

1994

College of Allied Health Student Handbook 1994-1995

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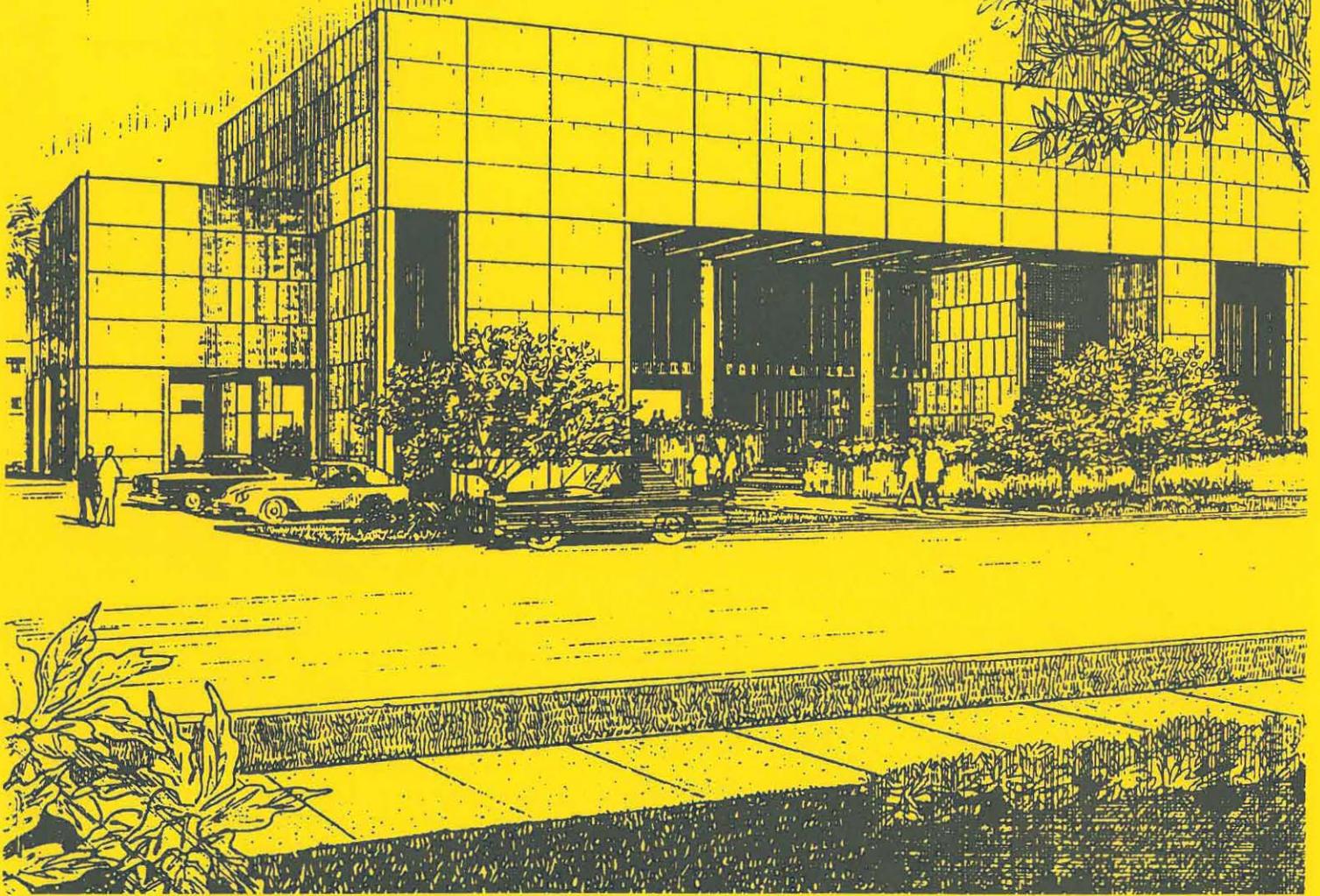
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NOVA
SOUTHEASTERN
UNIVERSITY



STUDENT HANDBOOK

COLLEGE OF ALLIED HEALTH

1994 - 1995

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PREFACE

This handbook is designed to act as a basic guide to the University student. It will serve as an introduction to the University policies and standards, and to the community, and will be a source of reference supplemental to the University catalog.

This handbook is divided into two parts. The first section (through page 56) consists of information relating to the entire Health Professions Division and is applicable to all students. The second section starting on page 57 contains material that is applicable only to the students of this specific school. Such material may differ from College to College.

The objective of the University is to offer the finest professional health care science training and education to its students with the purpose of developing competent osteopathic physicians, pharmacists, optometric physicians and physician assistants who can serve in all areas of our region. Toward that end, this handbook will offer a description of University facilities, financial affairs, academic affairs, procedures and policies, student services, student activities and on-campus University services.

POLICY OF NON-DISCRIMINATION

The Health Professions Division of Nova Southeastern University does not discriminate on the basis of handicap. Pursuant to #504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the University provides reasonable accommodations to otherwise qualified individuals who, because of their handicap, need help to participate in the educational programs.

Each program in the Health Professions Division has a set of core requirements that a student must meet in order to be considered "otherwise qualified". The core requirements are available for inspection and copying upon reasonable notice.

The coordinator for accommodations under the American with Disabilities Act is Dr. Morton Smith, who can be reached at (305) 949-4000 EXT. 301 and whose office is Room 1301, Terry Building.

SECTION ONE

HEALTH PROFESSIONS DIVISION

ON-CAMPUS DIVISION PERSONNEL

Morton Terry, D.O.
Chancellor
Room 1500

The Chancellor is chief executive officer of the Health Professions Division. He is responsible for the entire operation of the Division and is available for final appeals or decisions.

Arnold Melnick, D.O.
Executive Vice-Chancellor and Provost
Room/Ext. 1500

The Executive Vice-Chancellor and Provost is the chief administrative and educational officer of the Health Professions Division.

Mr. Fred Lippman, B.S., R.Ph.
Vice-Chancellor for Planning & Research
Room/Ext. 1503

The Vice Chancellor for Planning and Research assists the University and the Health Professions Division with strategic planning and development, helps supervise research planning and serves as Chairman of the Health Professions Division Research Committee. He assists the Chancellor and the Executive Vice Chancellor in administrative affairs such as plant, purchasing and food services.

Mr. Johnathan Rose
Vice Chancellor for Operations
Room/Ext. 1503

The Vice Chancellor supervises all non-professional operations of the Division, including personnel, plant, engineering and construction, purchasing, housekeeping, communications and development and business operations of the clinical centers.

Stan Cohen, Ed.D.
Vice Provost
Room 5901 - Ext. 1133

The Vice Provost assists the Provost in the administration and supervision of the Division. He is responsible for the testing center, counseling services, library, supervising educational development, and provides faculty development for the University.

Morton J. Morris, D.O., J.D.
Vice Chancellor for Continuing Education
Room/Ext. 1503

The Vice Chancellor supervises all continuing education programs in the Division in cooperation with the Deans of the Colleges, as well as all distance learning programs of the Division.

Harold Laubach, Ph.D.
Associate Dean for Basic Sciences
Room 1333

The Associate Dean is responsible for the operation of all Basic Science education in the Division, covering all Colleges.

Mrs. Marla Frohlinger
Assistant Dean for Admissions and Student Affairs
Room/Ext. 1100

The Assistant Dean for Admissions and Student Affairs is responsible for the admissions process including recruitment, Division visitations, the application process and interviews for all four Colleges consistent with their policies. This office also provides assistance to students from the time they are accepted to the Division through matriculation to graduation. The Assistant Dean coordinates the office of Financial Aid and the Registrar.

Mr. Patrick Gorman
Director of Student Financial Aid
Room/Ext. 1101

Students seeking financial aid information should consult with the Director of Student Financial Aid. Loan application forms may be obtained here and all loan applications must be completed by the Director.

Mrs. Mary Smith
Registrar
Room 5806/Ext. 1115

Requests for transcripts, letters of good standing and certification of enrollment should be directed here. The Registrar is also responsible for housing assignments and housing assistance.

Mr. Steven Weinstein, C.P.A.
Comptroller
Room/Ext. 1519

This office supervises Division accounting and manages the Division's financial affairs.

Mr. Steven Culbreth
Bursar
Room/Ext. 1102

Tuition and fees are collected by this office, as well as student accounts, loan check disbursements and student checks.

Robert Perraud, D.O.
Director of University Clinics

The Director is charged with the professional operation and professional standards of our clinical services. He works closely with the Director of Operations for the smooth functioning of the total clinical service.

Jay Tischenkel, R.Ph.
Director of Institutional Advancement
Room/Ext. 1503

The Director of Institutional Advancement is in charge of all major corporate fund-raising activities, external to the University.

Mr. Morton Layton
Audiovisual
Room/Ext. 2122

This department is responsible for the production and maintenance of all audio-visual equipment and materials.

Mrs. Melba Yandel
Bookstore Manager
Lobby (Terry Building) Ext. 1130

The bookstore provides textbooks and supplies to all students, faculty and staff.

Ms. Sarah Schoninger
Director of Medical Communications
Room/Ext. 1202

This office is responsible for the SENTINEL (official newspaper of the Division), all publishing activities of the Division and all public relations.

Ms. Janice Gottlieb, M.A., M.L.S.
Library Director
Library (Student Activities Building)
Room/Ext. 4400

The Library Director is responsible for the operation of the Division Library. Students wishing assistance for selections of materials and/or books should contact the Library Director.

Mr. Donald Simmons
Director of Plant and Personnel
Room/Ext. 1509

This office is responsible for employment and management of personnel and supervises operation of our physical facilities.

Mr. Daniel Wirrick
Chief Engineer
Room/Ext. 1125

This office handles campus maintenance and construction.

Vacancy
Director of Development
Room/Ext. 1525

The Director of Development coordinates fund raising for the University and its colleges and serves as staff for the Southeastern University Foundation.

Mr. Fred Wilson
Director of Purchasing and Housekeeping
Room/Ext. 1128

This office supervises purchasing for the Division and is responsible for all housekeeping.

Daniel Jonas, J.D.
University Legal Counsel
Room/Ext. 1530

This office is responsible for interpreting and managing all legal issues related to the Division.

College of Osteopathic Medicine

Matthew Terry, D.O.
Dean
Room/Ext. 1300

The Dean is the chief academic officer of the College of Osteopathic Medicine. Any matters not readily handled by the Associate Deans or their departments should be referred to this office.

Cyril Blavo, D.O.
Associate Dean for Academic Affairs
Room/Ext. 1305

The Associate Dean for Academic Affairs is the coordinator for clinical sciences instruction offered by the College of Osteopathic Medicine.

Howard Neer, D.O.
Associate Dean for Alumni Affairs
Room/Ext. 1308

The Associate Dean is responsible for all relations with the alumni - communications, functions and all other aspects.

Morton T. Smith, D.O.
Associate Dean for Osteopathic Student Affairs
Room/Ext. 1303

The Associate Dean is responsible for all non-academic student affairs including representing the Osteopathic Medical College with all student activity groups. He enforces all student policies of the College.

Steven Zucker, D.M.D.
Associate Dean for Community Affairs
Room/Ext. 1270

The Associate Dean for Community Affairs is Director of the Area Health Education Center (AHEC) Program for the College of Osteopathic Medicine. He maintains liaison with community health centers, cooperating hospitals and other universities and colleges.

College of Optometry

Stewart Abel, O.D.
Dean
Room/Ext. 1400

The Dean is the chief academic officer of the College of Optometry. Any matters not readily handled by the Associate Dean or their departments should be referred to this office.

Howard Purcell, O.D.
Deputy Dean
Room/Ext. 1417

The Deputy Dean serves as chief associate of the Dean and substitutes for him in his absence. The Deputy Dean is also responsible for specific tasks assigned by the Dean.

Martha McKay, O.D.
Associate Dean for Academic Affairs
Room/Ext. 1400

The Associate Dean for Academic Affairs is responsible for the daily operations of the Dean's office and assists in the educational supervision of the College.

N. Scott Gorman, O.D.
Associate Dean for Clinical Education
Room/Ext. 1400

The Associate Dean for Clinical Education is responsible for developing and evaluating the clinical education program of the College.

Terrence Ingraham, O.D.
Assistant Dean for Optometric Student Affairs
Room/Ext. 1417

The Assistant Dean is responsible for all non-academic student affairs including representing the Optometry College with all student activity groups. He enforces all student policies of the College.

College of Pharmacy

William Hardigan, Ph.D.
Dean
Room/Ext. 2200

The Dean is the chief academic officer of the College of Pharmacy. Any matters not readily handled by the Associate or Assistant Deans or their department heads should be referred to this office.

Paul Magalian, B.S., C.H.P.
Associate Dean
Room/Ext. 2200

The Associate Dean is responsible for all administrative matters in the College of Pharmacy and serves in the absence of the Dean.

Scott Swigart, Pharm.D
Assistant Dean for Pharmacy Practice
Room/Ext. 2318

This office handles matters concerning experiential education issues. The Assistant Dean is responsible for the development of the current curriculum in pharmacy practice and practice sites.

Andres Malave', Ph.D.
Assistant Dean for Pharmaceutical Sciences
Room/Ext. 2211

This office handles matters concerning all pharmaceutical science issues. The Assistant Dean is responsible for the development of the current curriculum in pharmaceutical sciences.

Dean Arneson, Pharm.D., Ph.D.
Assistant Dean for Academic Student Affairs
Room/Ext. 2207

The Assistant Dean is responsible for all student affairs and interfaces with all student pharmacy groups. He administers all students policies of the College.

College of Allied Health

Raul Cuadrado, Dr.P.H.
Dean
Room/Ext. 1201

The Dean is the chief academic officer of the College of Allied Health.

Mary Ferrara Remos, PA-C, M.P.H.
Director for Physician Assistant Program
Room/Ext. 1208

The Director plans, directs and coordinates the Physician Assistant Program.

Suze Dudley, M.S., O.T.R.
Director of Occupational Therapy Program
Room/Ext. 1218

The Director plans, directs and coordinates the Occupational Therapy Program.

Catherine G. Page, Ph.D.
Director of Physical Therapy Program
Room/Ext. 1201

The Director plans, directs and coordinates the Physical Therapy Program.

HEALTH PROFESSIONS DIVISION CAMPUS

The Nova Southeastern University Health Professions Division is a complex of four modern buildings designed for educational, administrative and student-related functions. Situated in the heart of North Miami Beach in a quiet residential suburb close to transportation, recreation and housing, the campus offers an ideal environment for students and faculty members alike.

When University officials purchased the Southeastern Medical Center in May, 1991, and renamed it the Morton Terry Building in honor of the founder and President of the University, the Colleges of Osteopathic Medicine and Optometry were moved into the former 224-bed hospital. The building, featuring 154,000 square feet of renovated interior space, also houses the College of Allied Health, the Office of Admissions and Student Affairs, Basic Sciences, Medical Communications, offices for staff, faculty and administrative personnel and research laboratories.

The former Administration Building now serves as the base for the College of Pharmacy. A completely renovated, three-level structure, the building contains faculty and administrative offices, pharmacy laboratories, a model community pharmacy dispensary used to provide clinical training for pharmacy students, the school's Drug Information Center, which provides needed information on drugs and medications to health care professionals in the community and a student computer laboratory.

The three-level Education Building, completed in 1982, boasts two fully-equipped amphitheater-style lecture rooms housed in the eastern wing. A large open student commons area dominates the lobby level. The second floor is the site of two new classrooms. Two state-of-the-art multi-purpose laboratories, four preparation rooms used for research, and student lockers comprise the third floor.

The Student Activities Building, completed in 1988, offers a broad array of recreational and student activities. The building houses the university's expanded 12,000-square-foot library, which features a vast selection of medical books and professional journals. It is the home of HARVEY, a computerized mannequin capable of simulating all normal and abnormal cardiac sounds. Designed to address the needs of a diverse student population, the building also features a 500-seat auditorium equipped with an advanced multi-media sound and light system; partition walls to transform the space into three separate classrooms; an Osteopathic Manipulative Medicine Laboratory; student cafeteria; lounge and gymnasium.

Building Hours

The Administrative Offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see below).

After 5:00 p.m., osteopathic medical and optometry students will have access to the Gross Anatomy laboratory on the first floor of the Pharmacy Building by key, which will be issued to each osteopathic medical, optometry and allied health student during registration.

Bookstore

The Health Professions Division maintains a well-supplied bookstore which is located in the lobby of the Terry Building. The bookstore is operated by the Health Professions Division as a service to the students, faculty and staff. The hours of operation are normally 9:00 a.m. to 4:10 p.m., Monday - Friday during the fall and spring semesters and 10:00 a.m. to 3:00 p.m. during the summer semester.

The Bookstore sells (or will order) required texts, reference books, medical equipment, class rings, stationery supplies, gifts, wearing apparel, novelty items and sundries. Students wishing to charge purchases may do so by using Visa or Master Card charge cards.

Library

The Health Professions Division Library is located on the fourth floor of the Student Activities Building. It contains both card and computerized catalogues of holdings, over 12,000 book titles, 780 active serials, more than 600 audio and video tapes, and a current file of pamphlets and news clippings, as well as the Harvey cardiac simulation monitor. Two duplicating machines are available for Library patrons, one coin-operated and one card-driven. Copy cards are sold in the bookstore. By observing all the rules and regulations, students can derive the utmost benefit by using the Library for learning, study and research. Guides to serials and new books are provided near the Library entrance.

LIBRARY HOURS

WEEKDAYS:	8:00 a.m. to 11:00 p.m. Monday through Friday
WEEKENDS:	10:00 a.m. to 10:00 p.m. Saturday and Sunday

HOLIDAY AND VACATION HOURS WILL BE POSTED

Free interlibrary loan from the Davie campus library is available as well as from many health sciences libraries which are, with the Health Professions Division library, members of various cooperative consortia.

Library Rules and Regulations

1. For Library access, students and staff must show NSU identification. Guests must show picture identification, such as a driver's license or other university identification.
2. Smoking is prohibited.
3. No food or beverages are permitted in the library.
4. The library telephone is not to be used for personal calls; public phones are available.
5. Silence must be maintained for the benefit of others.
6. Library furnishings must not be removed, moved about or mishandled.
7. The library staff will not be responsible for personal items or books left unattended.

Circulation Policy

1. Students and staff who wish to borrow library materials must show NSU identification.
2. Students and staff in good standing may borrow books and library materials for specified periods of time.
3. Circulating books must be returned in person to a member of the library staff.
4. Library materials will not be renewed by telephone.
5. Reserve books, video tapes, and class notes must be requested and checked out at the circulation desk.
6. Time period for reserve materials is three hours unless otherwise designated by the librarian.
7. Reserve materials may be renewed hourly as long as there is no request for it by another person.
8. No periodicals, reserve, or reference material will leave the library at any time unless authorized by the librarian or designee.
9. Library materials are expected to be returned on or before the time due.
10. Repeated overdues may cause revocation of library privileges.
11. Cost of replacing lost library materials will be charged to the patron.

Learning Resources (Computer) Laboratory

The Health Professions Division Learning Resources Laboratory is located on the first floor of the Pharmacy Building. It contains five printers and 21 computers equipped with Windows, Microsoft, and Wordperfect. Computer - assisted instruction programs are also available. The Laboratory operates under the auspices of the University Library.

LABORATORY HOURS

WEEKDAYS:	6:00 P.M. to 10:00 P.M. Monday through Friday
WEEKENDS:	10:30 A.M. to 2:30 P.M. Saturday

Learning Resources (Computer) Laboratory Rules and Regulations

1. NSU identification is required for admittance.
2. Smoking is prohibited.
3. No food or beverages are permitted in the Laboratory.
4. Laboratory staff will not be responsible for personal items, books, or disks left unattended.
5. Patrons must surrender identification to the technician on duty and sign the register in order to use computer and software.
6. Computer usage is to be for the purpose of:
 - a.) completion of classroom and computer assignments
 - b.) computer-assisted instruction
7. If user is waiting, patron use of computer is limited to one hour.
8. Computer time may be reserved up to three days in advance. Computer will then be held for 10 minutes past the hour.
9. If computer has not been reserved, usage is first come, first served.
10. Scheduled classes have priority for use. Professors must sign up to reserve the Laboratory at least three days in advance.
11. Files created by students should not be stored on the computer hard drives. The computers will be periodically checked and files not belonging on the hard drives will be erased.

Student Lounges and Recreation Rooms

Students who wish to relax may utilize any of the several lounges and recreational areas that are provided on the third floor of the Student Activities Center. Students are invited to use these during their free hours.

Students have always shown responsibility for general cleanliness and preventing damage to the area. The Administration hopes this precedent will continue in the future.

Mailbox and Message Center

Mailboxes for intra-school memos and notices can be found in the lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Post-Graduate Pharm.D. students do not have mailboxes.

FINANCIAL AFFAIRS

University Fees and Expenses

Student Activities Fee (all students)	\$ 100.00 yearly
Graduation Fee (Seniors only)	\$ 200.00
Graduation Fee (B.S./Vision Science)	\$ 50.00
Lost Key Fee: (or cost of lock replacement)	\$ 10.00
I.D. Replacement:	\$ 5.00
Diploma Replacement:	\$ 25.00
Official Transcripts:	\$ 1.00

Late Registration

Students who have completed one full year at the University and who cannot satisfy their financial obligations by the first day of class are considered late registrants.

The following will apply:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.
2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months. Interest will be assessed at 1% per month during the delinquent period, except for those cases confirmed by divisions of the Armed Forces of the United States of America.

Tuition Refund Policy - Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the Dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the Dean's approval, an eligible student may receive partial refund of the annual tuition, according to the following formula:

First three (3) class days	70%
Fourth or fifth class day	60%
Sixth or seventh class day	40%
Eighth, ninth or tenth class day	20%
After the tenth class day	0%

NO REFUNDS WILL BE MADE THEREAFTER.

Tuition refunds are based on total tuition charged, exclusive of fees, not necessarily on amount paid. Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with Federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (Guaranteed Student Loans and Auxiliary Loan Program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, i.e., living expenses, books, supplies, transportation and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of Title IV student assistance funds at any institution of higher education the student may subsequently attend.

A refund due the student will be mailed to the student's permanent home address as soon as the withdrawal has been approved by the Dean of the respective College. The tuition refund policy is subject to change at the discretion of the Health Profession Division Board of Trustees.

Florida Residency

Students are advised that the Division does not make the determination of Florida residency in order to qualify for reduced tuition. It is the student's obligation to comply with all State requests for documentation, and if the reduced tuition is not approved by the State, then the student is liable for the full tuition.

STUDENT FINANCIAL AID

A student's eligibility for financial aid depends on how much the student and the student's family can pay toward the educational costs. Figuring out how much a student and family should pay is a process called need analysis. The need analysis is performed for everyone who applies for aid.

The Division utilizes a federally approved service to perform need analysis; all aid applicants must submit a need analysis form to the service for analysis. The servicing agency utilizes a standardized methodology to generate a report based on the information the student provides. The Financial Aid Director reviews the report and determines the student's ability to contribute toward the costs of education.

The Division attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Friday, 8:30 a.m. to 5:00 p.m.. Appointments are accepted, but not necessary.

Short-Term Emergency Loans

The Division has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications can be secured from the Office of Student Financial Aid located in Room 1101.

ALL FINANCIAL OBLIGATIONS MUST BE SATISFIED PRIOR TO OR AT THE TIME OF REGISTRATION.

ATTENDANCE, DRESS CODE AND CONDUCT

Attendance

AT NOVA SOUTHEASTERN UNIVERSITY HEALTH PROFESSIONS DIVISION, ATTENDANCE AT ALL SCHEDULED INSTRUCTIONAL PERIODS IS MANDATORY. Failure to fulfill this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the office of the individual college's Dean or his designate in writing the reasons for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, request for an excused absence must be made to the individual Office of Student Affairs for a decision.

1. Excused Absences

a. Illness

The Division must be notified as soon as possible of all absences due to illness, or at the latest, on return to school. For unusual or prolonged illness, the appropriate Dean or his designate must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

b. Special Circumstances

Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Dean or his designate on an individual basis, preferably before the student is absent from class.

2. Unexcused Absences

Absences not falling into the first category are unexcused absences. The Administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absence or absences may result in a written reprimand from the Dean with a copy in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgement of the Dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

3. Clinical Rotations

Attendance while on clinical rotations follows different procedures and they are noted in the policy and procedures Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to your going on rotations.

4. Tardiness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class both disturbs the lecturer and other members of the class and is thus markedly inconsiderate and rude.

Health Professions Division class hours are from 8:10 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty and students, but the administration reserves the right to make changes, assign Saturday hours or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his/her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to half absence. Two incidents of tardiness are equivalent to one full absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

5. Religious Holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the Health Professions Division Assistant Dean for Admissions/Student Affairs. Students are required to obtain approval for their absences one week prior to the holiday.

Dress Code

1. Students must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the Division campus and in classes or laboratory or on an experiential rotation or program.
2. All students must have two short, white student jackets. A white jacket is to be worn daily over the prescribed attire.
3. Identification badges will be issued through the registrar's office and must be worn at all times when the student is on campus or clinical rotation.
4. Professional attire for men includes trousers, shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes: dresses of appropriate length, or slacks, skirts with blouses and white consultation jacket and shoes.
5. Students may not wear the following:
 - a.) shorts
 - b.) cut-offs
 - c.) mini-skirts (higher than mid-thigh)
 - d.) dungarees
 - e.) see-through clothing or halter-tops
 - f.) sandals, thongs, flip-flops or sneakers
 - g.) t-shirts (as the outer shirt)
 - h.) jogging or exercise clothing

These guidelines apply from 8:00 A.M. - 5:00 P.M., Monday through Friday.

6. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrubs in anatomy lab) it will be the only exception to the dress code allowed during that time.

Conduct

Students are expected to conduct themselves in a responsible manner which will reflect credit upon themselves and the University, in terms of morality, honor, truth and good citizenship, and to abide by the regulations of the University.

Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the University may be preserved. A student should avoid impropriety and should avoid even the appearance of impropriety in all activities.

ACADEMIC HONOR

Because complete confidence in the honor and integrity of health care practitioners is essential, students are held to the high standards of intellectual integrity befitting the learned profession they are entering. While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject the student to immediate disciplinary actions up to, and including, expulsion from the College. Such acts include any attempt to pass examinations by improper means, to present work not performed by the student or to aid or abet any dishonest act.

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any matter and material will not be tolerated. Examples include copying answers from another student's test paper; using notes or answers during a test without approval of the instructor; sending another student to take your examination; submitting a paper without proper citations for another's ideas or quotes. These are only several examples of academic dishonesty and students are required to acquaint themselves with the specific course requirements and regulations of the University.

Instructors have the authority to give a failing grade for the test and/or course to students who demonstrate academic dishonesty. Administration department heads and the Dean may enforce additional penalties ranging up to expulsion from the program.

POLICIES AND PROCEDURES

Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted and the conditions under which the student may return to school.

Withdrawal from the University

Students wishing to withdraw should meet with their respective advisor and the Dean. Withdrawal procedures should be followed including completion of the withdrawal forms. Students withdrawing from the University may lose the privilege of re-entering at a certain time, since the numbers admitted to classes are limited. Tuition refunds will follow the procedures previously outlined. Failure to officially withdraw will result in failure in all courses for that semester and automatic dismissal from the University.

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy and allied health. It is a violation of law and contrary to the policy of this University for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are licensed may engage in that professional work to the extent provided by law.

Due to the intensity of the academic program in the Colleges of Osteopathic Medicine, Optometry, Pharmacy and Allied Health, outside employment during regular school terms is strongly discouraged.

The University does have a work-study program for students who qualify. For more information, contact the Financial Aid Office.

Social Events

A student or group of students may not officially represent the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the University Office of Student Affairs and faculty advisors affiliated with the group. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the University Office of Student Affairs.

Transcripts

Transcripts of a student's academic record may be requested by the student through the Registrar's Office. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Registrar's Office. Include in the request the full name, social security number, date of birth, and indicate the name and address to whom the transcript is to be sent. If the grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. There is a \$1.00 charge for each transcript sent.

Student Records Policies and Procedures

Definitions:

For the purposes of this policy, Nova Southeastern University has used the following definitions of terms.

Student - Any person who attends or has attended the University.

Education Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by the University or an agent of the University which is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification

Students will be notified of their Federal Educational Rights and Protection Act (hereinafter FERPA) rights annually by publication in the Student Handbook.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the University with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures and the right to place a statement in such educational records explaining any information which he or she believes to be inaccurate or misleading.

The University has adopted a policy with respect to its student educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the act.

The University adheres to all provisions, as prescribed by the American Disability Act.

Procedure to Inspect Educational Records

Students may inspect and review their Education Records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the record which relates to him or her.

Right of University to Refuse Access

The University or Division reserves the right to refuse to permit a student to inspect the following records:

1. The financial records of the student's parents, or any information contained therein.
2. Letters and statements of recommendation respecting admission or employment for which the student has waived his or her right of access.
3. Records connected with an application to attend the University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of Education Records.

Refusal to Provide Copies

The University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be \$5.00 per record.

Types, Locations and Custodians of Official
Education Records

Type: Admission Records
Location: Admissions Office
Custodian: Assistant Dean Marla Frohlinger

Type: Cumulative Academic Records
Location: Registrar's Office
Custodian: Mrs. Mary Smith

Type: Health Records
Location: University Health Services Office
Custodian: Myron Howell, D.O.

Type: Financial Records
Location: Finance Office
Custodian: Mr. Steven Weinstein

Type: Cumulative Records
Location: Dean's Office
Custodian: Respective Dean

Disclosure of Education Records

The University will disclose information from Education Records only with written consent of the student. No consent is needed for the following:

1. To school officials who have a legitimate educational interest in the record.

A school official is:

A person employed by the University in an administrative, supervisory, academic, research or support staff position.

A person elected to the Board of Trustees.

A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement.

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain Officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state and federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the university.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena.
10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

The University will maintain a record of all requests for and/or disclosure of information from a student's Education Records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student.

Directory Information

The University designates the following items as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing to the contrary. Forms may be obtained by the University Office of Admissions/Student Affairs.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Students must ask appropriate officials of the University to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of his or her privacy or other rights.
2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and will advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's Education Records. The student may be assisted by one or more individuals, including an attorney.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the challenged information is not accurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

Visits to Other Institutions

Students may not visit, in an official or presumedly official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the Dean's Office. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

Motor Vehicle and Parking Regulations

The Division does not guarantee parking spaces for students, but we do provide a limited number of parking spaces on a first-come, first-served basis. Students may park in any unassigned parking space on the University parking lots. Students are expected to respect the private parking spaces of our neighbors.

All vehicles are parked at owner's risk. The University or Division assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. A bicycle rack is provided at the north side of the Education Building. Bicycles are not to be placed anywhere else on school property.

SEXUAL HARASSMENT POLICY

It is the policy of Nova Southeastern University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below.

Definition:

Sexual harassment of employees and students at Nova Southeastern University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Rules Governing the Conduct of University employees and students:

Part I

Sexual Favors as basis for actions affecting an individual's welfare as a student or employee.

No University employee or student shall behave toward another institutional employee or student in any of the following ways: make or threaten to make submission to or rejection of request for sexual favors a basis for decisions affecting an individual's welfare as an employee or student.

Part II

Flagrant or repeated sexual advances or requests for sexual favors, and physical contacts harmful to another's work or study performance or to the work or study environment.

No University employee or student shall behave toward another institutional employee or student in any of the following ways:

1. In a work - or learning - related setting: make sexual advances, requests for sexual favors, or physical contacts commonly understood to be of a sexual nature, if
 - a. the conduct is unwanted by the person(s) to whom it is directed, and
 - b. the person knew that the conduct was unwanted, and because of its flagrant or repetitious nature, the conduct either
 - (1) seriously interfered with work or learning performance of the person(s) to whom the conduct was directed, or
 - (2) makes the institution's work or learning environment intimidating or hostile, or demeaning.

Part III

Repeated demeaning verbal and other expressive behavior in non-instructional settings that is harmful to another's work or study performance or the work or study environment.

No University employee or student shall in a non-instructional but work- or learning-related setting:

1. Repeatedly address or direct sexual gestures, or sexually explicit comments concerning a specific person(s) to an institutional employee(s) or student(s) if the gestures or comments are commonly considered by people of a specific sex or sexual preference to be demeaning to that sex or sexual preference.
2. Display visual materials, alter visual materials displayed by others, or make statements, if
 - a. the intent of the person is to interfere with the work or study performance of an employee or student or to make the work or study environment hostile, intimidating, or demeaning to persons of a particular sex or sexual preference and
 - b. the person making the display, alteration, or statement has previously been asked not to engage in such conduct.

Part IV

Demeaning verbal and other expressive behavior in instructional settings.

Discipline of faculty members because of expressive behavior in an instructional setting shall be governed by the following definition and rules:

1. Definitions for Purposes of Part IV:
 - a. An "instructional setting" is a situation in which a member of the faculty is communicating with a student(s) concerning matters the faculty member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, or in a faculty member's office for advising and counseling.

- b. Expressive behavior related to subject matter.

"Expressive behavior" is conducted in an instructional setting through which a faculty member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statement, and assignments of visual or written materials.

2. Protected Expressive Behavior

- a. A faculty member's selection of instructional materials shall not be a basis for discipline unless an authorized hearing body finds that the faculty member's claim that the materials are germane to the subject of the course is clearly unreasonable.
- b. The person engaging in such conduct has previously been asked not to engage in such conduct or conduct of substantially the same kind, and
- c. In addition, a faculty member is subject to discipline if, in addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually explicit comments, or gender-related epithets to refer to a student(s) in the course.

Part V.

Demeaning Verbal and Other Expressed Behavior of students versus students. This is also subject to disciplinary action.

Part VI.

Retaliation

1. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is equally prohibited. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Consensual Relationships

Consenting intimate relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client intimate relationships. The professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should favors of an intimate nature be included among the professor's other, legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into an intimate relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Since a once-consenting relationship turned sour may result in a later allegation of sexual harassment, it is important that immunity due to previous consent will not be allowed.

The Health Professions Division's Sexual Harassment Committee:

The committee has been charged by the administration of Nova Southeastern University Health Professions Division to provide an avenue by which students, faculty, and staff can address violations of the University's policy on sexual harassment.

The Committee will consist of four individuals appointed by the Executive Vice Chancellor: their function will be to (1) investigate all allegations of sexual harassment that involve students, faculty and staff; (2) report those findings to the Executive Vice Chancellor for disposition of the case; and (3) act as advocates and conduits for the resolution of the case.

Committee Members:

- | | |
|------------------------------|---------------------------|
| Daniel E. Shaw, Ph.D., Chair | Room 5109, Terry Building |
| Stan Cohen, Ed.D. | Room 5109, Terry Building |
| Edye Groseclose, Ph.D. | Room 1343, Terry Building |
| Suze Dudley, Ph.D. | Room 1218, Terry Building |

Reporting Allegations of Sexual Harassment

Instances of sexual harassment are to be reported to an investigating member of the Committee for the purpose of the follow-up investigation and disposition.

1. The individual or individuals reporting the alleged incident must identify him/herself and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.
2. A log of contacts shall be maintained by the investigator (Committee member) for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.
3. The investigator (Committee member) will attempt to determine within a reasonable time frame the validity of the complaint and ascertain the parties who are involved in this incident. The investigator is charged with providing the full Committee with adequate information to make a judgement on whether to continue to proceed with this case internally or to forward the case to an outside body i.e. local police, etc.
4. If the charges are found to be valid and a harassment has occurred, all parties are to be put on notice that an administrative resolution will be enforced.
5. Administration (the Executive Vice Chancellor's Office) will be informed of the harassment, the extent, individuals involved, and will be provided with adequate information so that administrative action can take place in a timely fashion to the satisfaction of all parties.

Guidelines for Investigating Allegations of Sexual Harassment

Formal and informal complaints related to allegations of sexual harassment should be followed up within 24-48 hours.

1. Interview of Complainant

This interview should focus on gaining factual information which will assist in determining whether or not an investigation should be instituted. At this point the complainant may decide to file a formal complaint or request assistance for resolution with an informal complaint. When possible two committee members should be involved in the initial interview of parties as well as any witnesses of the incident.

2. Documentation

All interviews, telephone calls, or any other administrative activities should be carefully documented in the case of a formal proceeding. The confidentiality of the reporting party will be observed provided it does not interfere with the institution's ability to investigate or take corrective action.

3. Record Keeping

All records of investigations related to sexual harassment shall remain in the locked possession of the investigating committee member until a disposition has been reached. Once a case has been resolved the records then become the confidential files of the Executive Vice Chancellor and his designee.

4. Reporting of Findings

The committee will report findings of any investigation (formal or informal) to the Vice Chancellor or his designee. The findings may take two forms:

- a. no violation of institutional sexual harassment policies
- b. suspected or "probable cause" violation of institutional policy.

5. Formal complaints:

Formal complaints must be made in writing to the committee for the purpose of stopping the harassment and when the complainant wishes to pursue disciplinary action.

6. Informal complaints:

Informal complaints are for the purpose of stopping the harassment in the most expedient fashion possible. The University cannot pursue disciplinary action without a formal complaint.

All parties involved are to be notified of the disposition of the case; if the complainant is dissatisfied with the decision he/she is to be informed of additional internal or external appeal routes.

Suggestions for Sanctions or Disciplinary Actions

Violations of policies on sexual harassment may lead to a variety of sanctions. Included in the list of possible disciplinary actions are written or oral reprimands, suspension (for employees, with or without pay), termination, or referral to the criminal justice system for possible sexual assault violation.

HEALTH AFFAIRS

Health Insurance

Because the Health Professions Division is concerned for the health and welfare of its students, a program of Student Health Insurance is required. The student has exclusive responsibility for his/her own medical bills. The University or Division assumes no responsibility to seek reductions or waivers.

The Division's Office of Student Affairs will provide information regarding health insurance policies.

Prior to receipt of diploma, students must be free from any outstanding medical financial responsibilities with any of our affiliated hospitals.

Health Care

Ambulatory medical and optometric care is made available during regular business hours for the University family. When a student or a member of his/her immediate family (parents, spouses, children and dependents) needs to see a doctor, he/she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. These hours may be changed from time to time and changes will be posted. For urgent situations which do not meet the above, contact the University Health Service at 949-4000 extension 5110.

When needed, written prescriptions will be issued by the University Health Service. Sample medication will be dispensed only in limited cases when available.

Consultation with specialists, when needed, will be arranged by the University Health Service and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by University Health Service are strongly discouraged.

Optional Student Health Plan

In order to provide a more comprehensive health plan and increased health access for our students, the Health Professions Division is offering in 1994-1995 an Optional Student Health Plan. Each student will be asked to choose the standard program described above or the Optional Health Plan. Details of this plan and the additional costs are listed on page 38.

Examinations

1. A complete physical examination and a comprehensive eye examination, consistent with the standard University form, are required of every student prior to or upon entrance to the University.
2. The student may have these done by his personal physician or by his personal eye doctor (optometrist, ophthalmologist). Forms will be distributed by the Office of Admissions and Student Affairs to each matriculant as part of the admissions package.
3. Students may substitute for either or both of these forms a signed request for the examinations to be done after matriculation, through the University Health Service.
4. Arrangements will be made and appointments issued to the students in as timely a manner as possible. Appointments, once made, are an obligation and must be kept!
5. Reports of the two examinations (whether done privately or by the University) will be filed in the students' personnel files.
6. Any follow-up recommended in the examinations will be the financial responsibility of the student, except where the needed services fall into the categories provided by the University Health Service. However, the University Health Service will press for the completion of any recommendations and correction of any problems.

Immunization Requirements

The following immunization procedures are required of all students at Nova Southeastern University:

Basic Immunizations

Every student is required to have had a shot for the following immunizations prior to matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), measles-mumps-rubella, and poliomyelitis. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Admissions office on the day of registration at the latest.

Hepatitis B Vaccine

Since every student at Nova Southeastern University - Health Professions Division can be potentially exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require Hepatitis B Vaccine for every entering student during the first year. The cost of this vaccine will be supported through the Student Activities Fee.

Tuberculosis

Because of the resurgence of Tuberculosis and the possible exposure of students, Nova Southeastern University will require and provide a yearly tuberculosis test for every student in the Division. This, too, will be supported by the Student Activities Fee.

Arrangements

The University Health Service will schedule appointments for students for the tuberculosis testing and for the Hepatitis B Vaccine. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

In addition, the University has adopted the following AIDS policy:

Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare of its students, faculty and staff, as well as its responsibility to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). The Division does not subscribe to compulsory HIV testing either as a screening device or in individual cases. As an institution of medical learning, the Division provides each student/faculty/staff person knowledge to understand the AIDS problem including AIDS testing, treatment and counseling by community services. The Division provides an annual seminar to all students, faculty and staff. The University recommends universal precautions in all laboratory and clinical settings. The Division reserves the right to alter this policy as new information on AIDS becomes available.

The following guideline should be used:

Students should consult their physician for HIV testing or treatment immediately following exposure.

Counseling and Psychiatry Services

First year students are encouraged to participate in student peer counseling groups. Students are assigned to a group and a counselor prior to the start of classes. Discussions concerning academic, financial and social difficulties will be held on a monthly basis.

Any student needing additional counseling is encouraged to seek professional help. Contact Daniel Shaw, Ph.D. (Telephone extension: 1139) who serves as faculty advisor to student peer counselors or your faculty advisor or administration for referrals.

Counseling services are available from 5:00 P.M. - 7:00 P.M. on some weekdays with psychology doctoral interns from the Nova Southeastern University Center for Psychological Studies by appointment only.

NOVA SOUTHEASTERN UNIVERSITY

HEALTH PROFESSIONS DIVISION

MEDICAL BENEFITS

If Insurance is available, it must be submitted. If any of these services are covered by individual insurance plans, or the Nova Southeastern University Health Professions Division insurance plans, reimbursements must be assigned to the University.

Students, faculty (F/T), staff, employees, and immediate family (spouse, children):

(If the insurance reimbursement is less than the courtesy rate, the Division will accept the insurance as payment in full.)

Medicine

- * Ambulatory office care at the University Health Service, Monday - Friday, 8:30 A.M. - 5:30 P.M. - FREE.
- * Vaccines and other supplies at cost of materials.
- * Visits to specialists at the Clinical Center are FREE when arranged by the Division, but at full fee when arranged by the patient.
- * Outside referrals are the patient's responsibility.
- * Emergency room visits are the patient's responsibility.

Pharmacy

- * Average wholesale price plus \$1 per Rx.
- * Over the counter drugs - 10% discount.

Optometry

- * Comprehensive eye examination, one per year - FREE.
- * Contact lens professional care - FREE.
- * Other eye care, as indicated by University staff - FREE.
- * Contact lenses - at least 25% discount.
- * Spectacles - at least 25% discount.

Diagnostic Tests

- * X-rays, tests and other procedures at a 30% discount from customary charges.

Secondary family: grandparents, grandchildren, in-laws, parents and siblings:

(Patients are responsible for deductibles and co-payments from their own insurance policies.)

Medicine

- * Ambulatory office care at the University Health Service, Monday - Friday, 8:30 a.m. - 5:30 p.m. - 50% off regular fee.
- * Vaccines and other supplies - 25% discount from customary charges.
- * Visits to specialists at the Clinical Center are at a discount of 50% when arranged by the University, but at full fee when arranged by the patient.
- * Outside referrals are the patient's responsibility.
- * Emergency room visits are the patient's responsibility.

Pharmacy

- * Average wholesale price plus \$ 2 per Rx.
- * Over the counter drugs - 10% discount.

Optometry

- * Comprehensive eye examinations, one per year - 50% discount.
- * Contact lens professional care - 50% discount.
- * Other eye care, as indicated by University staff - 50% discount.
- * Contact lenses - at least 25% discount.
- * Spectacles - at least 25% discount.

Diagnostic tests

- * X-rays, tests and other procedures at a 30% discount from customary charges.

The University Health Service is not an emergency room and is not equipped to treat life-threatening illnesses. Services will be rendered only at the hours specified.

OPTIONAL STUDENT HEALTH PLAN

All of the features of the standard student health plan with the following additions and upgrades, as ordered by the University Health Service:

Medicine

- * All out-patient pediatric care
- * Sigmoidoscopy - Unlimited
- * Colposcopy - Unlimited
- * Spirometry - Unlimited
- * Routine gynecological services with unlimited pap smears - Unlimited
- * Physical medicine as needed
- * Physical therapy as need - Unlimited
- * Occupational therapy as needed - Unlimited
- * Osteopathic manipulative medicine as needed - Unlimited
- * EKG - Unlimited
- * Other diagnostic test

- * Echocardiograms - Maximum twice a year
- * Holter monitor - Maximum twice a year
- * Stress testing - Maximum once a year
- * All cardiac diagnostic laboratory studies - Maximum once a year

Pharmacy

- * As in the standard plan

Optometry

- * Comprehensive eye examination as needed - Unlimited
- * Spectacles - free, once a year (standard frames and lenses)
- * Contact lenses - free, once a year (Basic, not color changing or aphakic, etc.)

Diagnostic Tests

- * X-rays
 - * All flat plate x-rays needed - unlimited
 - * All procedures (mammogram, ultrasound, etc.) once a year
 - * CAT Scan, once a year (with or without contrast)
 - * Special procedures - once a year

Laboratory Services

- * Unlimited complete blood counts, with or without differential cell count.
- * Unlimited urinalyses
- * Health screen profiles twice a year, as needed
- * All other laboratory work at cost - Unlimited

Mental Health

- * Out-patient mental health care, as needed - Unlimited

Podiatry

- * Medical podiatry as needed and limited schedule of surgical podiatry - Unlimited

COST OF OPTIONAL HEALTH PLAN

Individual Student	\$ 350.00 annually
Student and Spouse	\$ 450.00 annually
Family (Student, Spouse and Children)	\$ 500.00 annually

NOVA SOUTHEASTERN UNIVERSITY

HEALTH PROFESSIONS DIVISION

DRUG FREE WORKPLACE: POLICY STATEMENT

Nova Southeastern University Health Professions Division is deeply concerned about the issue of substance abuse and its effect on faculty, students, staff, and employees. In addition, the University, as a recipient of Federal funding, is required, under the Drug-Free Work Place Act of 1988, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy, drug-free educational and work environment.

The Division believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The Division also provides specific protocols to assist in identification, intervention and assistance for all people associated with the school who have drug related problems. In addition, as a training center for health care professionals, the institution accepts its responsibility to educate and assist the community, through our faculty, and students, in the battle against drug abuse and addiction.

The Division advocates the disease concept of addiction and strives to assist all students and other personnel with issues associated with chemical dependency. The Division's Drug Abuse Prevention and Education Task Force as well as the College of Osteopathic Medicine's Division of Addiction Medicine can provide general information and education, as well as intervention and assistance in this area.

Although the Division wants to help its students, faculty, and staff, this assistance cannot be provided unless the impaired person is identified. Therefore, this first step rests with the individual or his or her classmates, teachers, associates, co-workers, family and friends.

If questions arise, they can be answered, confidentially, by contacting Patrick Bentley, D.O., Chairman of the Department of Behavioral Medicine and Director of the Student Impairment Program at his office (room 1322 - Terry Building).

Legal Consequence of Drug Use

The unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug are all subject to varying degrees of legal sanctions under various federal, state and/or local statutes. This may also be true of the inappropriate use of legal prescription drugs. A comprehensive listing of ALL federal penalties is available in **DRUGS OF ABUSE, 1989 Edition** published by the U.S. Department of Justice, Drug Enforcement Administration.

FLORIDA DUI LAW

Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes involve the ability of a police officer to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.1% to 0.08%.

The definition of "under the influence" applies to alcohol, any and all controlled substances, and other psychoactive drugs that may impair driving. A police officer can stop any person who appears to be driving under the influence. Intoxication can be determined in the following manner:

1. Testing of urine and/or blood, when carried out in an appropriate manner.
2. Breath-o-lizer test for blood alcohol concentration.
3. Use of road-side sobriety test, with or without videotaping.
4. Any significant loss of psychomotor or cognitive impairment.

In Florida, permission for testing is considered to be implied when a person obtains a driver's license. Specimens of urine or blood are used for evaluation. If the driver is unable to provide a urine specimen, a blood sample may be used. Blood samples may be obtained by an approved, licensed physician, registered nurse, or laboratory technologist or technician. If death or severe injury has occurred as a result of an accident, "the law enforcement officer may use reasonable force to obtain blood." In addition, any driver that, in the opinion of the arresting officer, appears to have an impaired ability to drive, may be arrested.

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol, however, a level of 0.1% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

Based upon the new 1994 standards, a 180 lb. man would be considered legally intoxicated after having 4 drinks (12 oz. beer, 5 oz. wine or 1 oz. proof liquor.) within a period of one hour. A 120 lb. woman requires only a little over 2 drinks to reach this blood alcohol level.

The second major change allows a law enforcement officer to suspend the driving privileges of a person who has been arrested by taking his or her driver's license at the time of arrest. The officer will issue a seven day temporary permit if that driver is otherwise eligible for driving.

Penalties for Conviction

All drivers convicted of driving while intoxicated will be required to attend and complete a court appointed substance abuse course (DUI School). The Court may also require the driver to obtain an evaluation for drug dependency and/or treatment at a Court approved treatment facility. The driver will be responsible for payment for the above.

Driver with blood alcohol level of 0.1% (0.08% after 1/1/94) or higher or impairment due to other scheduled or illicit substances:

<u>Penalties 1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
<u>B.A.L. between .08% and .2%</u>		
Fine \$ 250 - \$ 500	\$ 500 - \$ 1000	\$ 1000 - \$ 2500
Prison up to 6 months	up to 9 months	up to 12 months
<u>B.A.L. of .2% and above</u>		
Fine \$ 500 - \$ 1000	\$ 1000 - \$ 2000	\$ 2000 - \$ 5000
Prison up to 9 months	up to 12 months	up to 12 months
Damage to property or another person	misdemeanor	
Fourth offense	third degree felony	
Serious injury	third degree felony	
Death	DUI manslaughter (2nd degree felony)	

**POSSESSION OF OPEN ALCOHOL CONTAINER
IN A MOTOR VEHICLE IS PROHIBITED.**

Any opened container must be locked in a non-passenger (trunk, glove box, etc.) space. Although not a criminal charge, carrying an open container is considered a moving traffic violation. Individual counties or cities may provide more stringent rules and punishments.

DRUG FREE WORKPLACE AWARENESS PROGRAM

Since prevention and education are the keys to the battle against drug abuse, Nova Southeastern University has established the following drug-free awareness program. The University will make a good faith effort to continue to maintain a drug-free workplace through the implementation of this program.

The program is designed to inform all students of:

1. The dangers of drug abuse in the workplace
2. the University's policy concerning maintenance of a drug-free workplace
3. the penalties that may be imposed for deviation from the policies, especially concerning the sale of illicit drugs, either on or off campus
4. the availability of the University's intervention and assistance program

ALL STUDENTS, as a condition of enrollment in the University, MUST AGREE to abide by its DRUG FREE WORKPLACE POLICY.

Drug Use Prohibition

The Nova Southeastern University Health Professions Division prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug or inappropriate use of prescription or over-the-counter drugs or alcohol by its students either on or off campus. In addition, the consumption of alcoholic beverages on campus, or the use of alcohol by persons under twenty-one, at any time, is strictly prohibited.

Any student who violates this prohibition will be subject to action by the University. Students identified as being drug dependent or addicted will be **REQUIRED** to participate and successfully complete a treatment program administered by the Division's impairment program. Those licensed under the various Professional Practice Acts that appear to be suffering from addictive disease (including alcoholism) or from other forms of impairment will be confidentially referred to the appropriate division of the Physicians Recovery Network (PRN). Other action will be determined on an individual basis but may include, though not limited to, reprimand, suspension, or dismissal.

Illegal Activity

Illegal drug related activity, within or beyond the University grounds, will not be tolerated. Any drug related criminal act that comes to the attention of the University, whether on or off campus will be thoroughly investigated. If confirmed, the offender will be subject to disciplinary action up to and including dismissal. In addition, the University is legally obligated to report the activity to the appropriate federal, state or local authorities including the various licensing boards and agencies if indicated. Conviction of a drug-related activity that violates federal, state or local law must be reported within five days. Students should report such incidents to Dr. Bentley, Chairman of the Impaired Students Committee."

Impaired Students

Intervention Protocol

1. The Impaired Student Program (ISP) of Nova Southeastern University Health Professions Division is designed to provide students with assistance in dealing with one of the most severe disabling diseases known to medical science. The program is designed to identify and treat students suffering from substance (including alcohol) abuse or addiction in a compassionate, non-punitive manner in keeping with the spirit of the tenets of the healing arts. In addition, the program is available to evaluate students having other problems resulting in academic, professional, interpersonal or intrapsychic impairment.
2. All students in all classes will be informed of the availability of the Impaired Students Program.
 - a. A description of the Program is listed below. The Program Director, Patrick Bentley, D.O., can be reached at the Terry Building Room 1322.
 - b. The ISP will be discussed during Freshman Orientation.
 - c. Presentations by the Program Director and/or other appropriate speakers will be made each year to all classes when possible.
 - d. Faculty, staff, administration, and clinical supervisors will be informed of the existence of the program.
3. Goals of Intervention Include:
 - a. Offering help, not punishment, to the impaired student.
 - b. Identification of students who:
 - (1) Exhibit unusual or inappropriate behavior
 - (a) Erratic behavior
 - (b) Changes in personality
 - (c) Embarrassing behavior

- (2) Demonstrate changes in academic performance.
 - (3) Have excessive absences from lectures, laboratory sessions, or clinical assignments.
 - (4) Appear late repeatedly for any of the above assignments.
 - (5) Are observed to appear to be intoxicated.
 - (6) Present themselves for counseling.
 - (7) Display repeated, unexplained illnesses or accidents.
 - (8) Have major, unexplained relationship/family problems.
 - (9) Have legal problems, including D.U.I.'s.
 - (10) Are of potential danger to themselves or others.
 - (11) Appear to have significant inability to cope with stress.
- c. Assisting the student in knowing he/she is not alone.
 - d. Providing a supportive atmosphere in which the problem can be discussed clearly and rationally.
4. Initial Information may come from:
- a. The student (self-reported)
 - b. Faculty/clinical supervisors
 - c. Spouse or "Significant Other"
 - d. Peers
 - e. Administration

5. All cases reported to the Program Director, Dr. Bentley, will be investigated to obtain collaborating documentation.
- a. Intervention will be carried out only after initial reports are confirmed.
 - b. Anonymity will be maintained for both the student and the reporting source.
 - c. Intervention will be carried out if "probable cause" can be confirmed. This will protect the suspected abusing student from harassment and the reporting person from abuse.

6. Intervention Technique

- a. Self-disclosure will be strongly encouraged.
 - (1) Students may contact the Director at any time night or day.
 - (2) If suspected addictive behavior is noted by a number of people, it is appropriate to discuss these issues with the potentially impaired person, encouraging that person to self-disclose prior to the behavior being reported to the Director of the ISP.
 - (3) Absolute anonymity will be maintained.
- b. In order to provide maximum protection to the student, initial intervention will be carried out by the Director, Dr. Bentley.
 - (1) Dr. Bentley will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.
 - (2) The student will be contacted personally by the Director, indicating that he believes that a potential problem may exist.
 - (3) An appointment will be made and must be kept by the student within 24 hours of this initial contact.
 - (a) If necessary, the student may be instructed to miss a scheduled class, provided no examinations are at this time.
 - (b) Evening appointments will be provided whenever possible.

- (4) Urine and/or blood samples may be required at the Director's discretion.
- (5) If this procedure is followed, the Director, Dr. Bentley, will be the only person who will know the actual identity of the person being evaluated.
- (6) Failure to comply with this protocol will result in confrontation by the entire ISC.

c. Secondary Intervention

- (1) Anonymity from school administration will still be maintained.
- (2) The entire Impaired Student Committee (ISC) will be involved.
- (3) Additional resources, including peers, spouses, and other family members may be involved.
- (4) All other protocols, as stated above, will apply.

d. Tertiary Intervention

If all other attempts fail, the suspected dysfunctional student will be reported to administration who, if the student is confirmed as impaired, will have the option to take whatever action it deems necessary. The ability of ISC to intercede will be greatly reduced under these conditions.

Treatment Protocol

1. The goal of treatment is to assist the student who is disabled due to drug or alcohol abuse or dependency to return to full function physically, psychologically and academically.

(a) The Committee will take appropriate action rapidly.

(1) In most cases, the Director will refer to the student BY NUMBER ONLY when discussing the case with Committee members.

(a) This will assure anonymity.

(b) The same technique will be used when discussing Committee issues with the administration.

(c) Only the Director will know the actual names of students who are following the recommendations of the Committee.

(2) An individualized treatment plan will be developed by the Committee within 48 hours of diagnosis.

(a) Actual treatment will be initiated within 72 hours.

(b) Consideration will be given to the use of all treatment modalities on both an inpatient and outpatient basis.

(3) Every attempt will be made to set up a treatment plan that will allow the student to stay in school without interruption.

(4) If inpatient treatment is necessary, the student will be assured that he/she will have every opportunity to continue his/her education without prejudice.

(a) Administration will be briefed on a "need-to-know" basis.

(b) The ISC will act as the student's advocate.

(c) The student will be allowed to return to his/her studies as soon as possible.

- (5) If inpatient treatment, especially lasting more than 28 days, is considered necessary, it is understood that the student's ability to continue with his/her class may not be possible.
 - (6) The student will be allowed to continue his/her education at the earliest possible date.
- b. Student involvement in the various self-help related to his/her treatment.
- (1) Outpatient therapy
 - (2) Urine/blood tests
 - (3) Inpatient therapy

2. Types of Treatment

- a. All forms of treatment available to physicians, physician assistants, pharmacists, optometrists, occupational therapists and physical therapists licensed in the State of Florida through the respective professional or governmental organizations will be open to our enrolled students.

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: The Florida Department of Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network

Occupational Therapists: Program for Impaired Practitioners
1-800-888-8776

Physical Therapists: Program for Impaired Practitioners
1-800-888-8776

- b. Student involvement in the various self-help programs will be used as an integral part of treatment.

(1) Alcoholics Anonymous: 305-642-2805

(2) Narcotics Anonymous: 305-949-8809

(3) Alanon (for "significant others" or close family members): 305-642-2805

- c. Inpatient, short-term, therapeutic community programs.
- (1) Duration of treatment: 28-56 days.
 - (2) Specific programs approved by the FMA/FOMA Impairment Program or other professional group. In addition, programs may be approved by the ISC.
 - (3) Financial issues will be determined prior to admission.
- d. Inpatient, long-term programs: 3-6 months.
- (1) These programs will be used on a limited basis.
- e. Outpatient supervision and psychotherapy will be used in conjunction with the self-help approach.
- (1) All outpatient care will be supervised by a qualified, approved therapist.
 - (2) Dr. Bentley may act as Supervisor at the request of the student.
 - (3) Otherwise, a supervisor may be selected from a list of "approved" therapists.
 - (4) The student may select a therapist not on the list with the approval of the Committee.
 - (a) Therapy must be on at least a weekly basis.
 - (b) Students will be expected to make appropriate financial arrangements for this treatment.
- f. Drug-testing may be carried out at any time during treatment.
- (1) Testing will be carried out on a random basis.
 - (2) The student's name will not appear on laboratory work in order to maintain anonymity.
- g. Chemotherapy will be used where indicated.

3. Aftercare and supervision will continue for a period of two years.
 - a. Continued involvement on a regular basis in self-help groups (A.A., N.A., etc.) will be required.
 - b. Regular contact with the Supervisor will continue.
 - c. The student will continue to remain in contact with the ISC.
 - d. Random drug-testing may be requested.
4. Since, as with other chronic diseases, continued treatment does not guarantee continued remission, students suffering exacerbations while in treatment will not be subject to punitive action, and the student will receive full benefit of the Program.
 - a. Failure to follow the prescribed course of treatment will result in a report to the administration.
 - b. Drug-dealing will not be tolerated.
 - c. The ISC will no longer be able to protect the student.
 - d. The possibility of punitive action at this point, including expulsion, is up to the administration.
5. Successful treatment will be judged by:
 - a. Abstinence.
 - b. Successful return to all aspects of life.

MISCELLANEOUS INFORMATION

Student Mail Boxes and Lockers

Students are requested to receive their personal mail at home. Student mail boxes are provided only for campus correspondence. They are located in the student lounge in the Student Activities Building.

Please note that all University correspondence will be deposited in these mailboxes. They should be checked EVERY DAY.

Student lockers are located across from the laboratories on the third floor of the Education Building. Both the lockers and mailboxes will be assigned at the beginning of each academic year by the Office of the Registrar.

Notices, Messages, Posters

Students may post notices on the bulletin boards located in the cafeteria, the student lounge and other locations.

Other boards are provided for University or Division business only. Students are prohibited from posting, altering or removing notices or messages from these boards.

No notices, announcements, posters or any other papers may be posted anywhere, including doors, windows and elevators, except on bulletin boards provided for that purpose.

Extra Curricular Activities

All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the University Student Affairs office and must be listed in order to avoid conflicting functions. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Office of Student Affairs at least two weeks in advance. Activities must be approved by the Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support and no meeting announcements may be made until approval is made.

Identification Badges

Identification badges must be worn by students at all times while on campus. I.D. badges are not transferable.

I.D. badges are issued through the Office of the Registrar and pictures are taken in the Audio-Visual Department. These badges are given to the student at no charge except for replacement.

Pre-Professional Credentials

All students must confirm that all academic records from other institutions, prior to and after matriculation into the Division, are complete and authenticated by official transcripts sent directly from antecedent institutions to the Division Admissions Office. No student may matriculate into the Division without meeting this requirement; in limited situations extension may be granted by the Assistant Dean for Admissions.

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located in the student lounge or at various other locations throughout the College. Use of the Division office phones is not permitted under any circumstances.

Lost and Found

Lost and Found Services are administered by the Library personnel and the Registrar's Office.

Housing

Students must secure their own accommodations. If you are looking for a house, apartment, condominium or roommate, contact the Office of the Registrar. The University does have some housing facilities with a two-block radius from the school. These homes are well maintained, convenient and reasonably priced; however, they are limited in number.

Alcohol on Campus

This is a dry campus. No alcoholic beverages are allowed.

Firearms

The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles or knives is strictly prohibited on University property. Such action can be considered cause for disciplinary action. Infraction of these regulations will result in immediate suspension or expulsion of the violators.

Food in the Lecture Halls

FOOD, BEVERAGES AND TOBACCO ARE NOT PERMITTED IN THE LECTURE HALLS, LABORATORIES OR UNIVERSITY CLINICS. NO SMOKING IS PERMITTED INSIDE ANY UNIVERSITY BUILDING.

Name, Address and Telephone Changes

All students must notify the Registrar's Office immediately of any change in name, address or telephone number. Contact with the last provided address will be considered adequate notice for all communications. Forms are available in the Registrar's Office for this purpose. The University cannot be responsible for undelivered mail or messages.

Notary Public Services

Notary public services are located in the Registrar's Office and the Admissions Office. For this service, provided the business is school-related, there will be no charge.

Photocopying

Two machines, once coin and one card-operated, are available for student use in the library. Students are not to use any of the other photocopiers in the University. Sanctioned use of non-coin operated machines for special projects may be arranged. Please contact the Division Office of Student Affairs when questions arise concerning such matters.

Students may purchase cards in the bookstore. Since no change will be given in the library, students must come prepared if they wish to use the coin-operated machine.

Pictures and Recordings

No one may take pictures in classrooms or laboratories without prior permission of the instructor. Absolutely no pictures may be taken in the Anatomy laboratories. Students wishing to record lectures should obtain permission from the instructor.

Responsibility for School Property

Students will be held responsible for damage to University property caused by their negligence or willful act, and may be subject to disciplinary action, dismissal and/or prosecution by law. Students must pay for damages within 15 days after receipt of invoice. The University is not responsible for personal possessions under any circumstances.

SECTION TWO

COLLEGE OF ALLIED HEALTH

ACADEMIC AFFAIRS

Requirements for Graduation

Students are not awarded their degrees upon the completion of any prescribed number of courses or upon passing a prescribed number of examinations. Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought and proficiency. If a student fails to graduate, he/she does not fail in any one subject but is judged by the faculty to be unqualified for the practice of the health profession as a whole.

For the College of Allied Health

In order to be eligible for the B.S. degree in Physician Assistant, students shall:

- a. Be of good moral character.
- b. Have satisfactorily completed the program of study required for the degree within a minimum overall GPA of 70%.
- c. Have satisfactorily discharged all financial and library obligations.
- d. Not hold a B.S. degree
- e. Attend in person the rehearsal and commencement program at which time the degree is conferred.

In order to be eligible for the M.P.T. degree, students shall:

- a. Be of good moral character.
- b. Have satisfactorily completed the program of study required for the degree within a minimum overall GPA of 70%.
- c. Have satisfactorily discharged all financial and library obligations.
- d. Successfully complete the clinical internship including a critical inquiry project.

- e. Attend in person the rehearsal and commencement program, at which time the degree is conferred.

In order to be eligible for the M.O.T. degree, students shall:

- a. Be of good moral character.
- b. Have satisfactorily completed the program of study required for the degree within a minimum overall G.P.A. of 70%.
- c. Have satisfactorily discharged all financial and library obligations.
- d. Successfully completed the clinical internship including a critical inquiry project.
- e. Attend in person the rehearsal and commencement program, at which time the degree is conferred.

Faculty Advisors

Prior to the start of classes, every new student is assigned to a faculty advisor for academic counseling. Incoming students meet with their advisors during orientation. They are also encouraged to meet periodically with their advisors to review classwork in order to avoid any academic problems.

Student Advisors

Each incoming PA student is also assigned a student advisor. The role of the student advisor is to inform our entering students about life in the program. Matriculants meet with their student advisors during orientation and are encouraged to meet throughout the year.

Policy on Returning Examinations

In order that they may be a learning experience as well as a means of evaluation, all examinations will be returned or made available to the students for review in a timely manner after the examination.

Grading System

At the end of each course, the course director submits to the Office of the Program Director a grade for each student. Percentage grades are used except in certain designated courses

in which Pass (P) or Fail (F) is employed.

Grades will be issued for clinical rotations as well as didactic courses.

Grading

Grading for all University students will be based on the following:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
Below 70	=	F
Incomplete	=	I (must be removed following the semester in which it is recorded.)
Withdrawal	=	W
Audit	=	AU
Pass	=	P
Fail	=	F

Transcript Notations

Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point.

When a student repeats a course, the new grade will be entered on the transcript, along with a double (**) asterisk used to indicate that it was a repeated course. The most recent grade replaces the previous grade in calculating subsequent GPAs.

Withdrawal from a Course

A student may withdraw from a course up to the tenth school day of the term with consultation and approval of the advisor and dean. A grade of W will appear on the student's transcript.

Grade Disputes

Grade disputes should be directed to the course instructor. If unresolved, the dispute is forwarded to the course director for review. If necessary, a review will be conducted by the Dean.

Academic Standing

Each student's academic achievement is reviewed each semester and a transcript is compiled by the Registrar. A copy of this transcript is sent to the student, the Program Director, the Dean's Office and Financial Aid Office where applicable.

The transcript includes:

1. Grades earned.
2. Deficiencies (Incompletes, Failures, Probation, etc.).
3. Semester GPA and cumulative GPA.
4. Honors (President's List, Dean's List, etc.)
5. Withdrawals.

Progress Committees

The individual PA, OT and PT Committees on Student Progress meet to review the performance of students in their respective programs. Their recommendations are made to the Dean who determines final status of each individual student.

Academic Promotion

Promotion is defined as progression from one academic term to the next.

A student will be promoted to the next term if the student has maintained satisfactory academic progress, with no less than 70% in any course.

Chancellor's List

Students receiving a 95% GPA or better are placed on the Chancellor's List for that semester. A letter of commendation is sent from the Chancellor to the student and the honor is recorded on the student's official transcript.

Dean's List

Students receiving a 90% - 94% GPA are placed on the Dean's List for that semester. A letter of commendation is sent from the Dean to the student and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a GPA in the upper 5% of their class will receive a diploma inscribed with HIGHEST HONORS. Students in the top 10% of their class will receive a diploma inscribed with HONORS.

Academic Probation

The Committee on Student Progress in the PA Program will make recommendations to the Program Director when a student is not making satisfactory progress towards meeting degree requirements. The Program Director may then recommend to the Dean that the student be placed on academic probation. This will be recorded on the official transcript. The Dean will then notify the student of this action. A student who is on academic probation will be restricted from holding office in any student or college-

sponsored organization. The College and University offices of Student Affairs will be so notified. Other activities may be restricted by the Program Director and the Dean.

Failure to bring the GPA up to a satisfactory level and to remove failure grades within the academic year may result in dismissal.

The College reserves the right, and the student, by his/her act of matriculation, concedes to the College the right, to require withdrawal at any time the College deems it necessary to safeguard its standards of scholarship, professional behavior and compliance with regulations or for such other reasons as are deemed appropriate.

Student Appeals

A student may appeal a decision of the Dean in a written request to the Executive Vice Chancellor and Provost within five school days of receipt of notification. If the decision is not satisfactory to the student, he/she may then appeal the action to the Chancellor within five school days of the receipt of the notification of the Vice Chancellor's action. Again, the student will be interviewed and will be notified of the Chancellor's action in a timely fashion. The decision of the Chancellor is final.

APPEAL PROCESS SUMMARY

Dean → Provost → Chancellor

NATIONAL EXAMINATIONS AND LICENSURE

Physician Assistant Program

Application for licensure in the State of Florida is obtained through the Board of Medicine, Department of Professional Regulations and/or the Board of Osteopathic Medical Examiners in Tallahassee, Florida.

Application for the National Certification Exam is requested through the National Commission on Certification of Physician Assistants (NCCPA) in Atlanta, Georgia. The NCCPA automatically provides a supply of applications to the PA Program. Application deadline is in June. The certification examination is scheduled in mid October and is administered over four days.

To be eligible for a Florida State License, the PA must be a graduate of an AMA-CAHEA accredited program and successfully pass the NCCPA Exam.

Physical Therapy Program

Graduates of accredited programs are eligible to sit for the physical therapy exam. Application for licensure must be made to the jurisdiction in which the graduate will practice. Information on preparing for the exam and licensure requirements are available in the program director's office.

Occupational Therapy Program

The Occupational Therapy Program has initiated accreditation procedures with the Accreditation Council for Occupational Therapy Education. Upon accreditation of the program, its graduates will be able to sit for the national certification examination for the occupational therapist administered by the American Occupational Therapy Certification board. After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Many states require licensure in order to practice; these state licenses are usually based on the results of the AOTCB Certification Examination.

STUDENT ACTIVITIES

Student Organizations Officially Recognized by the University

A variety of organizations are available in which students may participate.

University

University Student Government

The University Student Government is recognized by the University Administration as the official student voice on all university issues. The student members of the organization are the President and Vice President of each of the College's Student Councils.

NOVA SOUTHEASTERN COLLEGE OF ALLIED HEALTH PHYSICIAN ASSISTANT PROGRAM

Physician Assistant Society of NSU

This is a formal organization established to benefit the PA students, the PA profession, our PA Program and the surrounding communities.

**Physician Assistant Program
1994-1995 Academic Calendar**

Monday, August 8, 1994	Freshman Classes Begin
Monday, September 5	Labor Day - No Classes
Tuesday, September 6	Rosh Hashanah - No Classes
Thursday, September 15	Yom Kippur - No Classes
Wednesday, November 23	Thanksgiving Recess Begins (10:30 P.M.)
Monday, November 28	Classes Resume (8:00 A.M.)
Friday, December 9	Classes End (10:30 P.M.)
Monday, December 12	Final Examinations Begin
Friday, December 16	Winter Recess Begins (10:30 P.M.)
Tuesday, January 3	Classes Resume (8:00 A.M.)
Monday, January 16	Martin Luther King Day, No Classes
Friday, April 7	Spring Recess Begins (10:30 P.M.)
Monday, April 17	Classes Resume (8:00 A.M.)
Monday, May 15	Final Examinations Begin
Friday, May 19	Summer Recess Begins Rotations End (10:30 P.M.)
Friday, May 26	Senior Day/Graduation Rehearsal
Saturday, May 27	Senior Awards Dinner
Sunday, May 28	Graduation

**Occupational Therapy Program
1994-1995 Academic Calendar**

Monday, August 8, 1994	Classes Begin (8:00 A.M.)
Monday, September 5	Labor Day - No Classes
Tuesday, September 6	Rosh Hashanah - No Classes
Thursday, September 15	Yom Kippur - No Classes
Wednesday, November 23	Thanksgiving Recess Begins (10:30 P.M.)
Monday, November 28	Classes Resume (8:00 A.M.)
Friday, December 9	Classes End (10:30 P.M.)
Monday, December 12	Final Examinations Begin
Friday, December 16	Winter Recess Begins (10:30 P.M.)
Tuesday, January 3, 1995	Registration and Classes Begin (8:00 A.M.)
Monday, January 16	Martin Luther King Day - No Classes
Friday, April 7	Spring Recess Begins (10:30 P.M.)
Monday, April 17	Classes Resume (8:00 A.M.)
Monday, May 19	Classes End
Friday, May 22	Examinations Begin

Physical Therapy Program
1994-1995 Academic Calendar

Saturday, August 6, 1994	Freshman Orientation Begins
Sunday, August 7	Orientation and Registration Continues
Monday, August 8	Classes Begin (8:00 A.M.)
Monday, September 5	Labor Day - No Classes
Tuesday, September 6	Rosh Hashanah - No Classes
Thursday, September 15	Yom Kippur - No Classes
Wednesday, November 23	Thanksgiving Recess Begins (10:30 P.M.)
Monday, November 28	Classes Resume (8:00 A.M.)
Friday, December 9	Classes End (10:30 P.M.)
Monday, December 12	Final Examinations Begin
Wednesday, December 16	Winter Recess Begins (5:00 P.M.)
Tuesday, January 3, 1995	Classes Resume (8:00 A.M.)
Monday, January 16	Martin Luther King Day - No Classes
Friday, April 7	Spring Recess Begins (10:30 P.M.)
Monday, April 17	Classes Resume (8:00 A.M.)
Friday, May 12	Classes End (5:00 P.M.)
Monday, May 15	Final Examinations Begin
Tuesday, May 30	Registration and Classes Begin (8:00 A.M.)
Monday, June 26 - Friday, June 30	World Confederation of Physical Therapy Convention - No Classes
Monday, July 3	Classes Resume (8:00 A.M.)
Tuesday, July 4	4th of July - No Classes
Wednesday, July 5	Classes Resume (8:00 A.M.)
Friday, July 28	Classes End (5:00 P.M.)

