychology, psychometry, school guidance. The Educational Specialist degree is offered in school psychology. The Master of Science degree programs in counseling, applied psychology and human services are offered at both on-campus and off-campus locations.



The Florida School of Psychology in Miami has become a component of the Behavioral Sciences Center of Nova University and will be called the School of Professional Psychology.

Established in 1977 in Miami, the Florida School of Psychology offered the Doctor of Psychology (Psy.D.) degree on a full-time basis to students seeking a career in psychology in a practitioner-oriented format rather than in a research-oriented manner. This degree, the Doctor of Psychology (Psy.D.), will now be offered by Nova University.

The Behavioral Sciences Center also operates, or is affiliated with, various institutes and clinics which provide facilities for research and service in the behavioral sciences. These include: The Nova University Clinic, Inc., The Children's Assessment and Treatment Program, The Biofeedback Clinic and Laboratory, The Institute of Social Services to Families (Foster Parent Project), The Family Center, and the Nova Research Institute.

Family Center The Family Center is a community resource located on the Nova Ft. Lauderdale/Davie Campus. The Center provides a network of programs and services designed to strengthen the family and enhance the quality of family life. It serves as a training facility for students in clinical and applied developmental psychology. The Family Center provides:

FAMILY PROGRAMS — a selection of courses and programs for families with young children.

CLINICAL PSYCHOLOGY — psychological services on a sliding fee basis to community residents. Services include psychological and psycho-neurological assessment, individual therapy, and family and group therapy.

EDUCATION — educational and learning disability assessment, private and small group tutoring, learning disability remediation and college board preparatory classes.

PROFESSIONAL DEVELOPMENT — courses, workshops, and consultative services to child-care practitioners and professionals working with families.

PRODUCT AND RESOURCES — resources devoted to children and their families. The Family Resource Library is open to the public.

Nova University at Coral Springs Nova University established an educational center at Coral Springs specifically to meet the needs of men and women living in north Broward County and Palm Beach County. The uniqueness of this branch of Nova University is its community based mission. Classrooms and administrative offices are presently located at 3501 University Drive. Nova has recently purchased a permanent site for its university center in Coral Springs. It is located in the heart of the community services complex across from Mullins Park on N.W. 29th Street. Plans for the first building are in the process of development.

Undergraduate courses leading to the Bachelor of Science degree in a variety of majors are offered at Coral Springs. In addition to regular courses, the Alternative Classroom program offers undergraduate courses through television, newspaper and community research.

The Master of Science degree in counseling, school guidance, and gerontology is also available. Other graduate programs are in the planning stages. Continuing education courses and workshops are offered for personal enrichment and career development. Cooperating with community agencies, Nova University at Coral Springs is developing a full cultural program.

The Nova University Clinic, Inc. — a non-profit, publicly supported mental health clinic serving Northwest Broward — is located in the Coral Springs Center.

Center for the Advancement of Education The Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education. These practitioners serve as the bridge between the knowledge base in education and the quality of education experienced by their students. The Center hopes to fulfill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development.

In accomplishing its mission, the Center offers educational programs designed to meet the needs of the working practitioner and makes a special commitment to provide educational programs in those geographical areas in which there are few resources for the training and for the professional support of practitioners in education.

Because of its commitment to the working professional, the Center offers alternative delivery systems for education that are adaptable to practitioners' work schedules and locations. Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the field, and to be ready to accept changing responsibilities within their own organizations. The Center also aids professional educators in achieving personal goals, including certification requirements.

The programs offered by the Center are:

MASTER'S PROGRAM FOR CHILD CARE ADMINISTRATORS

This program was developed for the administrator in for-profit and not-for-profit centers. The primary mode of instruction is independent study. Additional participant responsibilities include a special project and a summer institute.

GRADUATE EDUCATION MODULE PLAN (GEM)

The participants include teachers, administrators, and health educators seeking Master's and Ed.S. degrees, certification, and "redirection" credit in 19 majors. The learning experiences are organized into six and nine-credit modules.

MASTER OF ARTS IN TEACHING

This program is designed to prepare, for a career in teaching, the person whose undergraduate degree was not in education. The program's major components include the completion of modules in the GEM program and a full year internship at The University School of Nova University.

Ed.D. IN EARLY CHILDHOOD

The early childhood program is designed for those persons who are in leadership positions in the field of early childhood education, but participation is not limited to those in school-related positions; it is open to

social workers, counselors, parent educators, etc. The program's three components consist of five study areas, two practicums and two summer institutes.

Ph.D. IN APPLIED DEVELOPMENTAL PSYCHOLOGY

This program is an on-campus, full-time degree experience. Applied research is emphasized for candidates who desire active involvement in the design and evaluation of systems and programs for young children.

Center for Higher Education The Center offers programs leading to the Doctor of Education (Ed.D.) in higher education; vocational, technical, and occupational (VTO) education; and leadership in adult education. All are practitioner-oriented, field-based programs that combine formal instruction, independent study, and institutional research into a three-year program of study.

The field-based delivery system requires that program participants be employed and remain employed in positions related to one of the three areas of specialization. A major characteristic of the program is the opportunity for the immediate application of newly acquired knowledge, skills, and techniques to "real world" problems and issues and for conducting research on problems actually encountered by participants.



To graduate, participants must attend and pass seven seminars, successfully perform five practicums (institutional research projects), a Major Applied Research Project, and attend two Summer Institutes. The Center for Higher Education currently offers one or more of its programs in 20 states.

Intensive English Program for International Students

The Program provides educational opportunities to meet the academic and social needs of students from different language backgrounds. A prospective student does not have to be a member of a degree program at Nova University or plan to join a university program to be eligible. Students from abroad are admitted with student-visa status.

The goal of the program is to prepare students for successful university or career experiences in the United States by helping them develop proficiency in the English language in the areas of conversation (listening and speaking), reading, and writing. This full-time program offers students five hours of classroom instruction per day. A Reading Lab and a Language Lab are part of the daily program and are also open after classes for students who want an added hour of individualized practice.

A unique feature of the Program is that it focuses on the individual needs of each student. Upon entrance, students are evaluated in each skill area of the language and are then placed in the appropriate level for each skill.

Institute for Labor and Industrial Relations

The Institute seeks to provide working professionals in the field of labor and industrial relations with the most current knowledge, insights, and skills to enable them to serve with greater professionalism and competence. It also aims to provide the opportunity for those seeking a mid-career change to attain the necessary background for entry into the field of labor and industrial relations and for recent college graduates to train for careers in the field. The Institute provides consulting services to corporations and agencies and conducts research projects, surveys and related activities for the community. It plans to offer the Master of Science in Labor and Industrial Relations, a career-oriented program presented in a format and at times and locations that meet the needs of working professionals. The Institute presently operates at the New York Institute of Technology, Old Westbury Campus.

The Center for the Study of Law

The Center offers a full-time, traditional on-campus program of study leading to the J.D. (Doctor of Jurisprudence) degree. It received provisional accreditation from the American Bar Association in August, 1975. Students at provisionally approved law schools are entitled to the same recognition accorded to students and graduates of fully approved law schools.

The Center accepts 225-250 students in its entering class, attracts students locally and nationwide, and maintains a faculty of 23 full-time professors. It is located in the Leo Goodwin, Sr. Law Building in downtown Fort Lauderdale, just minutes from the Federal, State, and local courthouses.

The Center is the *only* school of law in Broward County, Florida, and it is one of two law schools in South Florida. It maintains the most extensive law library in Broward County.



The Law Center has responded to the need for continuing legal education. It provides educational experiences for lawyers consistent with the Florida Bar Association's mandating continuing attendance at legal enrichment courses by members of the practicing bar. Because the State of Florida is in the unique position of being at the hub of trade with South America, the Center provides programs to prepare attorneys to deal with the scope of international trade. Programs held at Oxford, England and Cali, Colombia have explored the comparative law of the United States and of Latin America. The Center has sponsored a major conference on Labor Law, as well as seminars on International Finance, Tax, and Marketing and the Revenue Act of 1978.

Biology Laboratories In conjunction with the Ocean Sciences Center, the biology laboratories now offer Ph.D. programs in a variety of sub-disciplines of the biological sciences. Students with master's degrees interested in research opportunities are encouraged to make inquiries.

The curriculum leading to the Doctorate in Biological Sciences is designed to utilize the unique facilities of the Biological Laboratories at the Oceanographic Center and the Goodwin Institute for Cancer Research in nearby Plantation, Florida. The program is oriented toward qualified students with an interest in cell biology with emphasis on oncology, immunology, virology, and biochemistry. Opportunities for field studies in marine biology and experimental cancer research in animals are noteworthy. Programs are formulated to meet the needs of the individual student. Candidates are expected to demonstrate evidence of scholarly work in the form of a dissertation based on laboratory research.

Microcomputer Laboratory The Microcomputer Laboratory provides courses and programs based exclusively on applied microcomputer technology. The laboratory is equipped with the latest versions of the most popular microcomputers. Its extensive software library provides opportunity for the study of the range of applications of software in word processing, simulation, computer-assisted instruction and other areas.

In addition to individual courses, two complete degree programs are offered—the M.S. and the Ed.S. in Computer Education—through the Center for the Advancement of Education. Through these offerings, teachers can gain the competencies needed to provide leadership in the rapidly increasing use of microcomputers in schools.

The Microcomputer Laboratory and its programs were designed and are administered by the Office of New Programs, which develops new program content as well as new delivery systems.

Nova College—Undergraduate Programs NOVA COLLEGE draws upon the extensive human and technological resources of the Nova University/New York Institute of Technology (NYIT) Federation in providing quality undergraduate programs. The College offers programs leading to the Bachelor's degree in accounting, business administration, community services and administration, computer science, computer systems, education, electrical engineering, mathematics, psychology, social science and professional management.

A Day Division is available to qualified, intellectually motivated high school graduates and high school students seeking an education with an emphasis on the liberal arts. All students participate in a comprehensive series of interdisciplinary courses which include experiential components and career orientation through the major. The academic year in the Day Division is 11 months divided into five terms of nine weeks each, permitting students to be enrolled in up to nine credits of time-intensive interrelated course work per term and allowing the completion of the B.A. or B.S. degree in three calendar years. Students who opt to enroll for any four of the five terms can still be considered full time. Some merit scholarships are available to Broward County residents.

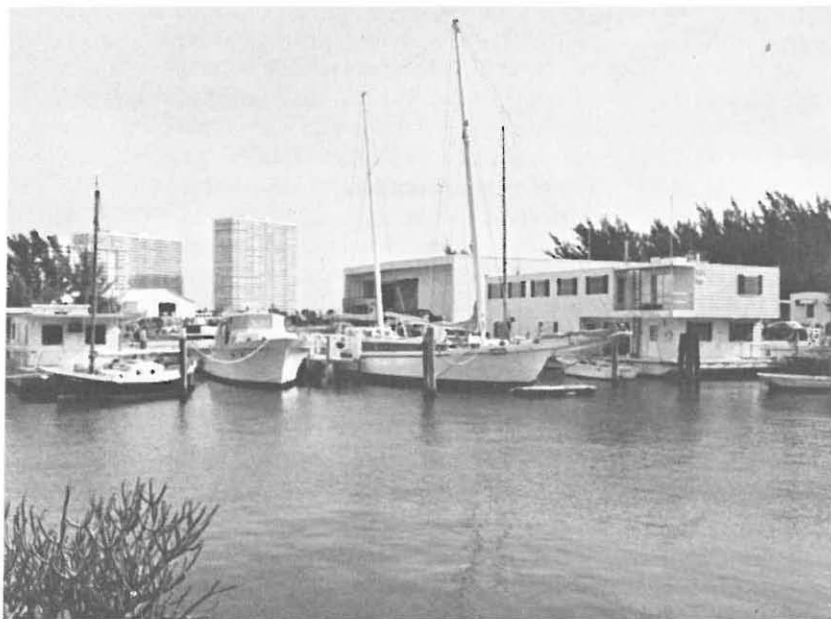
The Career Development Program and the Center for Science and Engineering (see page 47) have been organized for adults. Courses are offered on campus in the evenings and on weekends. They are also offered at institutional, industrial, and other off-campus locations convenient to the student. Although course content is designed to meet traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught utilizing a blend of university professors and knowledgeable practicing professionals in the community.

Most of the approximately 1,200 students currently enrolled in the Career Development Programs and the Center for Science and Engineering College are employed and have passed the traditional age of undergraduates; many have families. They bring with them not only a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills, but also considerable practical experience and a desire to play an active role in their own further education.

Full-time students of Nova College who are Florida residents may qualify for the *Florida Tuition Voucher Plan*. Under the Plan, for the academic year 1980-81, qualified students were eligible to receive as much as \$750 payable toward the year's tuition with no obligation to repay it.

The Oceanographic Center The Oceanographic Center is concerned with studies and investigation in theoretical and experimental oceanography. Studies include modeling of large-scale ocean circulation, coastal dynamics, ocean-atmosphere interaction, geophysical fluid dynamics, ocean currents, coral reef ecology and geology, physiology of marine phytoplankton, calcification of invertebrates, cell ultrastructure, fouling effects, lobster migration and larval recruitment and marine fisheries. Primary regions of interest include Florida's coastal waters, the continental shelf and slope waters of the southeastern U.S., the waters of the Caribbean and Gulf of Mexico, and the equatorial Pacific Ocean.

The Oceanographic Center offers the Ph.D. degree in Oceanography.



The Institute of Coastal Studies The Institute of Coastal Studies is an academic and research unit of Nova University located at the Oceanographic Center. Multi-disciplinary studies focus on contemporary problems and conflicts arising from increased use of coastal areas. Emphasis is on the use, management, and policy affecting the living and nonliving resources in open coastal regions, estuaries, large inland bodies of water bounded by shorelines, wetlands, and other environments associated with these resources. The program places emphasis on the development and evaluation of alternative solutions to policy and management issues at the international, national, regional, and local levels. The Institute offers the M.S. degree in Coastal Zone Management.

The Institute for Retired Professionals The Institute for Retired Professionals serves the specific needs of the growing retirement community in South Florida. The program focuses attention on how the educated person can occupy newly found full-time leisure creatively. Because of their varied interests and life experience, IRP members act as teachers and students at the same time: they share with and learn from one another. In the IRP, retirees from all walks of life explore new interests and directions in their retirement years.

The yearly membership fee entitles an individual to enroll in an unlimited number of peer-taught and professionally taught IRP courses offered during weekdays and to benefit from other social and educational opportunities within the university.

School Center Programs included in the School Center are: THE UNIVERSITY SCHOOL, an independent, culturally-integrated, non-profit school offering instruction to an enrollment of 1,100 students; THE READING LABORATORY, a resource center and library of reading programs which provides diagnostic and prescriptive services for school age children; THE LEARNING TUTORIAL PROGRAM.

The University School of Nova University is located on 17 acres of university land. The main building is a single story structure of 42,000 square feet with a library and media resources center, classrooms, offices and a large combination auditorium, gymnasium, cafeteria. The University School complex includes four tennis courts, three swimming pools and several playing fields.

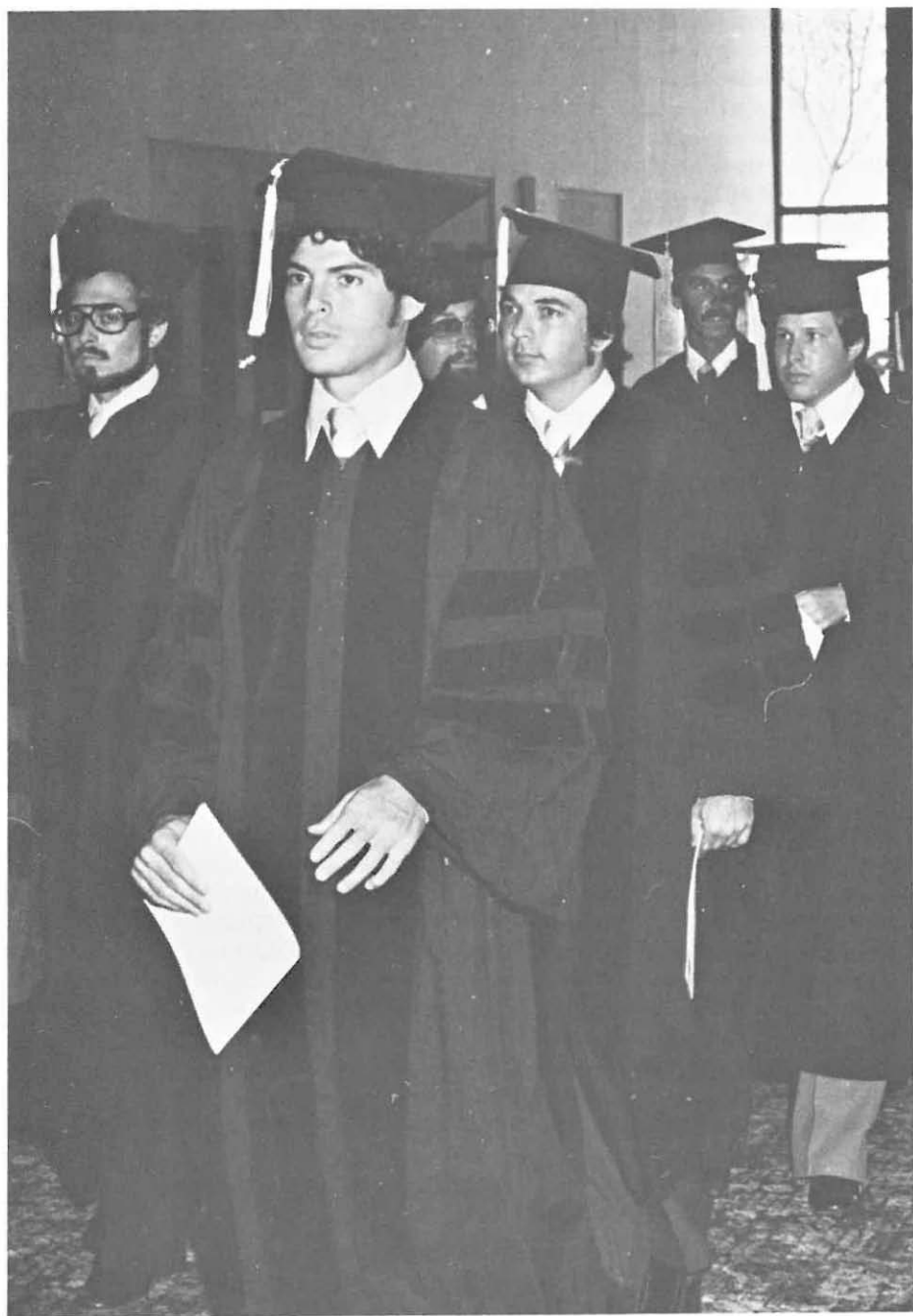
The School Center of Nova University provides the University and South Florida communities with innovative and alternative educational environments and programs for students from pre-school through high school.

The Center serves as a demonstration facility as well as a training center for prospective and in-service teachers in the fields of early childhood, elementary and secondary education, reading, learning disabilities, and administration and supervision. Its programs and facilities are available to graduate students in the Behavioral Sciences Center and to education majors in the Center for Undergraduate Studies and the Center for the Advancement of Education for the purposes of research and degree-credit internships.

Center for School Leadership Development The Center for School Leadership Development offers the Doctor of Education degree as a field-based program through its National Ed.D. Program for Educational Leaders. The Program is currently being offered to candidates in 17 states. Open only to practicing elementary- and secondary-level school administrators, this program provides three years of targeted study, in which candidates must pass eight study areas, satisfactorily complete three performance-oriented practicums, and attend two summer institutes. Using such a structure, the Program seeks to develop the leadership skills of those able to apply their training immediately to the solution of real problems in the schools. By focusing on real life situations and school problems, the Program moves toward its goal of improving elementary and secondary schools.

Center for Science and Engineering The Center for Science and Engineering focuses its efforts in the area of science, mathematics, computer science and electrical engineering. Faced with a rapidly expanding body of technical knowledge, the Center serves three groups of individuals: the computer science or engineering major who is seeking to prepare for a career in technology, the non-major who needs some foundation in science and technology in order to function as an educated person in today's world, and the professional who needs continuing education to maintain his or her professional knowledge. Classes are offered at night and on Saturday in order to provide an opportunity for the working adult to pursue a professional degree. Electronic, microprocessor and microcomputer laboratories are available for instruction in addition to the University mainframe, a DEC 20. In addition, the Center draws on the resources of Nova's sister institution, the New York Institute of Technology. To provide this educational base to the community, the Center offers:

- The Master of Science, major in computer science, which is designed to give the student practical experience and in-depth knowledge of computer systems.
- The Bachelor of Science in Electrical Engineering, a well-defined professional degree program in which students focus on computer science in addition to the traditional electrical engineering courses.



- The Bachelor of Science, major in computer science, a program which has strong components in both hardware design and software development.

- The Bachelor of Science, major in computer systems, which combines both computer systems and business components.

- The Bachelor of Science, major in computer systems/technical communication, which combines courses in computer systems with those in technical communication.

- The Bachelor of Science, major in mathematics/computer programming which provides the student with formal education in mathematics and computer software development.

Additional undergraduate coursework and specializations are provided for the non-major.

The Center also offers a series of workshops which are designed to bring the latest technical information to professionals in the South Florida area. A Masters in Electrical Engineering is currently in the planning stage.

New York Institute of Technology, which offers programs in engineering and technology at three locations in the New York area, works closely with the center to make their programs and resources available in South Florida.

Personnel

FACULTY

DAVID F. BARONE ✓

Director of Human Sciences
B.A. University of Chicago
M.A. University of California
Ph.D. University of California

MICHAEL BOCCIA

Coordinator of Humanities
B.A. Goddard College
M.A. University of Nebraska
Ph.D. University of Nebraska

MAX BREE

Lecturer in Science
B.S. Pennsylvania State University
V.M.D. University of Pennsylvania

BARBARA BRODMAN

Lecturer in Sociology and Communications
B.A. University of Vermont
M.A. University of New Hampshire
Ph.D. University of Florida

ANNA MAE WALSH BURKE ✓

Director, Center for Science and Engineering
B.A. Manhattanville College
M.S. Fordham University
Ph.D. Fordham University

BARRY CENTINI

Coordinator of Science and Mathematics
B.S. Franklin and Marshall College
M.S. North Carolina State University
Ph.D. University of North Carolina

CHRISTINE CHILDREE

Assistant Director, Center for Science and Engineering
B.S. Miami University
M.S. Miami University
Ed.D. Nova University

PHILIP H. DETURK ✓

Director, Career Development Division
B.A. Dartmouth College
M.A. Columbia Teachers College
Ed.D. University of Massachusetts

KENNETH R. DOSE

Assistant Director of Nova College-Day Division
B.A. University of Charleston
M.A. T. Nova University
Doctoral Candidate at Nova University
Ed.D. Nova University

J. ROBERT HEPPLER

Coordinator of Writing Laboratory
B.S. St. Joseph's College
M.A. St. Joseph's University
Doctoral Candidate at Pennsylvania State University

RICHARD L. HILLARD

Coordinator of Social Sciences
A.B. Ohio University
A.M. Indiana University
Ph.D. Ohio State University

HAL MAGGIED ✓

Director of Business and Management
B.A. Ohio State University
B.S.B.A. Ohio State University
M.B.A. Xavier University
D.B.A. University of Georgia

NATHALIE MARSHALL-NADEL

Lecturer in Communications
A.F.A. Sivermine College of Art
B.F.A. University of Miami
Doctoral Candidate at University of Miami

JAMES E. SMITH, JR. ✓

Director of Nova College-Day Division
B.A. Wabash College
M.A. Northwestern University
Ed.D. Stanford University

ADMINISTRATIVE STAFF

JAMES E. SMITH

Director, Room 200

KENNETH R. DOSE

Assistant Director for Recruitment and Student Affairs, Room 202

IRVING WASHINGTON

Recruitment, Room 216

BETH GIANNONE

Secretary, Room 201

PATRICIA GRAZIANO

Secretary, Room 201

BOARD OF GOVERNORS

Nova College—Day Division has formed a Board of Governors to advise the administration in the areas of their expertise and to assist in the further development of the college. This Board of Governors is composed of interested local citizens from the areas of building construction, community, cultural, business, finance, institutional development, marketing and personnel. The interdependence and close interaction of the University and the community has always been at the core of Nova's philosophy.

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Fort Lauderdale, Florida

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* deceased

The provisions set forth in this bulletin are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, including tuition and fees are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon the discovery of the fraud, and the student is not entitled to any credit for work which he may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all his/her accounts, academic and non-academic, are paid.

Nova University maintains a system of records which includes application forms, letters of recommendation, admission test scores and transcripts of students previous academic records and Nova University transcripts. These records may be made available upon written request through the Office of Registrar. The law limits access and disclosure to a third party. Such access is given only upon consent of the student or if required by law.

A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents federal income tax forms.

Parents or eligible students will be provided a hearing by Nova University if they wish to challenge the content of the record. If still not satisfied, the parents or eligible student may add explanatory or rebuttal matter to the record. If the student or parents are denied access to a hearing or if records are alleged to have been illegally disclosed to a third party, the student or parents may file a complaint with the Family Educational Rights and Privacy Act (FERPA) Office, Room 4512, Switzer Building, Washington, D.C. 20202.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination.

Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans educational benefits.

This school is authorized under Federal Law to enroll non-immigrant alien students.

The Nova University general policies on Student Relations are on file in the Office of the Registrar.





Nova University
3301 College Avenue
Fort Lauderdale
Florida 33314

