

1999

College of Allied Health Student Handbook HPD 1999

Nova Southeastern University

Follow this and additional works at: https://nsuworks.nova.edu/hpd_coursecatalogs

 Part of the [Medicine and Health Sciences Commons](#)

NSUWorks Citation

Nova Southeastern University, "College of Allied Health Student Handbook HPD 1999" (1999). *Health Professions Divisions Course Catalogs*. 263.

https://nsuworks.nova.edu/hpd_coursecatalogs/263

This Student Handbook is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Health Professions Divisions Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.

Student Handbook

Health Professions Division
1999-2000
Academic Year

College of Allied Health



Table Of Contents

Part I - University	1
Mission Statement	3
Policy of Non-discrimination	3
Statement of Academic Rights and Responsibilities	3
Accreditation	3
General Information	4
Address Changes/Name Changes	4
Bookstore	4
Campus Public Safety	4
Computer Services	4
Acceptable Use of Computer Resources	5
Emergency Evacuation Procedures	6
Housing	6
Hurricane Policy	6
Libraries	6
Einstein Library	6
Oceanographic Center Library	7
Law Library	7
Meal Plan	7
Microcomputer Laboratory	8
Parking on Campus	8
Publications	8
Recreation and Athletics	8
Nova Southeastern University Recreation Complex	
Campus Sports and Recreation Program	
Intercollegiate Athletics	
Facility Use	9
Student Center	9
Student I.D. Cards	10
Where To Go	10
Part II - Health Professions Division	11
Health Professions Division On-Campus Personnel	13
Campus	15
Students with Disabilities	16
Core Performance Standards for Admission and Progression	16
Building Hours	18
Health Professions Division Library	18
Library Rules and Regulations	18
Microcomputer Laboratory	19

Student Lounge	20
Mailbox and Message Center	20
Financial Affairs	20
Division Fees and Expenses	20
Late Registration	20
Tuition Refund Policy	21
Florida Residency	21
Student Financial Aid	21
Attendance, Dress Code and Conduct	22
Leave of Absence	23
Academic Honor	24
Transcripts	24
Student Records	24
Family Educational Rights and Privacy Act	25
Procedure to Inspect Education Records	25
Right of University to Refuse Access	26
Refusal to Provide Copies	26
Fees for Copies of Records	26
Types, Locations and Custodians of Education Records	26
Disclosure of Education Records	26
Record of Requests for Disclosure	27
Directory Information	27
Correction of Education Records	27
Visits to Other Institutions	28
Motor Vehicle and Parking Regulations	28
Sexual Harassment Policy	28
Health Affairs	32
Health Insurance	32
Health Care	33
Examinations	33
Immunization Requirements	33
AIDS Policy	34
Counseling and Psychological Services	34
Medical Benefits	34
Drug Free Workplace Policy Statement	34
Florida DUI Law	35
Drug Free Workplace Awareness Program	36
Miscellaneous Information	40
Acceptance of Professional Fees	40
Alcohol on Campus	40
Firearms	40

Food in Lecture Halls	40
Identification Badges	40
Lost and Found	40
Notices, Messages, Posters	40
Photographs and Recordings	40
Responsibility for School Property	41
Social Events and Extra-Curricular Activities	41
Student Employment	41
Student Mail Boxes	41
Telephone Calls	41
PART III - College of Allied Health	43
College of Allied Health Personnel	45
Academic Affairs	46
Requirements for Graduation	46
Faculty Advisors	47
Policy on Returning Examinations	47
Grading System	47
Grading	47
Transcript Notations	47
Grade Disputes	47
Academic Standing	48
Withdrawal from a Course	48
Student Progress Committees	48
Academic Promotion	48
Chancellor's List	48
Dean's List	48
Graduation With Honors	48
Academic and Professional Probation	48
Dress Code	49
Student Appeals	49
Accreditation, National Examinations and Licensure	50
Student Organizations Officially Recognized by the University	51
Occupational Therapy Program	52
Physical Therapy Program	59
Physician Assistant Program	62
Public Health Program	66
Index	69

PREFACE

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

This handbook is divided into three parts. The first section is University information for all students. The second section (pages 11-41) consists of information relating to the entire Health Professions Division and is applicable to all students. The third section, starting on page 43, contains material that is applicable only to the students of a specific college. Such material may differ from college to college.

The objective of the Division 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, physician assistants, occupational therapists, physical therapists, dentists, and public health professionals. Toward that end, this handbook will offer a description of Division facilities, financial affairs, academic affairs, procedures and policies, student services, student activities and on-campus Division services.

REVISIONS TO THIS HANDBOOK

Changes in the content of this Student Handbook may be made, at any time, by the University, Division or College Administration. Adequate notice of anticipated changes will be given to student, whenever possible. This Student Handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.



PART I

1999-2000

MISSION STATEMENT

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

POLICY OF NON-DISCRIMINATION

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, its purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university.
- A scrupulous respect for the equal rights and dignity of others.
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of national, state, and local governments and agencies. All members of the community should inform the appropriate official of any violation of conduct regulations.

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1886 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

GENERAL INFORMATION

ADDRESS CHANGES/NAME CHANGES

It is very important for the University to have your current local address, telephone number, name, etc. on file so that we can contact you. If, after enrolling, any information of this type changes, complete a DATA CHANGE FORM and return it to the Office of the University Registrar, First Floor, Horvitz Administration Building. A copy of this form must also be returned to the appropriate Dean's office.

BOOKSTORE

Textbooks should be purchased before the first day of classes. Books and diagnostic equipment (stethoscopes, blood pressure cuffs, ophthalmoscopes, otoscopes, etc.) may be purchased at:

Nova Books, Rosenthal Student Center, 1st Floor

Phone: (954) 262-4750 or 800-509-BOOK

Fax: (954) 262-4759

Email: novabook@nsu.acast.nova.edu

Hours: Monday - Friday 8:30 a.m. - 6:15 p.m.

Saturday 10 a.m. - 1:30 p.m.

Call for information about extended hours at the beginning of the semester. Students at off-campus locations may order textbooks by phone, fax, or email. Course number and site location must be indicated when ordering or requesting books. Books are shipped via UPS, usually within 24 hours. Textbook titles are posted on the Student Services Bulletin Board on the third floor of the Parker Building.

CAMPUS PUBLIC SAFETY

The Public Safety Department is an independent unit that provides protection and service for all students **24 HOURS A DAY**. Students can reach the office at 262-8981, Monday-

Friday 8 a.m. to 5 p.m., and after hours and on weekends at 262-8999. Public Safety should be called in all emergencies, to report a theft, or to report a suspicious person or situation. Public Safety also provides services such as vehicle battery jump starts, auto lockouts and entry into buildings or offices when locked out. The "NOVALERT" emergency number is 262-8999 (8999 on campus phones).

COMPUTER SERVICES

In order to access the University's computing resources, all students must obtain Internet access through a suitable Internet Service Provider (ISP). This requirement will become effective no later than the beginning of the Fall Term, 1999.

The administration, faculty and staff of the Health Professions Division are committed to the effective use of emerging technologies across all academic and professional disciplines. Any student can receive instruction on the use of the University's email system and Campus Wide Information System (CWIS). Each student enrolled in the Health Professions Division must apply for and obtain an online account on the University's computing facility. Students can utilize their online accounts for intra-campus communication and for submission of class assignments as required by faculty. All use of the University's computing facilities must be in accordance with all applicable policies and/or guidelines as promulgated by the University administration.

Students will be provided a personal account on the University's UNIX-based Sun Sparc server, called "HPD," upon request. With this account, students may communicate via email with faculty and other students, both at the University and at other locations around the world. Full Internet access is provided via a user-friendly, Lynx-based, online menu system. If you wish to sign up for a class, please call 262-1500 to schedule a class and to receive an application form and instructions.

Acceptable Use Of Computer Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the University's computing resources including students, faculty, staff, alumni, and guests of the University. Computing resources include all computers, related equipment, software, data, and local area networks for which the University is responsible as well as networks throughout the world to which the University provides computer access.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University Policies and applicable State and Federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU Copyright Policy may be examined in the University Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources:

1. for purposes other than the University's programs of

instruction and research and the legitimate business of the University

2. to harass, threaten or otherwise cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to University computers, or transport across University networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution
5. to recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above four categories include:

- using computer resources for personal reasons
- sending email on matters not concerning the legitimate business of the University
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- propagating electronic chain mail, pyramid schemes or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a University site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing a virus, worm or other program that damages

- or otherwise harms a system or network
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
- distributing, downloading, posting, or transporting child pornography via the web
- using University resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating Federal copyright laws or the NSU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the University. In cases where a user violates any of the terms of this policy, the University may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources.

EMERGENCY EVACUATION PROCEDURES

1. All employees and students must calmly exit the building, using the stairway exits.
2. Do not use elevators; they should be inoperable once a pull station has been alarmed. In the event of a real fire, people using the elevator could become trapped.
3. Pay close attention to disabled individuals. In an actual emergency, put disabled individuals in a

closed stairwell and alert the fire department of their whereabouts. Be sure this is done!

4. Once out of the building, do not go back in. The fire chief is the only one who can authorize re-entry.
5. Keep out of the lobby and clear of emergency vehicle routes. You must remain a safe distance from the building (50 feet minimum).

HOUSING

Nova Southeastern University campus housing is available to full-time Nova Southeastern University students. The residential facilities are Leo Goodwin, Sr. Residence Hall, Founders Hall, Farquhar Hall, Vettel Hall and the Cultural Living Center. The University offers various types of accommodations. Limited housing for married couples is also available. For information, contact the Office of Residential Life at 262-7052 or 800-541-6682, Ext. 7052.

HURRICANE POLICY

Hurricane Watch

In the event of a hurricane watch, the University President will confer with administrative staff in preparation for hurricane protection activity. Members of the University community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning-University Closing

If a hurricane warning is issued, the University President will decide if the University is to be evacuated. If the President orders the closing of the University, the appropriate directives will be relayed by the vice presidents to their areas of responsibility. NSU's Office of Public Affairs will contact major news organizations for immediate broadcast notification. The University's staff should tune into the radio and television stations listed below for a status report.

Radio Stations

WFTL - AM (1400)
WIOD - AM (610)
BIG 106 - FM (105.9)
WJQY - FM (106.7)
WHYI - FM (100.7)

Television Stations

WFOR - CHANNEL 4
WTVJ - CHANNEL 6
WSVN - CHANNEL 7
WPLG - CHANNEL 10

The Law Library is located on the second floor of the Shepard Broad Law Center. The hours of operation are:

Monday - Thursday	8:00 a.m. - Midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 9:00 p.m.
Sunday	10:00 a.m. - Midnight

LIBRARIES

There are four libraries available for use:

The Einstein Library, on the first floor of the Parker Building, contains a collection of books and periodicals to support the educational and research needs of Nova Southeastern University students. The library's collection of books and journals may be searched on its integrated on-line catalog. The latest in CD-ROM technology is available for student use at the Einstein Library. Students are assisted in the use of this new technology with specialized library instruction. Through computer terminals, the Einstein Library has access to several nationwide networks, such as the DIALOG Information Services and OCLC network. VCR workstations are available for educational viewing in the library. The hours of service are as follows:

Monday - Thursday	8:30 a.m. - 11:00 p.m.
Friday	8:30 a.m. - 9:00 p.m.
Saturday	8:30 a.m. - 7:00 p.m.
Sunday	Noon - 9:00 p.m.

For further assistance, please call (954) 262-4601.

The Health Professions Division Library is described on page 18.

The Oceanographic Center Library is located at 8000 North Ocean Drive, Dania, FL, in the Forman Building. The hours of operation are:

Monday - Friday	9:00 a.m. - 5:00 p.m.
-----------------	-----------------------

For further assistance, please call (954) 920-1909.

For further assistance, please call (954) 262-6200.

Examination periods may change any and all listed hours of operation. It is suggested that you call prior to planning your use of any Nova Southeastern University library.

MEAL PLAN

Students may choose from a variety of meal plans. Commuting students may also select a meal plan option. Food service is provided by Aramark, whose office is located in the Rosenthal Student Center.

The Rosenthal Student Center has a dining hall which is open from 7:00 a.m. - 7:15 p.m., Monday through Friday, and from 10:30 a.m. - 1:30 p.m. and 5:00 p.m. - 7:15 p.m. on Saturday and Sunday.

The Health Professions Division Cafeteria is located in the Terry Administration Building. Hours are Monday - Friday, 7:00 a.m. - 3:30 p.m.

The Law School Supreme Court Cafe is located in the Shepard Broad Law Center. Service includes sandwiches and beverages. Hours are Monday - Thursday, 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 3 p.m.

The Jamaican Me Crazy Cafe is located in the Parker Building. Service includes sandwiches, pizza and beverages. Hours are Monday - Thursday, 8:00 a.m. - 8:00 p.m. and Friday from 8:00 a.m. - 2 p.m.

The East Side Cafe is located in the School of Business and Entrepreneurship. Hours are Monday - Friday, 8:00 a.m. - 8:00 p.m., and 8:00 a.m. - 4:00 p.m. on Saturdays.

Flight Deck

The Flight Deck, located on the second floor of the Rosenthal Student Center, is the University's newest gathering spot. Students can watch television or play pool, ping pong, or darts. Hours are 10 a.m. - 12 midnight seven days a week. To reserve facilities, please contact Frank Majnerich, Flight Deck Operations Manager, at (954) 262-4640.

Summer semester hours for all locations are on a reduced schedule. For information, contact Aramark at 262-5300.

MICROCOMPUTER LABORATORY

MicroLab computer facilities are located in the Parker Building (1st, 2nd, and 3rd floors), Goodwin Residence Hall, the Sonken Building, in a modular unit located in front of the Parker Building, in the Health Professions Division Library, and the University Park Plaza. MicroLabs are also located at the East Campus. All are networked to the University's on-line computer systems. The online connectivity provides access to the Campus-Wide Information System, the Electronic Library, and the Internet. Computer platforms and systems provided in most laboratories include MS-DOS, Windows and Macintosh. Text and graphic scanners are available for student use. All systems are networked to laser printers and are equipped with CD-ROM drives. An extensive collection of software is housed in the laboratories for student use.

A current student I.D. is required for access to the laboratories. The facilities, except those at the Health Professions Division Library, are available seven days a week, from 8:00 a.m. to 11:00 p.m., Monday to Thursday; 8:00 a.m. to 9:00 p.m. on Friday; 8:00 a.m. to 7:00 p.m. on Saturday; and from noon to 9:00 p.m. on Sunday.

For the Microcomputer Laboratory located in the Health Professions Division Library, see page 19.

PARKING ON CAMPUS

All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University's parking policy. Please contact the Public Safety Department at 262-8981 for further information.

PUBLICATIONS

The University produces many official publications, including catalogs, brochures, manuals and handbooks. Official publications produced by the University include:

- NSU Catalogs
- Update
- At A Glance
- NSU Overview

- Health Professions Division Catalog
- Health Professions Division Student Handbooks
- Health Professions Division Clinical Manuals

Student Publications are:

- The Nova Knight (University)

RECREATION AND ATHLETICS

Recreation Complex (RECPLEX)

The Recplex sports-recreation complex consists of a pool, tennis courts, basketball courts and a fitness center. Locker rooms are provided. Reservations for use are not necessary; facilities are available on a first-come, first-served basis. Students must show their student I.D. in order to use these facilities. All fees for use by HPD students have been paid for by the administration of the Health Professions Division for the 1999-2000 academic year.

Hours of operation are:

Monday - Thursday	8:00 a.m. - midnight (until 11 p.m. in summer months)
Friday	8:00 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 8:00 p.m.
Sunday	10:00 a.m. - 10:00 p.m.

For more information or to reserve facilities, please call Tom Vitucci at (954) 262-7304.

Campus Sports and Recreation Program

Graduate and undergraduate students currently enrolled and in good academic standing with a valid student I.D. are eligible to participate in the Campus Sports and Recreation Program at NSU. The Campus Sports and Recreation Program offers students, faculty and staff members opportunities to participate and compete in a variety of sports and leisure pursuits. Based on a philosophy of sportsmanship and involvement, the program seeks to serve the diverse and ever-changing recreational needs and wants of the NSU community.

The Campus Sports and Recreation Program is divided into the following areas:

Intramural Sports	Outdoor Recreation
Special Events	Informal Sports
Instructional Clinics and Classes	

While enthusiasts may choose to participate in all areas, Intramural Sports will provide a gateway to initial activity.

Campus Sports and Recreation will offer the following intramural sports for the coming school year:

Flag Football	Golf	Volleyball
Coed Bowling	Darts	Basketball
Chess	Coed Softball	Singles Tennis
Volleyball	Doubles Tennis	Billiards
Soccer	Softball	

If not specifically noted, all sports offer men's, women's and coed divisions. Campus champions are recognized and awards are given for each sport. Check bulletin boards, the Student Activity Calendar and other postings for the deadlines for submitting entries. For more information, call (954) 262-7301.

Intercollegiate Athletics

Undergraduate students who meet the academic requirements – a minimum GPA of 2.5 in core courses and a minimum score of 860 on the SAT test – may be eligible to participate in the Athletic Program. The Athletic Program at NSU consists of:

<u>Men</u>	<u>Women</u>
Baseball	Basketball
Basketball	Volleyball
Soccer	Cross Country
Golf	Softball
	Soccer
	Golf

NSU's Athletic Program runs from the fall semester through spring. Students interested in competing on a team can get more information by calling Shannon Cain at 262-8266.

Facility Use

If a college-recognized student organization wishes to use the sports fields for an activity, please contact Mike Goodrich at (954) 262-8270. If a college-recognized student organization wishes to use a section of the Recplex, please contact Tom Vitucci at (954) 262-7304. Student organizations wishing to borrow sports equipment for an activity should contact Tom Vitucci at (954) 262-7304. Students requesting any recreational field outside of the Recplex must contact Mike Goodrich in Athletics at 262-8270.

STUDENT CENTER

The Rosenthal Student Center serves as the center of student life on campus. The Student Center houses the Office of

Student Life, which is open 8:30 a.m. - 7:00 p.m. Monday-Thursday, and 8:30 a.m. - 5:00 p.m. Friday (Summer hours are 8:30 a.m. - 5:00 p.m. Monday - Friday); Aramark Food Service; and the Flight Deck, which houses recreational facilities, including a billiards area, snack bar, quiet areas, and conference and reception rooms. To reserve a conference or reception room, call 262-7280.

STUDENT I.D. CARDS

The Office of the University Registrar issues each student an identification card the first time he or she registers. I.D. cards are needed for the computer labs, library, residence halls, and campus events. If you do not have your I.D. card by the time you read this, get one as soon as possible. You should carry your I.D. card with you at all times. An NSUI.D. card is required for all meal plan options. Students living on campus should have their I.D. card to gain access to the residence halls. Students living in the Goodwin Residence Hall should have their I.D. cards to gain entrance into the building from 9:00 p.m. to 7:00 a.m. If you lose your I.D. card, or if it is destroyed, please request a new one by contacting the H.P.D. Badge Room at 262-1134. There is a \$7.00 fee to replace a lost I.D. card.

WHERE TO GO

ACADEMIC SUPPORT SERVICE

262-8350

ATHLETICS

Department of Athletics, (262-8250)

BOOKS (and supplies)

Nova Books, Inc., Rosenthal Student Center
First Floor (262-4750)

CAREER RESOURCE CENTER

262-7201

CHANGE OF VITAL INFORMATION

(Name, Address, Telephone, etc.)

Office of the University Registrar,
Horvitz Administration Building, First Floor
(262-7255)

HEALTH SERVICES

Sanford L. Ziff Health Care Center
262-4100

I.D. CARDS (Student)

H.P.D. Badge Room, Terry Administration Building,
First Floor, Room 1134 (262-1134)

LIBRARIES

Einstein Library - Parker Building,
First Floor - (262-4601)

Health Professions Division Library -
Library/Laboratory Building, First Floor -
(262-3106)

Oceanographic Center Library - Forman Building,
Dania, FL. - (920-1909)

The Law Library - Shepard Broad Law Center -
Second Floor - (262-6200)

PSYCHOLOGICAL COUNSELING

262-5730

RADIO STATION - WNSU 92.9 cable FM

NSU Radio, Rosenthal Student Center,
First Floor (262-8457)

SECURITY - NOVALERT 262-8999 (24 Hours)

STUDENT EMPLOYMENT

Student Financial Aid, Horvitz Administration
Building, First Floor (262-8990)

STUDENT FINANCIAL AID

Director of Student Financial Aid, Horvitz
Administration Building, First Floor
(262-3380 or 800-522-3243)

Bursar's Office, Horvitz Administration Building
First Floor (262-5200)

Student Financial Aid Counselor, Terry Administration
Building, First Floor (262-1130)

TRANSCRIPTS (Official and Student Copies)

Office of the University Registrar, Horvitz
Administration Building, First Floor (262-7255)

WELLNESS CENTER

262-7040

WORK STUDY EMPLOYMENT OPPORTUNITIES

Student Work Study, Horvitz Administration
Building, First Floor (262-8990)



Health Professions Division

PART II

1999-2000

ON-CAMPUS DIVISION PERSONNEL

Morton Terry, D.O.

Chancellor

Room 1507/Ext. 1501

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.

Fred Lippman, B.Sc., R.Ph.

Executive Vice Chancellor and Provost

Room 1508/Ext. 1501

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

Morton J. Morris, D.O., J.D.

Vice Chancellor and Deputy Provost

Room 1504/Ext. 1501

The Vice Chancellor and Deputy Provost supervises all continuing academic education programs in the Division as well as all distance learning programs and technology. He assists the Executive Vice Chancellor and Provost in his duties.

Stanley Cohen, Ed.D.

Vice Provost

Room 1522/Ext. 1523

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

Marla Frohlinger, M.H.S.A.

Assistant Vice Chancellor for

Student Services and Professional Coordination

Room 1107/Ext. 1107

This office oversees the operation of Admissions and Student Affairs including recruitment, supervises professional placement and is the official advisor to HPD student government. She coordinates the Division's dual admission programs and assists in the development of cooperative programs for interdisciplinary instruction between and among colleges.

Irving Rosenbaum, D.B.A.

Assistant Vice Chancellor for Professional Affairs

Room 1510/Ext. 1510

The Assistant Vice Chancellor for Professional Affairs is responsible for coordinating external affairs for the Division, assisting in preparation and monitoring of departmental budgets, progress reports and financial data; serving as liaison between the Provost's Office and the Deans of the Division; and ensuring compliance with University policies and procedures.

Sara Schoninger, B.S.

Assistant Vice Chancellor

for Marketing and Communications

Room 1512/Ext. 1512

This office is responsible for all printing and publishing activities of the Division and all public relations, as well as planning and executing marketing plans.

Mr. Donald Simmons

Assistant Vice Chancellor for Administration

Room 1513/Ext. 1513

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

Steven Weinstein, C.P.A., M.B.A.

Comptroller

Room 1514/Ext. 1514

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

Jay Tischenkel, B.Sc., R.Ph.

Director of Institutional Advancement

Room 1502/Ext. 1501

The Director of Institutional Advancement is in charge of all major corporate fund-raising activities for the Health Professions Division.

Janice Gottlieb, M.A., M.L.S.

Library Director

Library/Laboratory Building, Ext. 3106

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.

HEALTH PROFESSIONS DIVISION COLLEGES

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

COLLEGE OF ALLIED HEALTH

Raúl R. Cuadrado, Dr.P.H.

Dean

Room 1203/Ext. 1203

COLLEGE OF DENTAL MEDICINE

Seymour Oliet, D.D.S.

Dean

Room 7312/Ext. 7311

COLLEGE OF MEDICAL SCIENCES

Harold E. Laubach, Ph.D.

Dean

Room 1303/Ext. 1303

COLLEGE OF OPTOMETRY

David S. Loshin, O.D., Ph.D.

Dean

Room 1404/Ext. 1404

COLLEGE OF OSTEOPATHIC MEDICINE

Anthony Silvagni, D.O., Pharm.D., M.Sc.

Dean

Room 1407/Ext. 1407

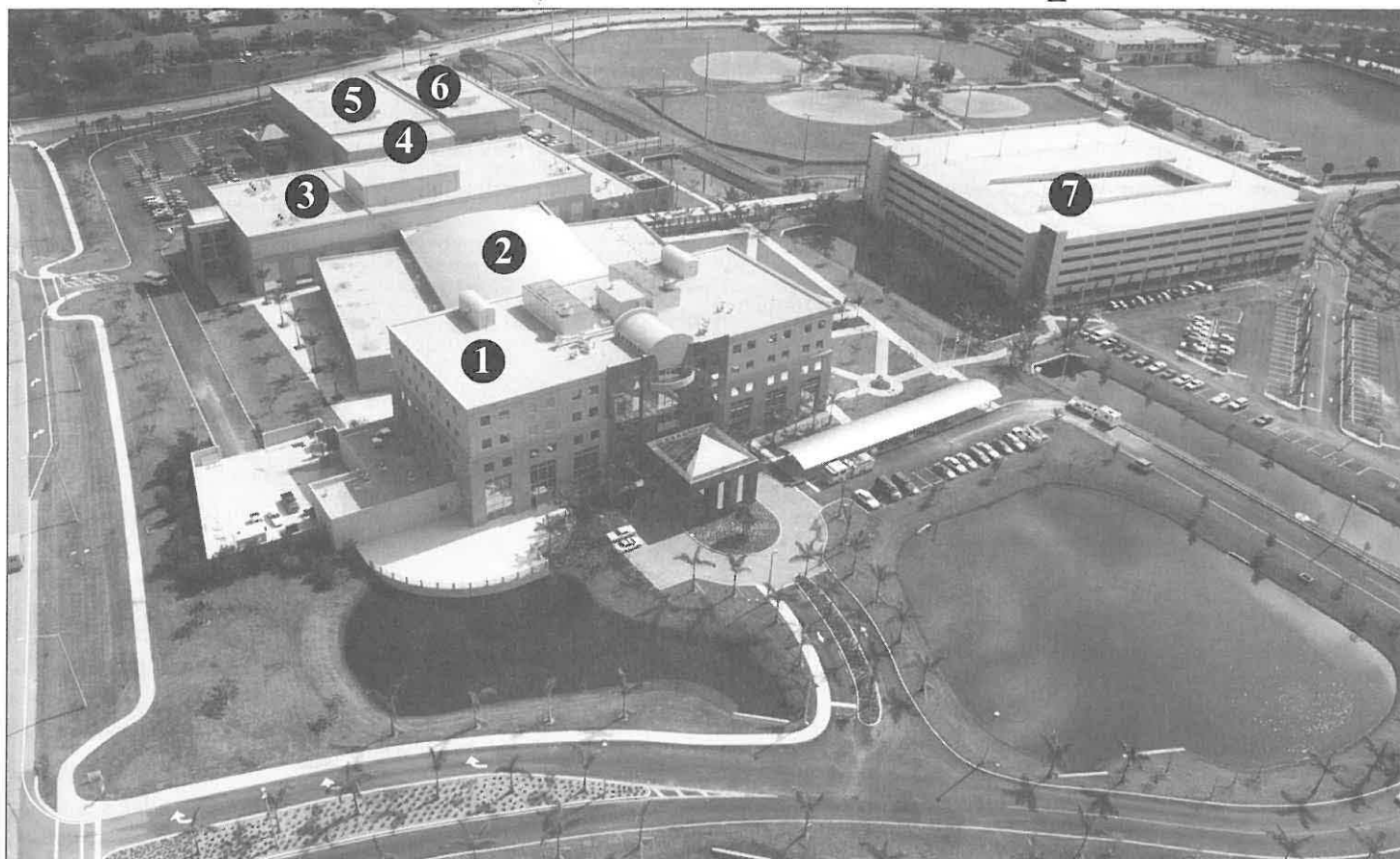
COLLEGE OF PHARMACY

William Hardigan, Ph.D.

Dean

Room 1300/Ext. 1300

Welcome To Our Campus



The Health Professions Division Facilities

1. TERRY ADMINISTRATION BUILDING

First Floor

Student Affairs
Admissions
Financial Aid
HPD Cafeteria

Second Floor

College of Allied Health
Occupational Therapy Program
Physical Therapy Program
Physician Assistant Program
Public Health Program

Third Floor

College of Medical Sciences
College of Pharmacy

Fourth Floor

College of Osteopathic Medicine
College of Optometry

Fifth Floor

HPD Administration

2. ASSEMBLY BUILDING

Finkelstein Auditorium- 125 seat
Jonas Auditorium- 125 seat
Melnick Auditorium- 125 seat
Terry Auditorium- 125 seat
Auditoria A,B,C, and D- 125 seats each
Central Auditorium- 500 seats
Hull Auditorium- 250 seats
Seminar Rooms

3. LIBRARY/LABORATORY BUILDING

First Floor

Drug Information Center
HARVEY Cardiac Simulation Room
HPD Library
Student Computer Laboratory
Patient Simulation Center

Second Floor

Occupational Therapy Laboratories
Optometry Laboratories
Physical Therapy Laboratory
Student Lounge
Osteopathic Manipulative
Medicine Laboratory

Third Floor

Basic Science Laboratories
Gross Anatomy Laboratories
Microscopy Laboratory
Research Laboratories
Moran Pharmacy Practice Laboratory
Pharmacokinetics Laboratory
Pharmaceutics Laboratory

4. CAMPUS PHARMACY

5. SANFORD L. ZIFF HEALTH CARE CENTER

First Floor

Family Medicine
Occupational Therapy
Pediatrics
Physical Therapy
Radiology

Second Floor

Optometry Clinics
Optometry Dispensary

Third Floor

Business Offices
Specialty Clinics (Cardiology,
Internal Medicine, Osteopathic
Manipulative Medicine,
Pulmonary Medicine)
Emergency Medicine Training Center

6. DENTAL MEDICINE BUILDING

First Floor

Oral Medicine and Radiology Clinic
Oral Surgery Clinic
Student Dental Clinic

Second Floor

Faculty Practice
Postgraduate Endodontic Clinic
Postgraduate Orthodontic Clinic
Postgraduate Pediatric Dentistry Clinic
Postgraduate Periodontic Clinic

Third Floor

Auditorium
Central Sterilization Area
Faculty Offices
Student Dental Supply Depot

7. PARKING GARAGE

STUDENTS WITH DISABILITIES

Any student who has a disability will be provided with reasonable accommodations as required by the Americans with Disabilities Act, if, with the accommodations, the student will be able to perform the essential functions of the academic program. Each program has developed Core Performance Standards, published on the following pages. These describe those essential functions of each program which every student must be able to meet, with or without reasonable accommodations. Questions must be directed to Morton T. Smith, D.O., in Room 1489 of the Terry Administration Building. Any student having a disability must contact Dr. Smith.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESS

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws which prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex or disability.

Regarding disabled individuals, the University will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the University believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually care for. The standards reflect what the University believes are reasonable expectations required of health professions students and personnel in performing common functions.

The holders of health professions degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates

for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including: intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; hearing, visual, tactile, behavioral and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, a critical skill, requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Interpersonal

Candidates and students should be able to interact with and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of some health care professionals are cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Physical therapy and occupational therapy students must be able to position patients for treatment as well as the teaching of functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weigh chemical ingredients for the preparation of pharmaceutical dosage forms, including intravenous solutions. They must be capable of performing procedures associated with preparing sterile and nuclear products.

Strength and Mobility

Candidates and students must have sufficient mobility to attend to emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability sufficient to move from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment. Pharmacy students must be able to move about within a pharmacy setting and a patient's room. Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and to position and move patients when required.

Hearing

Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries, to hear cries for help, to hear features in an examination, such as the auscultatory sounds, and to be able to monitor equipment.

Visual

Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion and tissue texture changes. Osteopathic Medical, Optometric and Physician Assistant students must have visual ability sufficient to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses including body language and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders as well as to inspect medicines for deterioration or expiration.

Tactile

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures. Dental students must be able to deliver appropriate treatment using high technology equipment such as dental drills and surgical instruments.

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that

will be assessed during the admissions and education processes.

BUILDING HOURS

The Executive and 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.)

LIBRARY

The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings, more than 20,000 book titles, over 1,300 active journals, more than 1,500 audio tapes, videocassettes, slide sets, CD-ROMs, as well as a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet website, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours. The hours of service are:

Monday - Thursday	7:30 a.m. - Midnight
Friday	7:30 a.m. - 11:00 p.m.
Saturday - Sunday	10:00 a.m. - 10:00 p.m.

For further assistance, please call (954) 262-3106. *Holiday, vacation hours and extended hours during examination times will be posted.*

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 University or library staff is not responsible for the loss of personal items or books.

Circulation Policy

1. Students and faculty who wish to borrow library materials must show NSU identification.
2. Students and faculty are entitled to online access with an academic computer account.
3. Students and faculty in good standing may borrow circulating books and library materials for specified periods of time.
4. Circulating books must be returned in person to a member of the library staff.
5. Library materials will not be renewed by telephone.

6. Reserve books, audio and video tapes, and class notes must be requested and checked out at the circulation desk for in-library use.
7. The time period for reserve materials is three hours unless otherwise designated by the librarian.
8. Reserve materials may be renewed hourly as long as there is no request for them by another person.
9. No periodicals, reserve or reference material will leave the library at any time unless authorized by the librarian or designee.
10. Library materials are expected to be returned on or before the time due.
11. Repeated overdue may cause revocation of library privileges.
12. Cost of replacing lost library materials will be charged to the patron.

MICROCOMPUTER LABORATORY

The Health Professions Division Microcomputer Laboratory (MicroLab) entrance is located in the HPD Library to the right of the front desk. It contains two networked laser printers, a color scanner, and 40 desktop computers equipped with Windows 95, Microsoft Office (Word, Power Point, Excel, Access), and WordPerfect. Other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the electronic library, the Internet and the World Wide Web (WWW) via Netscape.

Computer - assisted instruction programs are also available. The H.P.D. Laboratory operates under the auspices of the University Office of Information Technology User Services.

Microcomputer Laboratory Hours

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

Rules and Regulations

1. NSU identification is required for admittance to and use of the facility.
2. All HPD MicroLab users are required to provide and use a data disk.
3. Virus-scan programs will be run on all disks; scanning is necessary to preserve the integrity of student data files and to protect the Division MicroLab equipment from viruses.
4. Computer usage is for the purpose of
 - a) completion of classroom and computer assignments
 - b) use of computer-assisted instruction
 - c) on-line research
5. Files created by students may not be stored on the computer hard drives. The computers will be periodically checked and unauthorized files found on the hard drives will be erased without notice.
6. The WWW is a "paperless society." Pages are not to be printed unless required to meet course requirements as defined in course syllabi or by written request from a professor.
7. Downloading files and executable software from the Internet to the Division MicroLab hard drives is prohibited.

8. Classes scheduled in the MicroLab have priority for use. Professors must sign up to reserve the Division MicroLab at least one week in advance. Request-for-use forms are available in the Division MicroLab.
9. The use of unauthorized or "bootleg" software, as defined by Federal Copyright laws, is not permitted.
10. Smoking, food, and beverages are not permitted in the Division MicroLab.
11. All software installations are to be made by Division MicroLab staff only.
12. Users must comply with the University Policy on Acceptable Use of Computer Resources (see page 4).
13. Division MicroLab staff is not responsible for personal items, books, or disks. All lost and found items will be turned over to NSU Public Safety.
14. The printer network will be turned off 15 minutes prior to closing.
15. All questions regarding use of the facilities are to be referred to the Division MicroLab staff member on duty.

STUDENT LOUNGE

Students who wish to relax may utilize the student lounge on the second floor of the Library/Laboratory Building during their free hours. Vending machines, pay telephones, and video games are provided for student use.

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

MAILBOX AND MESSAGE CENTER

Mailboxes for intra-campus memos and notices can be found in the student 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. Postgraduate Pharm.D. students do not have mailboxes.

FINANCIAL AFFAIRS

Fees and Expenses

Student Activities Fee (all students)	\$100.00 yearly
Lab Fee (only for Osteopathic Medical, Dental, and Medical Sciences students)	\$100.00
Technology Fee	*
Graduation Fee (Seniors only)	\$200.00
Graduation Fee (B.S./Vision Science)	\$25.00
I.D. Replacement	\$7.00
Diploma Replacement	\$25.00
Official Transcripts	\$5.00

* University fee to be announced; not to exceed \$100.00

Late Registration

Students who have completed one full year at the University and who cannot meet their financial obligations by the first day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the University or the Division.

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.

Students are required to pay at the time of registrations unless financial aid or scholarships have been awarded. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, College Card, or Discover. Students' financial obligations must be satisfied before the registration process can continue.

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 withdraw officially will result in failure in all courses for that semester and automatic dismissal from the University.

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 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. (Students with questions should consult the Bursar's office.)

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 attend.

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account 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 University's Board of Trustees.

Florida Residency

Eligible students must request in-state tuition on application. For tuition purposes, students' Florida residency status (in-state or out-of-state) will be determined based upon initial matriculation and will remain the same throughout the entire enrollment of the student at NSU. The determination as to eligibility for in-state tuition at NSU shall be made exclusively by NSU.

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. Determining 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. A Financial Aid Counselor 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 located in the Horvitz Administration Building 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 Thursday, 8:30 a.m. to 7:00 p.m., 8:30 a.m. to 6:00 p.m. on Friday, and 9:00 a.m. to noon on Saturday. A counselor is also available in Room 1130 of the Terry Building from 8:30 a.m. to 5:00 p.m. Monday through Friday. 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 in the Horvitz Administration Building.

All financial obligations must be met 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 designee, 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 respective college's Office of Student Affairs.

1. Excused Absences

a. Illness - For absences due to illness, the appropriate Dean or his designee must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

b. Religious Holidays - Absences for major religious and ethnic holidays may be excused at the discretion of the Health Professions Division Office of Student Affairs. Students are required to obtain approval for their absences one week prior to the holiday.

c. Special Circumstances - Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Dean or his designee 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 judgment 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 Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to clinical rotations by the involved College.

4. Tardiness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both 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 or 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 individual.

5. 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. If approved, the student must re-enter the program no later than the following year at the beginning of the same semester in which he or she left.

DRESS CODE

Students in the Health Professions Division 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. The following constitute acceptable attire:

1. Shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
2. Matching scrub sets and shoes.

In addition to the above attire, students must wear their white clinical jacket.

3. Identification badges will be issued at the Division Badge Room and must be worn at all times when the student is on campus or clinical rotation.

4. Students may not wear the following:

- a.) shorts
- b.) cut-offs
- c.) mini-skirts (higher than mid-thigh)

- d.) jeans
- 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
- i.) hats or caps, unless of a religious nature

These guidelines apply on campus from 8:00 a.m. - 5:00 p.m., Monday through Friday, and while on duty on rotations.

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 scrub suits in anatomy laboratory) it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including mid-terms and examination periods.

CONDUCT

Students are expected to conduct themselves in a responsible manner which will reflect credit upon themselves, the Division and the University, in terms of morality, honor, truth and good citizenship, and to abide by the regulations of the Division and 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 manner 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, and submitting a paper without proper citations for another's ideas or quotations. These are only several examples of academic dishonesty, and students are required to acquaint themselves with the specific course requirements and regulations of the Division and 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, associate and assistant deans, and the Dean may enforce additional penalties ranging up to expulsion from the program.

STUDENT RECORDS

Transcripts

Transcripts of a student's academic record may be requested by the student through the Office of the University Registrar. 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 Office of the University Registrar. Include in the request the full name, social security number, and 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 \$5.00 charge for each transcript sent.

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 Center 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 Americans with Disabilities Act.

Procedure to Inspect Education 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 herself.

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 Education Records

Type: Admission Records
Location: Admissions Office

Custodian: Ms. Marla Frohlinger, Assistant Vice Chancellor for Professional Services and Student Coordination

Type: Cumulative Academic Records
Location: Horvitz Building, Office of the University Registrar

Custodian: Mr. Stanley Cross, University Registrar

Type: Health Records
Location: Respective Dean's or Program Director's Office

Custodian: Respective Dean or Program Director

Type: Student Financial Records
Location: Horvitz Building, Finance Office
Custodian: Ms. Tamela Orefice, University Bursar

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

Type: Student Financial Aid Records
Location: Horvitz Building/Student Financial Aid Office
Custodian: George Hanbury

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, or

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.

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.

Correction of Education Records

Students have the right to ask to have corrected any records 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 their 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 or 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 inaccurate, 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 in the Health Professions Division 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. 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

All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University's parking policy. Please contact the Public Safety Department at 262-8991 for further information.

The Division does not guarantee parking spaces for students, but provides a limited number of parking spaces on a first-come, first-served basis. Students may park in any unassigned parking space in the University parking lots.

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. Bicycles are to be placed only in the bicycle racks located along the covered entrance between the Parking Garage and the Assembly Building.

SEXUAL HARASSMENT POLICY

It is the policy of the Health Professions Division, 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. As such, the Division supports University Policy #32, revised January, 1998, which addresses sexual harassment. Sexual harassment may involve the behavior of a person or 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, 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 Division 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:

Definitions for Purposes of Part IV:

1. 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.

2. 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 statements, and assignments of visual or written materials.

3. 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 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

Demeaning verbal and other expressed behavior of students versus students is also subject to disciplinary action.

PART VI

Retaliation

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 Student Sexual Harassment Committee

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

The Committee will consist of individuals appointed by the Executive Vice Chancellor and Provost. Their function will be to investigate all allegations of sexual harassment that involve students; report those findings to the Executive Vice Chancellor and Provost for disposition of the case; and act as advocates and conduits for the resolution of the case.

All other allegations are to be reported to the NSU Office of Human Resources at (954) 262-7870.

Reporting Allegations of Sexual Harassment by HPD Students

Instances of sexual harassment between HPD students only are to be reported at the earliest possible time to one of the members of the Committee for the purpose of the follow-up investigation and disposition:

- Daniel E. Shaw, Ph.D., Chair
Room 1465, Terry Administration Building
- Edye Groseclose, Ph.D.
Room 1325, Terry Administration Building
- Terrence N. Ingraham, O.D.
Room 1410, Terry Administration Building
- Lisa-Deziel Evans, Pharm.D.
Room 1387, Terry Administration Building

Christine Keena, M.B.A.
Room 1516, Terry Administration Building

1. The individual or individuals reporting the alleged incident must identify themselves 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 judgment 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 and Provost's Office and the Office of Human Resources) 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 to 48 hours.

1. Interview of Complaint

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/Confidentiality

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 Provost or his designee.

4. Reporting of Findings

The Committee will report findings of any investigation (formal or informal) to the Executive Vice Chancellor and Provost 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 or 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, 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 or 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, optometric and dental care is made available during regular business hours for the University family. When a student or a member of his or her immediate family (spouses and children) needs care, he or 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, contact the University Health Service at 262-4100.

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 the University Health Service are strongly discouraged.

Examinations

1. A complete physical examination, comprehensive dental examination and a comprehensive eye examination, consistent with the standard University form, are required of every student.

a. Students may have these done by their personal physician, their personal eye doctor (optometrist or ophthalmologist), or their personal dentist prior to matriculation. Forms will be distributed by the Division Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

b. Students may request that these examinations be done by the University Health Service after matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept!

2. Reports of the three examinations (whether done privately or by the University) will be filed in the student's medical files.

3. Any follow-up recommended in the examinations will be the financial responsibility of the student. 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 the Health Professions Division:

Basic Immunizations

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

Hepatitis B Vaccine

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

Tuberculosis

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

Arrangements

The University Health Service will schedule appointments for students for tuberculosis testing and for Hepatitis B vaccination. 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.

AIDS Policy

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). While the Division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. 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 Division 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 Psychological Services

The University Center for Psychological Studies is cooperating with the Health Professions Division for providing psychological counseling. Students who need assistance should feel free to call the Center, located in the Maltz Psychology Building. The Program Coordinator for the Health Professions Division is Ms. Lori Kiesel, who can be reached at 262-5730. The Center's hours are:

8:30 a.m. - 9:00 p.m., Monday - Thursday

8:30 a.m. - 5:00 p.m., Friday

9:00 a.m. - 1:00 p.m., Saturday

Crisis counseling is available 24 hours a day.

MEDICAL BENEFITS

Since insurance is required, it must be submitted for health care. 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.

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, and staff. 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 Division 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.

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 Daniel Shaw, Ph.D., Chair of the Department of

Behavioral Medicine and Director of the Student Impairment Program, at his office in Room 1465, Terry Administration Building, (954)262-1465.

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 (Driving Under the Influence) 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 0.10% 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 roadside sobriety test, with or without videotaping.
4. Any significant loss of psychomotor function or cognitive ability.

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 0.10% 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-pound 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-pound 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.

Drivers with blood alcohol level of 0.08% or higher or impairment due to other scheduled or illicit substances will be subjected to the following penalties:

B.A.L. between 0.08% and 0.2%

1st Offense

Fine \$250-\$500
Prison up to 6 months

2nd Offense

Fine \$500-\$1000
Prison up to 9 months

3rd Offense

Fine \$1000-\$2500
Prison up to 12 months

B.A.L. of 0.2% and above

1st Offense

Fine \$500-\$1000
Prison up to 9 months

2nd Offense

Fine \$1000-\$2000
Prison up to 12 months

3rd Offense

Fine \$2000-\$5000
Prison up to 12 months

Damage to property or another person

First offense.....Misdemeanor of first degree
Fourth offense third degree felony
Serious injury third degree felony
DeathDUI manslaughter -
second degree felony

The possession of an 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, the Division has established the following drug-free awareness program. The Division 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 Division'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 Division'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 University's 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, except under direct supervision at approved social functions at the RECPLEX.

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. Daniel Shaw, Chairman of the Impaired Students Committee, Room 1465 in the Terry Administration Building.

Impaired Students

Intervention Protocol

1. The Impaired Student Program (ISP) of the 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 Student Program.

- a. A description of the Program is listed below. The Program Director can be reached at the Terry Administration Building Room 1465, Ext. 1465.
- 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 or 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 will be investigated to obtain corroborating 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 (954)262-1465.
- (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) Anonymity will be maintained.

b. In order to provide maximum protection to the student, initial intervention will be carried out by the ISP Director, Dr. Daniel Shaw, and/or his designee.

(1) Dr. Shaw 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 ISP 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. If necessary, the student may be instructed to miss a scheduled class.

(4) Urine and/or blood samples may be required at the ISP Director's discretion.

(5) Failure to comply with this protocol will result in confrontation by the entire ISC.

c. If all other attempts fail, the suspected dysfunctional student will be reported to administration which, 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) Confidentiality will be maintained.
- (2) An individualized treatment plan will be developed by the Committee.
 - (a) Actual treatment will be initiated as soon as possible.
 - (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 or she will have every opportunity to continue his or 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. studies as soon as possible.
- (5) If inpatient treatment becomes lengthy, it is understood that the student's ability to continue with his or her class may not be possible.
- (6) The student will be allowed to continue his or her education at the earliest possible date.

b. Student involvement in the various self-help activities related to his or her treatment.

- (1) Outpatient therapy
- (2) Urine/blood tests
- (3) Inpatient therapy

- c. Drug testing may be carried out at any time during treatment. Testing will be carried out on a random basis.

2. Resources

- a. All forms of treatment available to physicians, physician assistants, pharmacists, optometrists, occupational therapists, physical therapists and dentists 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 Business and 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: (954) 462-0265
- (2) Narcotics Anonymous: (954) 476-9297

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

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, or public health. It is a violation of the 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 appropriately licensed in a profession may engage in that professional work to the extent provided by law.

Alcohol on Campus

The Health Professions Division maintains 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 DIVISION BUILDING.

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 at the Division Badge Room. These badges are given to the student at no charge except for replacement.

Lost and Found

Lost and Found services are administered by the NOVALERT Security Personnel located on the first floor of the Horvitz Administration Building. The phone number is: 262-8999.

Notices, Messages, Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in 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.

Photographs and Recordings

No one may take photographs in classrooms or laboratories without prior permission of the instructor. Absolutely no

photographs may be taken in the Anatomy laboratories. Students wishing to tape record lectures must 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.

Social Events and Extra-curricular Activities

All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs and must be listed in order to avoid conflicting functions. A student or group of students may not officially represent the Division or 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 Division Office of Student Affairs and faculty advisors affiliated with the group. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. Activities must be approved by the Division 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. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the Division Office of Student Affairs. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Employment

Due to the intensity of all academic programs, 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 Student Financial Aid Office, 262-3380, or the Coordinator of Student Employment, 262-8990.

Student Mail Boxes

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 Library/Laboratory Building.

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

Mailboxes will be assigned at the beginning of each academic year by the Division Office of Student Affairs.

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 outside the library or at various other locations throughout the campus. Use of the Division office phones is not permitted under any circumstances.



College of Allied Health

PART III

1999-2000

COLLEGE OF ALLIED HEALTH PERSONNEL

Raúl R. Cuadrado, M.P.H., Dr.P.H.

Dean, College of Allied Health

Director and Professor, Public Health Program

Room 1200/Ext. 1205

The Dean is the chief academic officer of the College of Allied Health and serves as Director of the Public Health Program.

Reba L. Anderson, Ph.D., O.T.R., F.A.O.T.A.

Associate Dean, College of Allied Health

Director, Occupational Therapy Program

Room 1243/Ext. 1242

The Associate Dean plans, directs and coordinates the Occupational Therapy Program.

Richard E. Davis, M.S., P.A.-C.

Assistant Dean, College of Allied Health

Director, Physician Assistant Program

Room 1252/Ext. 1250

The Director plans, directs and coordinates the Physician Assistant Program

Cheryl Hill, M.S., P.T.

Assistant Dean, College of Allied Health

Director, Physical Therapy Program

Room 1266/Ext. 1662

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

Chris Mitchell, B.A., M.S.

Executive Assistant to the Dean

Academic Coordinator, Public Health Program

Room 1204/Ext. 1204

The Executive Assistant provides administrative assistance to the Dean, serves as a liaison between the Dean's Office and individual Allied Health program directors, and coordinates affairs for the Public Health Program.

ACADEMIC AFFAIRS

Requirements for Graduation

Students are not awarded their degree 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 student has attained sufficient maturity of thought and proficiency. If a student fails to graduate, he or 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.

In order to be eligible for a degree from the College of Allied Health, all students shall:

1. Be of good moral character
2. Successfully complete all academic courses and requirements for the degree
3. Have satisfactorily completed the program of study required for the degree with a minimum grade of 70% in each course
4. Have satisfactorily discharged all financial and library obligations
5. Attend in person the rehearsal and commencement program at which time the degree is conferred

In addition to the above minimum requirements, each Program has specific graduation requirements.

Bachelor of Science in Physician Assistant Studies:

- Satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 70%
- Successfully complete all didactic and clinical course work

Master of Medical Science in Physician Assistant Studies:

- Successfully complete the M.M.S. graduate project

- Satisfactorily complete the program of study required for the degree with a numerical GPA of 70 or above

Master of Physical Therapy Program:

- Successfully complete the clinical residency including a critical inquiry project

Master of Occupational Therapy Program:

- Successfully complete all clinical internships within 24 months of completion of academic course work

Doctor of Occupational Therapy Program:

- Satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 80%
- Successfully complete a qualifying examination
- Successfully complete the clinical and academic residency
- Successfully defend the dissertation before a dissertation committee composed of three faculty
- Have verification of publication or presentation of dissertation results in a professionally recognized venue, and present results at a doctoral colloquium
- Present dissertation research and findings at pre-graduation symposium
- Provide four copies of dissertation, two copies suitable for permanent binding
- Submit dissertation abstract to the University of Michigan's *Dissertation Abstracts International*

Master of Public Health Program:

- Successfully complete the M.P.H. Practicum (thesis paper project)
- Satisfactorily complete the program of study required for the degree with a minimum overall GPA of 80%
- Pass a comprehensive examination, which includes all major areas of public health

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 advisor during orientation period and are encouraged to meet periodically with their advisor to review classwork in order to avoid any academic problems.

Computers

Students will have access to multiple computer labs on campus throughout the week and weekend. Students are also required to have access to computers outside the University to maintain communication with the program office and to aid in the completion of required course work.

Email Accounts

All College of Allied Health students must maintain an active NSU email account and provide the Program Office with the address. Students are expected to check their email account daily throughout their course of study which includes internships, rotations, and fieldwork.

Examinations

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

Retake Policy

The maximum final grade a student can earn on any course after any remediation examination will be 70%.

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 GPA's.

Grade Disputes

Grade disputes should be in writing and directed to the course instructor within 10 days prior to any retake. If unresolved, the dispute is forwarded to the Student Progress Committee. If subsequent appeal is made, the matter follows the same process outlined in the Handbook section entitled Student Progress Committee.

Academic Standing

Each student's academic achievement is reviewed each semester and a 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, etc.)
5. Withdrawals

Course Failures

Failing two or more courses, didactic or field work, or failing the same course twice will result in the matter being referred to the Program's Student Progress Committee and may lead to dismissal.

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 Program Director. A grade of "W" will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the advisor and Program Director to withdraw from placement. Withdrawal from a clinical site may significantly extend the length of the program.

Student Progress Committees

Each program, Physician Assistant, Occupational Therapy, Physical Therapy, Master of Public Health and Master of Medical Science has a Committee on Student Progress which meets to review the performance of students in their respective programs. Their recommendations are made to the Program Director, who determines final status of individual students, subject to the approval of the Dean.

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.

In the Occupational Therapy and Physical Therapy Programs, no student may advance to Year II of the study without having successfully completed all of the Year I curriculum. In the Physician Assistant Program students may continue on the academic course of study while on probation only with the approval of the Committee on Student Progress and the Dean.

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 cumulative GPA of 95% or better of their class will receive a diploma inscribed with "Highest Honors." Students with a cumulative GPA of 90-94 of their class will receive a diploma inscribed with "Honors."

Academic and Professional Probation

The Committee on Student Progress will make recommendations to the Program Director when the student is not making progress towards meeting degree requirements or fails to meet the attitudinal and behavioral objectives and/or professional standards of the program. The Program Director may then recommend to the Dean that the student be placed on academic or professional probation. This will

be recommended on the official transcript. The Program Director will then notify the student of this action. A student on academic or professional probation will be restricted from holding office in any student or college-sponsored organization, ineligible for placement on the Chancellor's or Dean's List, and may not receive funds for student-related activities. The College and Division offices of Student Affairs will also be notified. Students on academic and professional probation will also be prohibited from enrolling in dual degree programs. The Program Director and the Dean may restrict other activities.

Failure to bring the GPA up to 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 or 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.

Course Remediation Cost

The cost of repeating a course is not covered in the regular tuition. Students who fail a course, didactic or fieldwork, will be required to repeat the course and will be charged a per semester hour rate as determined by the Executive Vice Chancellor and Provost.

Dress Code

Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on the campus, or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, it is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those

failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student's file.

The following constitutes acceptable and professional attire:

- Students must wear their white clinical jackets at all times except in laboratories.
- Shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants or skirt with blouse, or dress and appropriate shoes.
- Matching scrub sets and shoes.
- No institutional scrubs may be worn by any College of Allied Health student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.
- Students may not wear the following: shorts or cut-offs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, thongs, flip-flops, tee-shirts (as the outer shirt), jogging or exercise clothing, and inappropriately mismatched garments, hats or caps

Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditorium, laboratories, or library.

Student Appeals

The student when appealing administrative decisions may take the following steps. A written request must be made by the student within five school days of the receipt of

notification of each party. If decision of the appeal is not satisfactory to the student, he or she may proceed as follows:

- First appeal is made to the Program Director
- Second appeal is made to the Dean
- Third appeal is made to the Provost
- Fourth appeal is made to the Chancellor

The student will be notified of each appeal's decision in a timely fashion. The decision of the Chancellor is final.

Accreditation, National Examinations and Licensure

Physician Assistant Program

The Physician Assistant Program at Nova Southeastern University is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Program is a member of the national Association of Physician Assistant Programs.

Application for licensure in the State of Florida is obtained through the Department of Business and Professional Regulation in Tallahassee, Florida. To be eligible for a Florida State License, the PA must be a graduate of a program accredited by the Commission on Accreditation of Allied Health Education Programs and must successfully pass the Physician Assistant National Certification Examination (PANCE).

Application for the PANCE 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. The certification examination occurs in mid- October and mid-April.

Occupational Therapy Program

The Occupational Therapy Program is accredited by the

Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. The AOTA's telephone number is (301) 652-AOTA. Graduates of the program will be eligible to take the national certification examination administered by the National Board for Certification of Occupational Therapist (NBCOT). After successful completion of this examination, the individual will become an Occupational Therapist, Registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the result of the examination for occupational therapists administered by the NBCOT.

Physical Therapy Program

The Physical Therapy Program was granted Accreditation status for five years with commendation by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) on October 30, 1996.

Public Health Program

Unlike any other program at the College of Allied Health, graduates of the Master of Public Health degree program are not required to be licensed.

The Southern Association of Colleges and Schools (SACS) accredits the Master of Public Health program as one of the academic degrees conferred by the University. In addition, the Public Health Program was granted Candidacy for Accreditation status by the Council on Education for Public Health (CEPH), in April, 1996. Candidacy is not an accreditation status nor does it assume eventual accreditation by CEPH. Candidacy for Accreditation is a status of affiliation with CEPH which indicates that the program is progressing toward accreditation. The CEPH accreditation team will visit the Public Health Program at Nova Southeastern University in the winter of 1999.

**Student Organizations Officially Recognized
by the University**

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

HEALTH PROFESSIONS DIVISION

Health Professions Division Student Government

The Health Professions Division Student Government is recognized by the Health Professions Divisions Administration as the official student voice on all University issues. The student members of the organization are comprised of the President and Vice President of each College's and Program's Student Council.

OCCUPATIONAL THERAPY PROGRAM

Occupational Therapy Student Government

This student organization is the official liaison between the HPD student government and the occupational therapy student activities.

Student Occupational Therapy Association

The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Program. It is affiliated with the national student association. The Association promotes professional growth through education and service programs and provides its members with opportunities for organizational leadership.

Phi Theta Epsilon

Phi Theta Epsilon is the occupational therapy national honorary society. The Society recognizes and encourages superior scholarship among students enrolled in entry-level programs throughout the United States. Membership is based upon academic excellence and professional promise.

PHYSICAL THERAPY PROGRAM

Student Physical Therapy Association

The Student Physical Therapy Association is comprised of both first and second year students currently attending NSU. The association provides a channel for communication with local and national organizations and allows students the opportunity to build leadership skills for the future. The association functions to benefit local charities and civic activities as well as the student body.

PHYSICIAN ASSISTANT PROGRAM

Physician Assistant Student Society of NSU

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

PUBLIC HEALTH PROGRAM

Public Health Student Association

The Public Health Student Association is officially associated with the Master of Public Health Program within the College of Allied Health at Nova Southeastern University's Health Professions Division. Membership is composed of interested students in any program at NSU's Health Professions Division, but officer positions are reserved for students enrolled in the M.P.H. Program. The mission of the Public Health Student Association is to create opportunities for students to broaden their public health experience. The organization will encourage student involvement, promote awareness, advocacy and education, and enhance the well-being of communities locally and globally.

Occupational Therapy Program

ACADEMIC PROMOTIONS

The progress of each student through the curriculum requires continuous satisfactory academic performance. No student may advance to the second year of study without satisfactorily completing all of the first year's courses. Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the following academic policies.

Committee on Student Progress

The Committee on Student Progress (CSP) has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory clinical performance, and/or unprofessional conduct) and making recommendations to the Program Chair. Any student failing a course will come before the Committee on Student Progress. The CSP shall be comprised of at least three faculty, to include: the student's advisor, course instructor for the class (-es) in question, and a member of the Occupational Therapy faculty of the student's choosing. The CSP may make one of the following recommendations: dismissal or withdrawal from the program, alternative remedial counseling, and limiting extracurricular activities and/or employment if either is believed to be interfering with academic performance.

Grading Policies & Procedures

Grading for Occupational Therapy students is based on a scale of 0-100%. Some courses may be Pass/Fail. "P" or Pass = 70% or above. "F" or Fail = 69% or below, "I" = Incomplete, and "W" = Withdrawal.

A student who receives a failing course grade in one OCT prefix didactic course may be given a comprehensive re-examination for that course. If this examination is failed, the student must repeat the course at its next regularly scheduled

offering. Additional tuition will be charged for repeated courses.

A student who has experienced two or more course failures while in the Occupational Therapy Program (including non-occupational therapy courses) will be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through re-examination does not negate the original failure for purposes of retention in the program.

A student who is dismissed on the basis of inadequate academic performance may re-apply to the Program Director for re-admission at a later time and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the prior poor performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.

Grade Disputes & Appeal Policy

A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined, should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated: Course Instructor, Committee on Student Progress, Program Director, Dean. The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expediently as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision given. If, after consulting with the Dean, satisfactory

solution is not reached, the student may appeal to the Executive Vice Chancellor and Provost, and the Chancellor, of the Health Professions Division. The decision of the Chancellor is final. Failure to follow the above chain-of-command will result in a written warning to the student for conduct unbecoming a professional.

Incomplete Course Work

When a student fails to complete all the requirements of a course or fieldwork experience, the student shall receive a grade of "I" (incomplete). An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an "F."

Academic Probation

A student who does not maintain a 70% overall GPA will be placed on academic probation. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization, and may face other restrictions by the Health Professions Division.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences: provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Attendance

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all Occupational Therapy students. Each student holds the responsibility for attending class and for understanding the specific policies regarding attendance within a course, including policy and penalty for unexcused absences, within

the parameters of the Health Professions Division. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the Course Instructor.

Program Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the Program Director. In collaboration with the Dean, the Program Director will determine whether or not the leave of absence is to be granted, and the conditions under which the student may return to school. In making such a request the student understands that he or she may not be eligible to return to school before the next academic year.

Fieldwork Experience

The second year of study in the master's program is devoted to advanced didactic course work and clinical training called clinical rotations or Fieldwork Level I. The rotations (older adults, mental health, children and adolescents, and physical disabilities/work) plus all other course work must be successfully completed before students can advance to their six months of internship or Fieldwork Level II. Students must comply with all policies and procedures of the clinical facility, Nova Southeastern University and the American Occupational Therapy Association during the fieldwork experiences.

Once students have successfully completed their internships they will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT, 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877). Final University transcripts will be forwarded to NBCOT only after the University Registrar has determined that the student has met all University requirements for graduation.

Fieldwork Dress Code

During all fieldwork experiences, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements.

Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action, including termination of the fieldwork experience.

FIELDWORK PREREQUISITES & REQUIREMENTS

Students will be permitted to participate in fieldwork rotations only after having successfully completed all corresponding didactic course work. A student may fail no more than one Fieldwork rotation. A repeated fieldwork failure either within the same course or another course will result in dismissal from the program. The stringency of this policy underscores the seriousness of this issue. Fieldwork experiences are an important matter where practitioner competency and professional behavior in a real clinical setting with genuine patients are required.

Level II fieldwork cannot begin until all curriculum course work has been successfully completed. The first Level II fieldwork (OCY 5981) is a prerequisite for the second Level II fieldwork (OCT 5982). Both internships must be successfully completed to be eligible for graduation. A student can earn no more than one failure for Fieldwork Level II experiences. A second failure will result in dismissal from the program. Students must complete all Level II work within a two-year time frame, starting from the date of completion of the formal course work. As a prerequisite, the student must read a copy of the contractual agreement between the University and the affiliated facility, submit Personal Data Sheets, and meet additional requirements as described in the course syllabi for fieldwork.

The Nova Southeastern University College of Allied Health Student Handbook dictates that students have health and accident insurance, AIDS education and immunizations for fieldwork. An affiliated facility may also require a student to pass a State of Florida Department of Health screening prior to rotation. Other requirements, which may be held by the

affiliated facility include, but are not limited to: fingerprinting, criminal background check, urinalysis for drugs and alcohol, and proof of immunizations. If all requirements held by the affiliated facility are not met prior to the first day of the scheduled placement, the student's placement will be cancelled.

ASSIGNMENT TO FIELDWORK SITES

Students should give proof of immunizations, physician's physical examination, medical insurance, evidence of successful completion of required CPR training, and background check to the Academic Fieldwork Coordinator prior to the first Level I placement. Failure to submit the documents will result in cancellation of the fieldwork placement. Students assume the responsibility for keeping the aforementioned records current through the last 18 months of the Program.

1. Fieldwork Level I (Rotations)

Assignments to fieldwork Level I experiences are made by the Academic Fieldwork Coordinator in collaboration with the Course Instructor. The Level I experiences are part of the didactic courses to which they are linked. Factors which the faculty considers in making a placement include: academic needs, previous fieldwork performances, learning style, and disciplinary warnings and actions in the student's records. Students are restricted to Broward, Miami-Dade, and Palm Beach counties for Level I fieldwork except under special circumstances. The Academic Fieldwork Coordinator may request students to identify whether or not they are capable of being placed out of the immediate area should there be a shortage of local sites for a specific rotation. This option is reserved for the Academic Fieldwork Coordinator. Students who have a unique situation that warrants exemption from the scheduled fieldwork dates must petition the Academic Fieldwork Coordinator and the course instructor during the first week of classes for the course. No petitions after this deadline will be considered unless for reasons of illness or

death in the immediate family. Only existing contracts with out-of-area facilities will be honored; no new contract can be established for Level I fieldwork. Whether the faculty places a student in local or out-of-area fieldwork, the student must have access to a computer with a modem for electronic mailing purposes and must attend a mandatory course wrap-up session scheduled the morning after the last day of rotation. Failure to attend the mandatory final class session will be considered an unexcused absence and will lower the student's final course grade by 10%.

2. Fieldwork Level II (Internships)

Fieldwork Level II internships are assigned by the Academic Fieldwork Coordinator with consideration given to students' request for placements. Since these internships are an extension of the academic education and training, the number one priority should be the quality of the learning experience. The internship experience gives the student an opportunity to develop and refine knowledge and skills which were initiated in the classroom, laboratory, and fieldwork experiences. Students should request either an older adult or physical disability internship, and either a mental health or children and adolescent internship. The Academic Fieldwork Coordinator shall have ultimate authority in determining a student's fieldwork placements. In the event that a student has failed a Level I and/or Level II fieldwork experience, the student will be assigned only to local facilities selected by the Academic Fieldwork Coordinator. This policy is for the student's benefit in that should further problems arise the faculty can more readily intervene. In the event a placement at a local facility is not possible (as determined by the Academic Fieldwork Coordinator), then the student must make a \$1,200 deposit with the Bursar which can be used for faculty air travel, hotel, and other expenses in case of further fieldwork problems and the determined need for an on-site visit. Unused amounts will be refunded to the student prior to graduation.

Fieldwork Selection Process

Students should not request and will not be placed in facilities where they are currently employed or have previously been employed in any capacity for both Level I or Level II fieldwork experience. Students will not be placed in the same facility with persons who are related to the student either as an occupational therapist or other professional employee.

Fieldwork Level II placement sites are assigned based on current availability. Availability is indicated by the Fieldwork Placement Availability Forms and Fieldwork Data Forms, which are located in the Fieldwork Notebooks. These notebooks may be obtained from the fieldwork administrative assistant and must be used only in the Occupational Therapy office. These notebooks contain information about those facilities accepting Nova Southeastern University students. Information is kept as current as possible; however it is subject to change. Additional information about the facilities can be obtained by reviewing the Fieldwork Evaluation Forms and located in the OT Office fieldwork filing cabinet and collected from the previous year's student interns. The student will use the Fieldwork Level II Request Form to make his or her preferences known to the Academic Fieldwork Coordinator.

Under no circumstances is a student to telephone or meet anyone at a facility for the purposes of interviewing, touring, meeting staff members, or obtaining information in an attempt to establish a placement. If the particular facility requires an interview before selecting a Level II student, then the Academic Fieldwork Coordinator will give permission to the student to contact the facility to arrange for the interview with the facility's clinical instructor. Failure to attend scheduled appointments on time with the Clinical Instructor is considered unprofessional conduct and will be entered into the student's file as a written warning. Once a site is confirmed by the Academic Fieldwork Coordinator, the student and the facility will receive a written confirmation. **Once confirmed, no changes in the fieldwork placements**

will be made. The only exceptions are as follows: if the facility cancels the confirmation or if there is a genuine and immediate emergency which is impossible to foresee (which is verified in writing by the Academic Fieldwork Coordinator).

Recent changes in the health care industry have had a tremendous impact on the scheduling of Level II placements. Inability of a fieldwork site to meet contractual obligations, as specified in our affiliation agreement, will necessitate cancelling the site placement and rescheduling a Level II placement at another site. In this event, the student's date of completion of Level II fieldwork may be delayed. This delay will not prevent a student's full participation in the graduation exercises. Students should make their fieldwork plans based on current and realistic projected financial and living arrangements.

In the event a student requests a Level II placement with a facility that does not have a current contract with the Occupational Therapy Program, new contracts may be established. Contract negotiations can be difficult and lengthy so the student should have a contingency plan should contract negotiations stall or end. New contracts are established only if the facility meets the guidelines for providing fieldwork education and if there are no other available previously established placements in the desired geographical area. A student wanting to establish a new placement should give the facility name and address, type of internship, contact name and telephone number to the academic fieldwork coordinator. If the contract is established by this method, than that student must go to that site.

The student shall never confirm, reserve, nor change his or her own placement.

To complete successfully a course involving either a Level I or Level II fieldwork experience, the following documents must be submitted at the conclusion of the fieldwork:

For Level I Internships: NSU Fieldwork Evaluation Form
NSU Student Evaluation of Fieldwork

Experience For Level II Internships:

AOTA Student Evaluation of the Placement

AOTA Fieldwork Evaluation for the Occupational Therapist

Fieldwork experiences are graded as PASS/FAIL

In order to pass the Fieldwork Level I rotation, the student must attain acceptable total scores for Interpersonal Interactions, Professional Behavior, Data Gathering/Observational Skills, Program Planning/Implementation, and Verbal and Written Communication as outlined on the NSU Fieldwork Evaluation Form. To pass the fieldwork Level II internship, the student must meet the minimum criterion scores for Performance (125), Judgment (132) and Attitude (146) as described in the AOTA Fieldwork Evaluation for the Occupational Therapist. In both types of fieldwork experiences, the faculty is charged with the responsibility of determining course grades. A student who marginally passes a fieldwork experience, and has professional conduct issues or fails to turn in related fieldwork assignments as required by the Course Instructor, may fail the fieldwork placement.

FIELDWORK ATTENDANCE

The Fieldwork Level I rotation is for a three-week period of time which translates into 15 work days (including facility-honored holidays). Attendance for this time frame is mandatory. Any changes in the student's scheduled dates of the clinical rotation must be presented in writing to the Academic Clinical Coordinator and the student's Course Instructor prior to the start of the rotation. The petition must clearly describe the dates and times of the necessary variation, and include a suggested plan to make up the work missed. The Academic Fieldwork Coordinator and the course instructor will determine whether the request and make-up plan can be collaboratively accommodated and will respond in writing. Failure to complete successfully a Level I Placement

as described above will result in a failure of the Level I experience.

Nova Southeastern University College of Allied Health Student Handbook policies and procedures are followed for absences. A maximum of two days of excused absence (illness or death of an immediate family member), is allowed during the rotation. These days should be made up as determined by the clinical instructor. Any student absent from a Level I Placement for more than two days (excused absences) will receive an incomplete (I) and will be required to complete the 15-day placement at a later date. Unexcused absences are neither a right nor an expectation. A student with unexcused absences will receive a failure (F) for that placement and must repeat the entire fieldwork rotation at a later date.

The Fieldwork Level II internship is for a 12-week period of time. All absences should be made up and scheduled as determined by the clinical instructor. This may include but is not limited to working weekends, holidays, and remaining past the scheduled end date for the rotation.

Students placed for a total of six months at facilities that schedule a 40-hour work week may not miss more than a total of 2.5 days over the six month period for whatever reason, e.g., facility closed for holidays, illness, religious holidays and/or emergencies. If more than 2.5 days are missed during the six months (two placements) time must be made up in order to be eligible to take the national certification examination administered by NBCOT. **Students placed at facilities with less than a 40-hour work week must meet with the academic fieldwork coordinator to make certain that criteria to take the national certification examination are met.** Students may not accelerate their progress to reduce a Level II placement to less than 12 calendar weeks.

DISCIPLINARY & APPEALS POLICIES

Students who do not adhere to stated policies and procedures are subjected to disciplinary action. Infractions may involve deficiencies in academic or clinical performances and professional behavior. All infractions are reviewed by the Course Instructor, Committee on Student Progress, and the Program Director. Where warranted, written disciplinary warnings will be entered into the student's file. More than two warnings for the same infraction will result in immediate dismissal from the program. If the infraction is serious and violates ethical codes of the Occupational Therapy profession, the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All academic or clinical failures, disciplinary warnings, and dismissals may be appealed. The student shall be entitled to present a formal written appeal to the Program Director. After due consideration by the Committee, a written decision will be given. Students may appeal further through the normal appeal channels. If a student is dismissed from the Program, he or she may apply for admission to the Program Director and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the prior poor performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.

NSU Occupational Therapy Program Academic Calendar 1999-2000

June 6, 1999	Summer Term Orientation Day - OT 1
June 7	Summer Term Classes Begin - OT 1
June 7	Summer Term Begins - Dr.OT
July 16	Summer Recess Begins at 5 PM - OT 1
July 4	Independence Day, No Classes
August 2	Fall Term Begins- OT 2
August 2-September 24	Level I/Rotation 1 Class- OT 2
August 2-October 22	Level II/Rotation 1 Fieldwork - OT 3
August 9	Fall Term Begins- OT 1
August 20	Summer Term Ends - Dr.OT
September 6	Labor Day, No Classes
September 7	Fall Term Begins- Dr.OT
September 11	Rosh Hashanah, No Classes
September 20	Yom Kippur, No Classes
September 27-October 15	Level I/Rotation 1 Fieldwork - OT 2
October 18-December 10	Level I/Rotation 2 Class - OT 2
November 1-January 21, 2000	Level II/Rotation 2 Fieldwork - OT 3
November 24-29	Thanksgiving Recess
Monday, November 30	Classes Resume
December 10	Classes End - OT-1
December 13-17	Exam Week - OT-1
December 13-17/January 3-14, 2000	Level I/Rotation 2 Fieldwork - OT 2
December 17	Fall Term Ends- Dr.OT
January 3, 2000	Winter Term Begins - OT-1
January 14	Fall Term Ends- OT-2
January 17-March 10	Level I/Rotation 3 Class - OT 2
January 18	Winter Term Begins - Dr.OT
Monday January 18	Martin Luther King Day, No Classes
January 27	Graduation Rehearsal - OT 3
January 29	Graduation Senior Awards Dinner/Dance
January 30	Graduation - OT-3
March 13-31	Level I/Rotation 3 Fieldwork - OT 2
April 5-9	Spring Break - OT 2
April 10-June 2	Level I/Rotation 4 Class - OT 2
April 14-21	Spring Break - OT 2 - OT 1 and Dr.OT
May 7	Classes End - OT 1
May 10-14	Exam Week - OT 1
May 14	Winter Term Ends - Dr.OT
Monday, April 12	Classes Resume
May 10-14	Final Exam Week
May 29	Memorial Day - No Classes
June 5-23	Level I/Rotation 4 Fieldwork - OT 2
June 23	Winter Term Ends - OT 2

Physical Therapy Program

Committee on Student Progress

The Committee on Student Progress (CSP) has the responsibility to review the academic and professional standing of physical therapy students for purposes of graduation, promotion, repetition, retention and dismissal. If necessary, the CSP shall make one of the following recommendations to the Program Director and Dean of the College Of Allied Health: dismissal or withdrawal from the program, alternative remedial counseling, no action to be taken, or limiting extracurricular activities and/or employment if it is believed to be interfering with academic performance. The CSP is comprised of three physical therapy faculty and one non-physical therapy faculty member drawn from the College of Allied Health.

Students who do not adhere to stated policies and procedures of the College of Allied Health are subject to disciplinary action. This action may be a verbal warning, a written warning in the student's file, or dismissal from the program. If the infraction is such that it violates state, local or federal criminal laws and regulations, places the student and/or others in unsafe circumstances, or violates the Physical Therapy Code of Ethics, the student will be dismissed from the program.

Grading Policies and Procedures

Grading for physical therapy students is based on a scale of 0-100%. Some courses may be Pass/Fail.

"P" or Pass	= 70% or above
"F" or Fail	= below 70%
"I"	= Incomplete
"W"	= Withdrawal

A student who fails a course must repeat the failed course in its entirety, or successfully pass a retake examination with a minimum grade of 70%. If the retake examination is failed,

the student may request a second retake examination. If the second retake is failed, the student is dismissed from the program. During the two years of physical therapy education, a student is permitted two retake examinations. This may be accomplished in two different ways: The student who retakes a single exam twice (as described above) or the student who retakes an examination in two different courses. In either instance, if two retakes are failed, the student will be dismissed from the program.

A student who is dismissed on the basis of inadequate academic performance or professional conduct will be required to re-apply to the program in order to be considered for the program.

Incomplete Course Work

When a student fails to complete all the requirements of a course (with the exception of the required thesis governed by grading criteria contained in the Thesis Guideline), because of documented medical reasons or extenuating personal circumstances, contingent upon approval by the Program Director, the student shall receive a grade of incomplete ("I"). An incomplete will be changed to an earned grade upon the student's satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur prior to the end of the next nine-week block, or the student's grade will be converted to an "F," and the student will be dismissed from the program.

Grade Disputes

Grade disputes must be put in writing and directed to the grading faculty at the time the student receives his or her grade (and prior to taking any subsequent re-take examination for students who have received a failing grade). The written request must contain a rationale based on the merits of the case (facts) and not on how other students were graded or what was accepted or done in the past. Students cannot pick

and choose which portions of the test, paper, or project will be re-graded; faculty may look at the entire test so that all items can be viewed in context of the overall performance. Therefore, in requesting reconsideration of a grade, students assume the risk that the re-grading of a test, paper, or project may result in a lower grade than was initially given. If the student is not satisfied with the decision of the grading faculty, he or she may appeal the matter to the grading committee. If the student is not satisfied with the decision of the grading committee, he or she may request to meet with the Program Director for a final resolution of the dispute.

Withdrawal From A Course

A request for withdrawal from a course shall be made in writing to the Program Director within four weeks after the beginning of the class block in which the student is currently enrolled. The grade of W will be replaced by an earned grade if the student retakes the course. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval of a request for leave of absence from the program.

Program Leave of Absence

A request for voluntary leave of absence from the program and course shall be made in writing to the Program Director and the Dean of the College of Allied Health. The student must be in good academic and professional standing to obtain a leave of absence. The student may not rejoin the program until the course is offered in the curriculum sequence. Approval of a request for a leave of absence is subject to the sole discretion of the Program Director and the Dean of the College of Allied Health.

Academic Advising

Each student is assigned a faculty mentor as their academic advisor at the time of matriculation. The academic advisor shall provide the student with assistance that will enable him or her to gain the most from their education experience; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the

student to appropriate resources, when professional counseling may be indicated.

Thesis

Physical therapy students are expected to conduct a research project during their tenure in the program. Chapters 1, 2, and 3 must be completed and approved by the research advisor by the end of the Winter/Spring semester in order for students to continue to the second year of the program. In the second year, students must successfully conduct and defend their research in order to graduate from the program.

Attendance at FPTA/APTA Conferences

All physical therapy students are required to attend the District, State, and National conferences/meetings as determined by the Program Director. This is required course work and cannot be missed for **personal reasons**. Students failing to attend said conferences are at risk of not graduating with their class.

Dress Code

While on campus, the dress code for physical therapy students shall be the same as that stated in the Student Handbook of the College of Allied Health. While on internships, the dress code shall be that which is specified in the NSU Physical Therapy Clinical Education Manual.

NSU Physical Therapy Program Academic Calendar 1999-2000

For First and Second Year Students

August 9, 1999	PT-1 begin first 9 week semester
.....	PT-2 begin sixth 9 week semester
August 26-28	FPTA Fall Conference (Buena Vista)
September 6	Labor Day - no classes
September 11	Rosh Hashanah - no classes
September 20	Yom Kippur - no classes
October 8	PT-1 end first 9 week semester
.....	PT-2 end sixth 9 week semester
October 11	PT-1 begin second 9 week semester
.....	PT-2 begin seventh 9 week semester
October 22-24	APTA Student Conclave (Dallas)
November 25-26	Thanksgiving - no classes
December 17	PT-1 end second 9 week semester
.....	PT-2 end seventh 9 week semester
January 3, 2000	PT-1 begin third 9 week semester
.....	PT-2 begin eighth 9 week semester
January 17	Martin Luther King Day - no classes
February 2-6	APTA Combined Sections (N. Orleans)
March 3	PT-1 end third 9 week semester
.....	PT-2 end eighth 9 week semester
March 6	PT-1 begin fourth 9 week semester
.....	PT-2 begin Tier II Clinical Education
March 23 - March 26	FPTA Spring Conference
April 14-21	Spring Break
May 12	PT-1 end fourth 9 week semester
May 15 - 19	Semester Break
May 22	PT-1 begin fifth 9 week semester
May 29	Memorial Day - University Holiday
June 14-18	APTA Annual Conference (Indiana)
July 4	July 4th - University Holiday
July 7	PT-2 end Tier II Clinical Education
July 10-14	PT-2 Wrap Up Week
July 13	PT-2 Graduation Rehearsal
July 15	PT-2 Senior Awards Dinner Dance
July 16	PT-2 Graduation - Class of 2000
July 16	PT-1 end fifth 9 week semester

Physician Assistant Program

ACADEMIC PROMOTION

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the second year of study without satisfactorily completing all of the first year's courses. Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the program's academic policies. Any student failing a course or failing to exhibit satisfactory professional behavior will come before the Committee on Student Progress.

In addition, no student may complete the second year clinical curriculum and graduate without satisfactorily completing all of the required second year clinical courses. Any student failing a course or failing to exhibit satisfactory professional behavior during a second year course will come before the Committee on Student Progress.

Committee on Student Progress

The Committee on Student Progress has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory clinical performance, and/or unprofessional conduct) for purposes of promotion, graduation, remediation, retention, and dismissal. The Committee will evaluate each case independently and will make recommendations to the Program Director and Dean of the College of Allied Health which may include any of the following: dismissal or withdrawal from the Program, alternative remedial course work and/or counseling, academic or professional probation, or no action taken.

Attendance

The overall attendance policy of the Health Professions Division of NSU relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in

the Student Clinical Year Handbook. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the PA Program and the Health Professions Division. If missed labs, assignments, examinations, or clinical course work are to be made up, they will be done at the direction and/or discretion of the Program Director, Academic Director, and/or Clinical Director.

Grading Policies and Procedures

Grading for first and second year PA students is based on a scale of 0-100% with the following letter grade equivalents:

"A"	= 90 - 100 %
"B"	= 80 - 89 %
"C"	= 70 - 79 %
"F"	= Below 70 %
"T"	= Incomplete
"W"	= Withdrawal
"LOA"	= Leave of Absence

A student who receives a failing course grade in one PA didactic course may be given a comprehensive re-examination for that course. If this examination is failed, the student will be referred to the Committee on Student Progress for disposition. Additional tuition may be charged for the repeated course.

During the clinical year, the clinical rotation grade is comprised of various components. Students must successfully pass each component in order to "pass" the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress for disposition. Additional tuition will be charged for repeated courses.

A student who has experienced two (or more) course failures

while in the PA Program will be subject to dismissal.

A student who is dismissed on the basis of inadequate academic performance may re-apply to the program at a later time. His or her application will be treated in the same manner as a first-time applicant. Any student who is re-admitted to the Program will be considered as a first-time student for the purposes of course work and will be required to repeat all required course work, including courses completed previously.

Incomplete Course Work

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of "I" (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an "F."

Academic Probation

A student who does not maintain a 70% or better overall GPA will be placed on academic probation. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization, will be precluded from registering for graduate course work, and will be removed from enrollment in any concomitant academic program until academic probation status is lifted.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences: provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Program Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the Program Director. The Program Director and the Dean will determine whether or not the leave of absence is to be granted and the conditions under which the student may return to school. In making such a request, the student understands that he or she may not be eligible to return to school before the next academic year.

Grade Disputes and Appeal Policy

A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated: Instructor, Course Director, Academic/Clinical Director, Program Director, Dean. The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expeditiously as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision given. If, after consulting with the Dean, satisfactory solution is not reached, the student may appeal to the Executive Vice Chancellor and Provost, and then to the Chancellor of the Health Professions Division. The decision of the Chancellor is final. Failure to follow the above chain of command will result in a written warning to the student for unprofessional conduct.

Clinical Rotations

The second year of the Program is devoted to hands-on training in clinical rotations. The clinical year consists of eight required rotations: six specific "course" requirements and two "elective" rotations.

All PA students on clinical rotations must maintain a functional pager at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA Program with their pager numbers and inform them in advance of any changes.

Students must comply with all policies and procedures of the facilities and of NSU.

Clinical Rotation Dress Code

During clinical rotations, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements. Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action. Any student returning to the NSU campus is expected to be in compliance with the Health Professions Division dress code.

Disciplinary & Appeals Policies

Students who do not adhere to stated policies and procedures are subject to disciplinary action. Infraction may involve deficiencies in both academic and/or clinical performances and professional behavior. All infractions are considered by the Course Director, Academic Director/Clinical Director, and the Program Director. Where warranted, written disciplinary warnings will be entered into the student's file.

If the infraction is serious such that it violates ethical codes of the PA profession, then the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All academic and/or clinical rotation failures, disciplinary warnings, and dismissals can be appealed. The student shall be entitled to present a formal written appeal to the Program Director and Dean. After due consideration by the Program Director and Dean, a written decision will be given. Students may appeal further through the appeal channels outlined in the above section on Grade Disputes and Appeal Policy.

NSU Physician Assistant Program Academic Calendar 1999-2000

June 6, 1999	Orientation Begins - Class of 2001
June 6-8	Program & Technology Orientation
June 7	Transition Month Begins - Class of 2000
June 7-26	Transition Seminars - Class of 2000
June 9	Summer Term begins - Class of 2001
July 4	Independence Day
July 5	Independence Day Holiday- no classes
July 6	Rotation begins - Class of 2000
September 1	Summer Term ends - Class of 2001
September 2-6	Summer/Fall/Labor Day Break - no classes
September 7	Fall Term begins, classes resume
September 11	Rosh Hashanah, no classes
September 20	Yom Kippur, no classes
November 25-26	Thanksgiving Holiday- no classes
November 29	Classes resume
December 17	Last Day of Fall Term Classes
December 18-January 2, 2000	Winter Holiday Recess
January 3, 2000	Winter Term classes resume
January 17	Martin Luther King Day - no classes
April 14	Spring recess begins at 5 p.m.
April 20	Passover Holiday begins at 5 p.m.
April 21	Good Friday - no classes
April 24	Classes resume
May 25	Classes end for Class of 2001
May 26 - June 1	APAP & AAPA Conference; Chicago
May 29	Memorial Day, no Classes
June 4	Orientation - Class of 2002
June 4-6	Program & Computer Orientation - Class of 2002
June 5	Graduate Degree Orientation
June 8	Transition Seminars Begin- Class of 2001
June 23	Summer Term begins - Class of 2002
June 23	Rotation ends for Class of 2000
June 26-30	EOR-IPECS Tests - Class of 2000
July 2-4	Independence Day Holiday
July 5	Clinical Rotation begins - Class of 2001
July 5	Summer Term begins - Class of 2002
July 13	Graduation Rehearsal - PA and PT
July 15	Senior Awards Dinner Dance - PA and PT
July 16	Class of 2000 Graduation Ceremony

Public Health Program

ACADEMIC PROMOTION

The progress of each student through the curriculum requires continuous satisfactory academic performance. Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the following academic policies. Any student failing a course will come before the Committee on Student Progress.

Committee on Student Progress

The Committee on Student Progress has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory performance, and/or unprofessional conduct) and making recommendations to the Program Director. The CSP shall be comprised of at least three faculty, to include: the student's advisor, course instructor for the class (-es) in question, and a member of the Public Health faculty of the student's choosing. The CSP may make one of the following recommendations: dismissal or withdrawal from the program, alternative remedial counseling, and limiting extracurricular activities and/or employment if either is believed to be interfering with academic performance.

Attendance

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all Public Health students. Each student holds the responsibility for attending class and for understanding the specific policies regarding attendance within a course, including policy and penalty for unexcused absences, within the parameters of the Health Professions Division. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the Course Instructor.

Grading Policies & Procedures

Grading for Public Health students is based on a scale of 0-

100%. Some courses may be Pass/Fail. "P" or Pass = 70% or above. "F" or Fail = 69% or below, "I" = Incomplete, "IP" = In Progress and "W" = Withdrawal.

A student who receives a failing course grade in one PUH prefix didactic course may be given a comprehensive re-examination for that course. If this examination is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses.

A student who has experienced two or more course failures while in the Public Health Program will be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through re-examination does not negate the original failure for purposes of retention in the program.

A student who is dismissed on the basis of inadequate academic performance may re-apply to the Program Chair for re-admission at a later time and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the prior poor performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.

Incomplete Course Work

When a student fails to complete all the requirements of a course or practicum experience, the student shall receive a grade of "I" (incomplete). An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an "F."

Academic Probation

A student who does not maintain an 80% overall GPA will be placed on academic probation. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization, and may face other restrictions by the Health Professions Division.

Academic/Practicum Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences: provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources. The academic advisor also serves to guide the student in his or her Public Health Practicum project.

A student may request that another faculty member serve as their Practicum or Academic Advisor based on their area of study and the advisor's area of expertise.

Program Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the Program Director. In collaboration with the Dean, the Program Director will determine whether or not the leave of absence is to be granted, and the conditions under which the student may return to school. In making such a request the student understands that he or she may not be eligible to return to school before the next academic year.

Grade Disputes & Appeal Policy

A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined, should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated: Course Instructor, Student Progress Committee, Program Director, then the Dean. The student seeking to resolve a problem or

complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expeditiously as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision given. If after consulting with the Dean, satisfactory solution is not reached, the student may appeal to the Provost, and the Chancellor, of the Health Professions Division. Failure to follow the above chain of command will result in a written warning to the student for conduct unbecoming a professional.

Seminar Attendance

The Public Health Program periodically holds seminars relevant to current public health issues. All students in the Public Health Program are required to attend these seminars. If a student is concurrently enrolled in another HPD program and there is a scheduling conflict he/she must advise the Public Health Program Office in advance to be excused from the seminar in order to meet the requirements of his or her primary degree program.

Disciplinary & Appeals Policies

Students who do not adhere to stated policies and procedures are subjected to disciplinary action. Infraction may involve deficiencies in both clinical performances and professional behavior. All infractions are studied by the Course Instructor, Academic/ Practicum Advisor, and the Program Director. Where warranted, written disciplinary warnings will be entered into the student's file. More than two warnings for the same infraction will result in immediate dismissal from the program. If the infraction is serious such that it violates ethical codes of the Public Health profession, then the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All failures, disciplinary warnings, and dismissals can be

appealed. The student shall be entitled to present a formal written appeal to the Student Progress Committee. After due consideration by the Committee, a written decision will be given. Students may appeal further through the normal appeal channels. If a student is dismissed from the program, he or she may apply for admission to the Program Director

and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the prior poor performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.

NSU Master of Public Health Academic Calendar 1999-2000

September 7, 1999	Beginning of Fall Semester
September 11	Rosh Hashanah - no classes
September 20	Yom Kippur - no classes
November 7-11	APHA meeting; Chicago
November 25-26	Thanksgiving Holiday- no classes
November 27	Thanksgiving - no classes
December 17	End of Fall Semester
January 11, 2000	Beginning of Winter Semester
January 17	Martin Luther King Day - no Classes
April 14-23	Spring Break
April 20	Passover Holiday begins at 5 p.m.
April 21	Good Friday - no classes
April 24	Classes Resume
April 29.....	End of Winter Semester
May 8.....	Beginning of Summer Semester
May 29.....	Memorial Day - no classes
July 3-4.....	Fourth of July holiday- no classes
August 19.....	End of Summer Semester
September 5	Beginning of Fall Semester

INDEX

Academic Affairs	46	Firearms	40
Academic Honor	24	Florida DUI Law	35
Academic Probation	48	Florida Residency	21
Academic Promotion	48	Food in Lecture Halls	40
Academic Standing	48	General Information	4
Acceptance of Professional Fees	40	Grade Disputes	47
Address Changes/Name Changes	4	Grading	47
AIDS Policy	34	Grading System	47
Alcohol on Campus	40	Graduation With Honors	48
Appeals Process Summary	49	Health Affairs	32
Attendance, Dress Code and Conduct	22	Health Care	33
Bookstore	4	Health Insurance	32
Building Hours	18	Health Professions Division Student Government	51
Campus	15	Health Professions Division On-Campus Personnel	13
Campus Public Safety	4	Health Professions Division Library	18
Campus Sports and Recreation Program	9	Housing	6
Chancellor's List	48	Hurricane Policy	6
College of Allied Health Personnel	45	Identification Badges	40
Computer Services	4	Immunization Requirements	33
Core Performance Standards for Admission and Progression	16	Intercollegiate Athletics	9
Correction of Education Records	27	Late Registration	20
Counseling and Psychological Services	34	Law Library	7
Dean's List	48	Leave of Absence	23
Directory Information	27	Libraries	6
Disclosure of Education Records	26	Library Rules and Regulations	18
Division Fees and Expenses	20	Lost and Found	40
Drug Free Workplace Awareness Program	36	Mailbox and Message Center	20
Drug Free Workplace Policy Statement	34	Meal Plan	7
Einstein Library	6	Medical Benefits	34
Emergency Evacuation Procedures	6	Microcomputer Laboratory	8
Examinations	33	Miscellaneous Information	40
Social Events and Extra-Curricular Activities	41	Mission Statement	3
Facility Use	9	Motor Vehicle and Parking Regulations	28
Faculty Advisors	47	Accreditation, National Examinations and Licensure	50
Family Educational Rights and Privacy Act	25	Notices, Messages, Posters	40
Fees for Copies of Records	26		
Financial Affairs	20		

Nova Southeastern University		Responsibility for School Property	41
Recreation Complex	8	Right of University to Refuse Access	26
Occupational Therapy Program	52	Sexual Harassment Policy	28
Occupational Therapy Student Association	51	Statement of Academic Rights	
Oceanographic Center Library	7	and Responsibilities	3
Parking on Campus	8	Student Center	9
Part I - University	1	Student Financial Aid	21
Part II - Health Professions Division	11	Student I.D. Cards	10
PART III - College of Allied Health	43	Student Lounge	20
Physical Therapy Program	59	Student Mail Boxes	41
Physician Assistant Program	62	Student Organizations Officially	
Physician Assistant Society of NSU	51	Recognized by the University	51
Phi Theta Epsilon	51	Student Progress Committees	48
Photographs and Recordings	40	Student Records	24
Policy of Non-Discrimination	3	Students with Disabilities	16
Policy on Returning Examinations	47	Telephone Calls	41
Procedure to Inspect Education Records	25	Transcript Notations	47
Public Health Program	66	Transcripts	24
Publications	8	Tuition Refund Policy	21
Record of Requests for Disclosure	27	Types, Locations and Custodians	
Recreation and Athletics	8	of Education Records	26
Refusal to Provide Copies	26	Visits to Other Institutions	28
Requirements for Graduation	46	Where To Go	10
		Withdrawal from a Course	48

