

2009

## 2009-2010 Student Handbook

Nova Southeastern University

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NOVA SOUTHEASTERN UNIVERSITY

2009–2010 STUDENT HANDBOOK



# Nova Southeastern University

## Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

Policies and programs set forth in this handbook are effective through the academic year 2009–2010. Changes in the content of the *NSU Student Handbook* may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program's or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.

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# Message from the President



Nova Southeastern University is Florida's largest independent university based on enrollment and the sixth largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that has now entered its fifth decade.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 28,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 103,000 alumni.

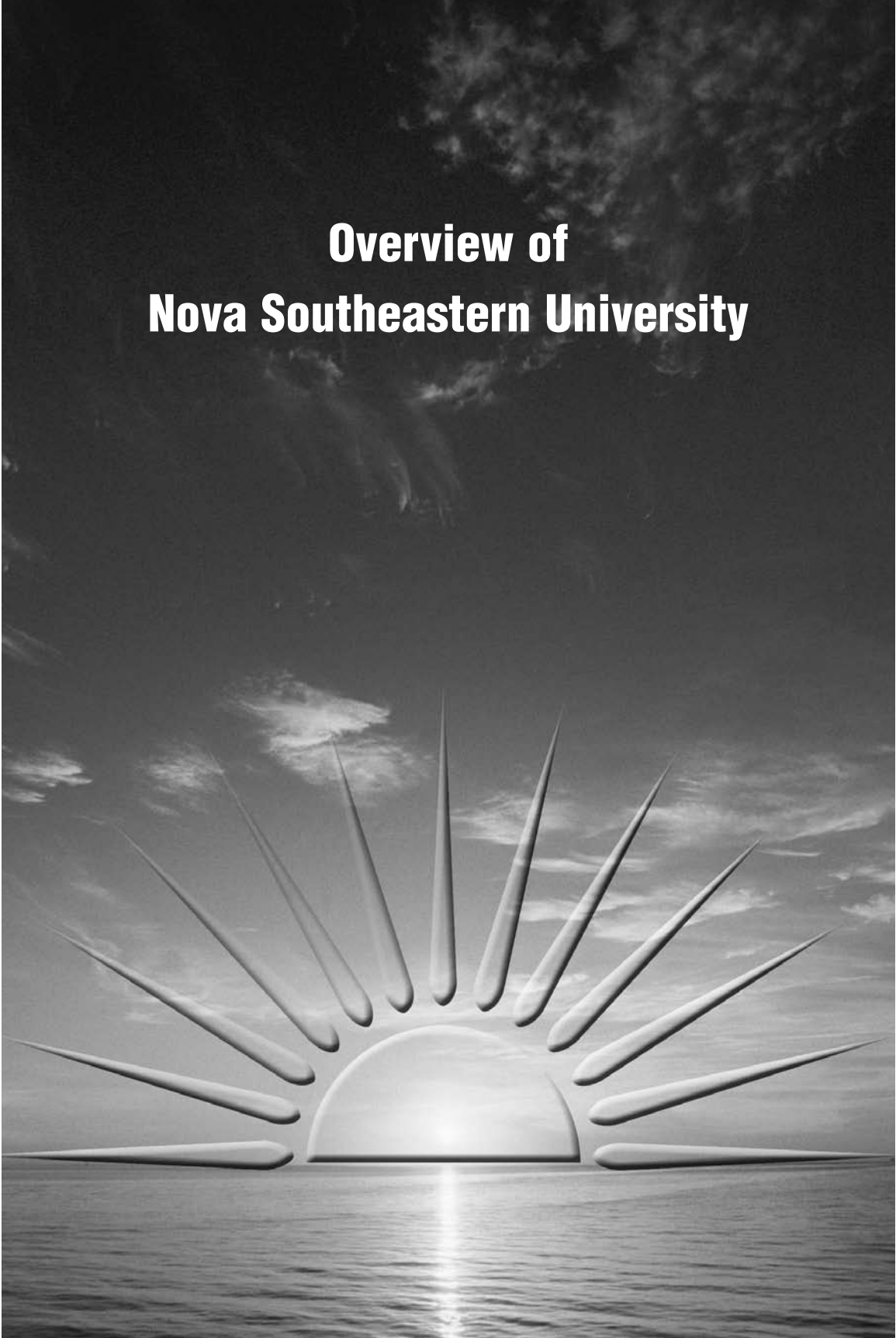
The university's sustained growth is due, in large part, to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along with your membership to the university community comes many rights and responsibilities. This student handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.  
President

**Overview of  
Nova Southeastern University**



# Overview of Nova Southeastern University

## Mission Statement

Nova Southeastern University, a private, not-for-profit institution, offers a diverse array of innovative academic programs at the undergraduate, graduate, and professional levels, complementing on-campus educational opportunities and resources with accessible distance learning programs, and fostering intellectual inquiry, leadership, and commitment to community through engagement of students and faculty in a dynamic, life-long learning environment.

## University Administrators

Ray Ferrero, Jr., J.D.—President/CEO

Lydia M. Acosta, M.A.—Vice President for Information Services and University Librarian

Joel S. Berman, J.D.—Vice President for Legal Affairs

Stephanie G. Brown, Ed.D.—Associate Vice President for Student Financial Services and Registration

Larry A. Calderon, Ed.D.—Vice President for Community and Governmental Affairs

Ronald J. Chenail, Ph.D.—Vice President for Institutional Effectiveness

Marc Crocquet, M.B.A. —Associate Vice President for Business Services

David C. Dawson, B.B.A.—Executive Director of University Relations

Frank DePiano, Ph.D.—University Provost and Vice President for Academic Affairs

Joanne Ferchland-Parella, M.B.A., M.L.A.—Vice President for Institutional Advancement

George L. Hanbury II, Ph.D.—Executive Vice President and Chief Operating Officer

W. David Heron, M.B.A., CPA—Vice President for Finance

Mark Jones, J.D.—Associate Vice President of Human Resources

Frederick Lippman, R.Ph., Ed.D.—Chancellor, Health Professions Division

Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer

Virginia McLain, M.S.—Vice President for Information Technologies and Digital Media

Deo Nellis, Ed.D.—Executive Director of Student Educational Centers

Robert S. Oller, D.O.—CEO of NSU Health Clinics

John J. Santulli II, M.B.A.—Vice President for Facilities Management

Brad A. Williams, Ed.D.—Dean of Student Affairs



## **Council of Deans**

Jerome Chermak, Ed.D.—University School  
Richard E. Davis, Ed.D.—College of Allied Health and Nursing  
Richard E. Dodge, Ph.D.—Oceanographic Center  
Karen Grosby, M.Ed.—Center for Psychological Studies  
Harold E. Laubach, Ph.D.—College of Medical Sciences  
Roni Leiderman, Ph.D.—Mailman Segal Institute for Early Childhood Studies  
Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences  
David S. Loshin, O.D., Ph.D.—College of Optometry  
Andrés Malavé, Ph.D.—College of Pharmacy  
Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship  
Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences  
Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine  
H. Wells Singleton, Ph.D.—Fischler School of Education and Human Services  
Athornia Steele, J.D.—Shepard Broad Law Center  
Robert A. Uchin, D.D.S.—College of Dental Medicine  
Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

## **Centers, Colleges, and Schools**

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health and Nursing, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-9002
- Fischler School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
  - Lower School: Grades Pre-K–5, (954) 262-4500
  - Middle School: Grades 6–8, (954) 262-4444
  - Upper School: Grades 9–12, (954) 262-4400

## Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award associate's, bachelor's, master's, specialist, and doctoral degrees.
- Nova Southeastern University's Shepard Broad Law Center is a member of the Association of American Law Schools and is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (321 North Clark Street, 21st Floor, Chicago, IL 60610-4714; Telephone number: (312) 988-6738).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association (243 North Lindbergh Avenue, St. Louis, Missouri; telephone number: 800-365-2219) and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, advanced general dentistry, oral and maxillofacial surgery, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. (211 East Chicago Avenue, Chicago, IL 60611; telephone number: (312) 440-4653).
- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Program is accredited by the Accreditation Review Commission (ARC-PA).
- The Vascular Sonography course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The Anesthesiologist Assistant course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656. The bachelor of science in nursing and master of science in nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone number (202) 887-6791.
- The Center for Psychological Studies clinical psychology doctoral programs and predoctoral internship program are accredited by the American Psychological Association (APA). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.

- The Master of Public Health Program is accredited by the Council on Education in Public Health (CEPH).
- The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences' Master of Science and Ph.D. Degree Programs in Family Therapy are accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) offered through the Health Professions Division is also accredited by the Council on Academic Accreditation of ASHA.
- Bachelor's, master's, and doctoral degree programs offered in a variety of fields of business and administration by the H. Wayne Huizenga School of Business and Entrepreneurship are accredited by the International Assembly for Collegiate Business Education. The Bachelor of Science in Professional Management, the Master of Business Administration, the Master of Science in Human Resource Management, and the Master of Science and Ed.D. in Instructional Technology and Distance Education are accredited by the University Council of Jamaica.
- University School of Nova Southeastern University is accredited by the Southern Association of Colleges and Schools, by the Florida Council of Independent Schools, by the Florida Kindergarten Council, and by the Association of Independent Schools of Florida. University School is a member of the National Association of Independent Schools.

## **NSU History**

Nova Southeastern University (NSU) is a not-for-profit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the board of trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 103,000.

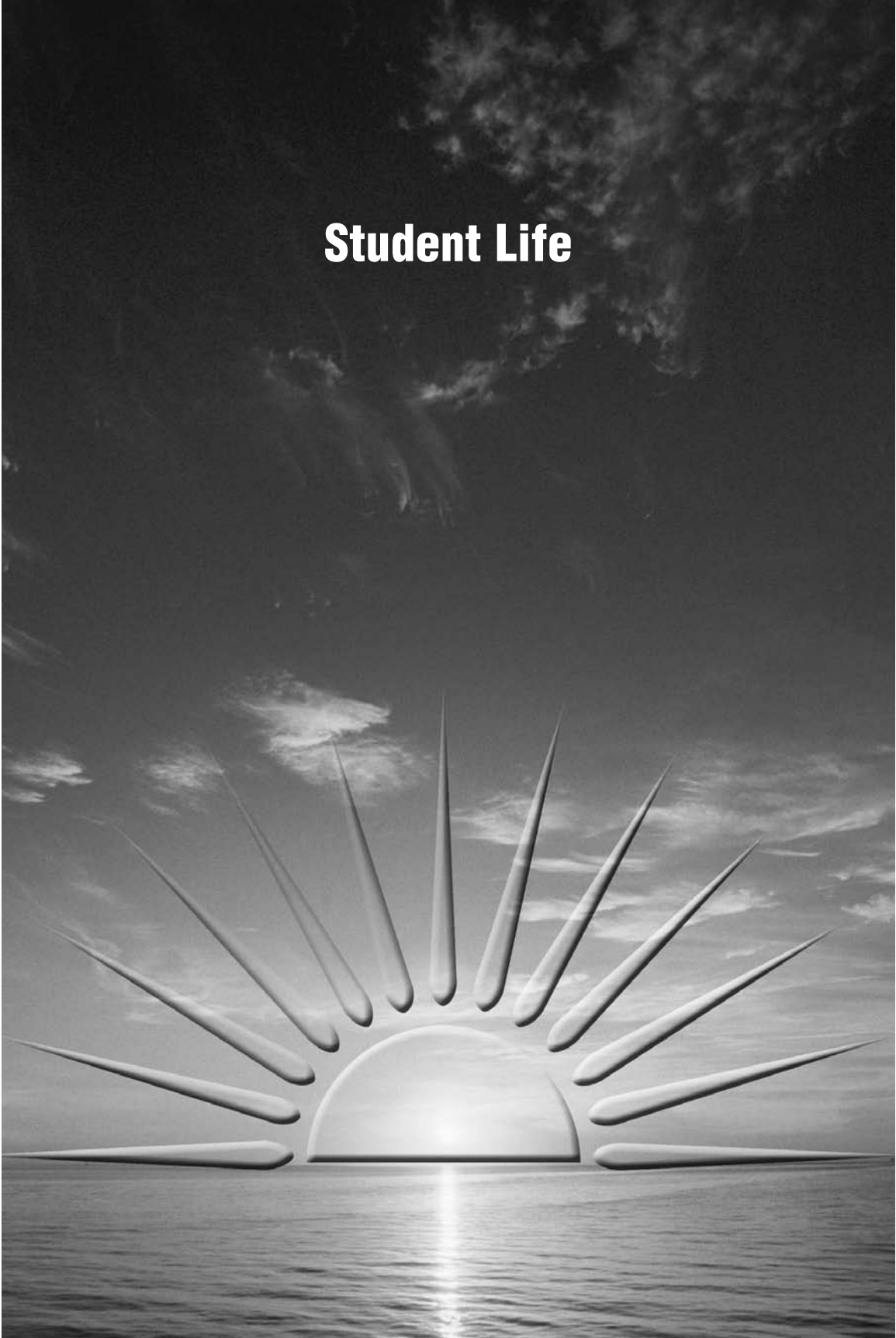
Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 28,000 students, and is the sixth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 90 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 34 undergraduate majors through the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the H. Wayne Huizenga School of Business and Entrepreneurship, and the College of Allied Health and Nursing.

Nova Southeastern University has the only college of optometry in Florida and the only college of dentistry in South Florida, and had the first college of pharmacy in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 85 percent of the student body attends classes in Florida, and 76 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$363 million, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees had an annual economic impact of more than \$731 million in the state of Florida.

# Student Life



# Student Life

## Student Affairs

The mission of Student Affairs is to foster student success and a university community. Administrated by the Office of the Dean of Student Affairs—overseen by the dean, associate dean, and assistant dean—Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. Within the Office of the Dean is also Special Events and Projects, which coordinates, hosts, and sponsors university-wide events, including the Life 101... Personally Speaking series, the Student Life Achievement Awards, the Baccalaureate Reception, and the Shark Fountain Brick Campaign. Special Events and Projects also oversee the Presidential Ambassadors. The Division of Student Affairs is composed of the following offices.

### Office of Career Development

The Office of Career Development provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni to develop a career life plan, from choosing a major to conducting a job search. The center also strives to explore career and/or graduate/professional school opportunities. Additional programs and services available include career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and involvement in a career club.

### Office of Student Leadership and Civic Engagement

The Office of Student Leadership and Civic Engagement provides NSU students with the opportunity to become involved in extracurricular programs through the student government association and a variety of volunteer activities in the community.

### Office of Residential Life and Housing

The Office of Residential Life and Housing provides students with a total educational experience by facilitating an enjoyable campus living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The Office of Housing provides quality facilities for students who live on campus. The office coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the five on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students as well as apartment housing for upper-class undergraduate students. For more information about undergraduate on-campus housing, please visit [www.nova.edu/reslife](http://www.nova.edu/reslife) or contact us at (954) 262-7052.

### Office of Campus Recreation

The Office of Campus Recreation provides programs and services that foster the education and development of the mind, body, and spirit for members of the NSU community. These programs and services include intramural sports, group fitness, special events, instructional opportunities, certification courses, personal training, fitness assessment, and evaluation exams.

The office operates the RecPlex located within the Don Taft University Center. The RecPlex is more than 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet

of strength and cardiovascular training equipment, two indoor basketball courts, three racquetball courts, a rock-climbing wall, a heated outdoor swimming pool, three multipurpose rooms, and men's and women's locker rooms, showers, and saunas.

The RecPlex is available to all current fee-paying NSU students. Faculty and staff members, alumni, family members, and affiliates of NSU also may gain access by becoming members of the R.A.C.

For more information, contact the Office of Campus Recreation at (954) 262-7301 or visit the Web site at [www.rec.nova.edu](http://www.rec.nova.edu).

### **Office of Student Activities**

The Office of Student Activities provides activities, events, student clubs, facilities, and services for the NSU community. The office encourages the formation of, and supports, student clubs and organizations and their events. The student-led activities board creates social, educational, and cultural events the entire campus enjoys. The office manages the Flight Deck, where students can hold events or just visit during the day and evening, relaxing and enjoying games and the large satellite TVs. The office also manages meeting spaces in the Don Taft University Center and in the Rosenthal Building.

### **Office of Student Disability Services**

The Office of Student Disability Services provides oversight and coordination for all services for students with disabilities enrolled at NSU, its student educational centers, and off-campus programs by collaborating with NSU academic center disability services representatives, the Office of Residence Life and Housing, and Facilities Management.

The director's office is located in the Rosenthal Building and may be reached at (954) 262-7280.

### **Office of Student Media and Information**

The Office of Student Media and Information oversees the publication of *The Current*, *Shark Fins*, and the operation of WNSU. The office also supports other offices in the division of student affairs in promoting campus events and programs and develops methods to inform students about activities at the university.

### **Office of First-Year and Transitional Programs**

This office develops programs that assist in the first-year student's transition into the university community and activities that provide support for senior-year students as they transition out of the university after graduation. The office also oversees New Student Orientation.

### **Office of Student Affairs at the SECs**

The Office of Student Affairs at the Student Educational Centers (SECs) fosters student success and a university community at NSU's student educational centers. This office serves as the liaison between the main campus and the SECs, in order to provide an array of services and opportunities for all SEC students. The office is responsible for Family Fin Day, NSU Nights Out, and class celebrations. The Student Affairs coordinators at each SEC advise the respective student government associations, and the director serves as the adviser to the SEC PANSQA.

### **Office of Student Affairs Assessment and Student Engagement**

As part of the division's ongoing efforts to continuously improve its programs, services, and operations, the Office of Student Affairs Assessment and Student Engagement assesses and benchmarks the effectiveness of each office's programs. It also gathers information from students in regards to their impressions, experiences, and aspirations. The office is responsible for leading the Division of Student Affairs in an intentional strategic plan that is targeted to increase student engagement and connection to Nova Southeastern University.

## **Campus Traditions**

### **Homecoming**

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Activities, Special Events and Projects, Alumni Office, and Department of Athletics provide opportunities for the NSU community to celebrate shared experiences.

### **Greek Life**

The Greek life experience at NSU offers endless opportunities for students. Many successful leaders in business, politics, education, and entertainment developed their skills in the Greek community. Greek members come together from all walks of life with a common goal: to achieve excellence in every aspect of life.

The opportunity for leadership development is one of the greatest assets of membership into any Greek organization. Hands on experience as a chapter officer, committee chairperson, or active member allows you to develop skills, which will benefit you throughout your career at NSU as well as in your professional endeavors. Whether academic, social, or service—NSU Greek life has a place for you.

### **Shark-a-Palooza**

The fall semester always begins in grand fashion with this event. Apart from the great food and entertainment, all clubs and organizations are very involved while actively promoting their club and recruiting new members.

### **Life 101...Personally Speaking**

Nova Southeastern University's "Life 101...Personally Speaking" has as its goal to bring various leaders from business, industry, entertainment, politics, and athletics to our campus to be interviewed by a faculty member with a similar format to *Inside the Actor's Studio* (Bravo channel). Students and staff get a personal look at the "life lessons" these various leaders have learned throughout their career while sharing their life's stories with our audience.

### **CommunityFest**

NSU CommunityFest is an annual festival that celebrates and connects the NSU community. The event was initiated and developed in 2004 by Michelle Manley, an NSU student who wanted to bring the university community together and build school spirit. Traditionally held in the spring semester, the day consists of live entertainment, free food and drinks, large-scale games, activity booths, paddle boats on the lake, and much more. It is free to all NSU students, employees, and their families.

### **Student Life Achievement Awards**

This annual spring awards ceremony, similar to televised award shows, honors NSU's best in the following core values: scholarship, leadership, involvement, commitment, integrity, and responsibility. The goal of this program is to further a sense of campus community and to recognize achievements by students and staff members. The Stueys, as the event is commonly known, provide much deserved recognition to the various students and faculty and staff members within the university community.

### **Office of Volunteerism/Civic Engagement**

This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU and the surrounding community. Some volunteer opportunities include the annual "Senior Prom," a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; toy and clothing drives; and an annual spring egg hunt to benefit those in our community that are less fortunate.



## **Newspaper**

*The Current* serves as the official student newspaper at NSU and is an established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute to *The Current*. *The Current* is readily available at several sites around the main campus and local community, including the east campus. For further information, please call (954) 262-8455, or visit the Web site at <http://nsu.current.com>.

## **Radio Station—WNSU**

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music as well as featuring specialty shows seven days a week. Radio X is a voice in the community that introduces new music to listeners and provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

## **Student Organizations**

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of Student Activities encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students and faculty and staff members, as well as gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups.

The list of NSU student organizations is on the following pages.

## **Web Space for Student Clubs and Organizations**

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the Webmaster. The Webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services. The Webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at [www.nova.edu/common-lib/policies/ipa.html](http://www.nova.edu/common-lib/policies/ipa.html).

**College of Allied Health and Nursing**  
**Anesthesiologist Assistant Program**

- Class Councils
- Student Government Association

**Audiology Program**

- National Future Doctors of Audiology
- Student Government Association

**Nursing Department**

- Student Government Association

**Occupational Therapy Program**

- Student Occupational Therapy Association

**Physician Assistant Program**

- Class Councils
- Student Government Association

**Physical Therapy Program**

- Class Councils
- Student Government Association

**Vascular Sonography Program**

- Class Councils
- Student Government Association

**Broad Programming or Governing Organizations**

- Civic Engagement Board
- Health Professions Division Student Government Association
- Multicultural Board
- Pan Student Government Association
- Resident Student Association
- Student Union Board
- Undergraduate Student Government Association

**Farquhar College of Arts and Sciences**  
**Cultural/Heritage**

- Caribbean Student Association (CSA)
- Dominican Student Association
- Haitian Student Association
- Indian Student Association (ISA)
- Indo Caribe Entity Organization (ICE)
- Latin American Student Organization (LASO)
- Nova International Student Association (NISA)
- Multicultural Association of Pre-Health Students (MAPS)
- Pakistani Student Association (PSA)
- Pan-African Student Association (PASA)

**Service**

- Alpha Phi Omega (coed service fraternity)

**Pre-Professional**

- Beta Beta Beta
- Delta Epsilon Iota
- Phi Alpha Delta
- Pre-Dental Society
- Pre-Medical Society
- Pre-Pharmacy Society
- Psychology Club

**Greek**

- Beta Theta Pi Fraternity
- Delta Phi Epsilon Sorority
- Inter-Fraternity Council
- Kappa Sigma Fraternity
- Lambda Theta Alpha Sorority
- Lambda Theta Phi Fraternity
- National Pan-Hellenic Council
- Order of Omega (Greek Leadership Honorary)
- Phi Beta Sigma Fraternity, Inc.
- Phi Sigma Sigma Sorority
- Sigma Delta Tau Sorority
- Zeta Phi Beta Sorority, Inc.

**Religious**

- Alpha Nu Omega
- Catholic LIFE
- Hillel (Jewish culture organization)
- International Muslim Association at Nova (IMAN)
- Inter-Varsity Christian Fellowship (IVCF)

**Educational/Informative**

- Athletic Training Student Organization (ATSO)
- Chicks on Point
- Commuter Student Organization
- Nova's Adventure Toward Understanding and Researching Earth (NATURE Club)
- NSU Conservatives
- NSU SCUBA Club
- Raw Explosion
- Residential Student Association (RSA)
- Sharkettes/NSU Dance Team
- Student Athletic Advisory Committee (SAAC)

**Honor Societies**

- Beta Beta Beta (Tri-Beta) (biological honor society)
- Delta Epsilon Iota

- Honors Student Association
- Leadership Roundtable Scholars
- NSU Florida Nursing Students Association
- Omicron Delta Kappa Leadership Honorary
- Phi Alpha Delta (pre-law fraternity)
- Psi Chi (psychological honor society)

#### **College of Dental Medicine**

- American Academy of Pediatric Dentistry
- ASDA (American Student Dental Association)
- Class Councils
- Hispanic Dental Student Association
- International Dental Graduates
- Omicron Kappa Upsilon
- Student Government Association
- Student National Dental Association
- Women's Dental Society Student Organization

#### **Graduate School of Computer and Information Sciences**

- Epsilon Pi Epsilon
- Association for Computing Machinery
- Institute of Electrical and Electronics Engineers

#### **Graduate School of Humanities and Social Sciences**

- Americans for an Informed Democracy
- DCAR Action Network
- PEARLS
- Student Association

#### **H. Wayne Huizenga School of Business and Entrepreneurship**

- Accounting Club
- Alpha Kappa Psi
- American Marketing Association
- Finance and Economics Association
- Graduate Business Student Association
- Sigma Beta Delta
- Strategic Forum Student Group
- Society of Human Resource Management
- Students in Free Enterprise

#### **Shepard Broad Law Center**

- American Bar Association
- American Constitution Society
- Asian Pacific American Law Student Association (APALSA)
- Association of Business Law Students
- Association of Trial Lawyers of America
- Black Law Student Association

- Caribbean Law Student Association
- Celtic American Law Society
- Criminal Law Society
- Christian Legal Society
- Delta Theta Phi
- Environmental Law Society
- Evening Division Student Association
- Federalist Society
- Florida Association of Women Lawyers
- Foreign Lawyers Association
- Hispanic Law Student Association
- International Citator
- International Law Student Association
- Italian American Law Student Association
- Jessup International Law Moot Court
- Jewish Law Student Association
- Lambda Law Society
- Moot Court Honor Society
- National Lawyer Guild
- National Security Law
- Native American Law Student Association
- Nova Law Families
- Nova Law Review
- Phi Alpha Delta
- Phi Delta Phi
- Public Health Law Society
- Public Interest Law Society
- Real Estate Law Society
- Sports and Entertainment Law Society
- Student Animal Legal Defense Fund
- Student Bar Association
- Student Bar Initiative

#### **College of Medical Sciences**

Student Government Association

#### **Oceanographic Center**

- Journal Club
- Student Government Association

#### **College of Optometry**

- American Academy of Optometry
- American Optometry Student Association
- Beta Sigma Kappa
- Class Council
- College of Optometry Vision Development
- Fellowship of Christian Optometrists
- Florida Optometric Student Association
- Gold Key
- National Optometric Student Association
- Nova Optometric Practice Management Association
- Student Volunteer Optometric Services to Humanity

- Optometry Student Association for Ocular Disease
- Student Government Association

### **College of Osteopathic Medicine**

- Academical Societies
- Addiction Medicine Interest Group
- American College Osteopathic Emergency Physicians
- American College Osteopathic Family Physicians
- American Medical Student Association
- American Medical Women Association—NOWPA
- American Osteopathic Academy of Sports Medicine
- Association of Military Osteopathic Physicians and Surgeons
- Christian Dental and Medical Association
- Class Councils
- DOCARE
- Florida Osteopathic Medical Association
- Fully Loving Ourselves Women
- Gay Lesbian Medical Association
- Hispanic Osteopathic Medical Student Association
- International Professional Student Association
- Jewish Association of Medical Students
- Lambda Omicron Gamma
- Medical Students for Choice
- Muslim Association Services in Health Care
- Neurology Psychiatry Club
- Pediatrics Club
- Public Health Student Association
- Rural Medicine Club
- Sigma Sigma Phi
- Student Associate Auxiliary
- Student Association of Obstetrics and Gynecology
- Student Dermatological Association
- Student Government Association
- Student National Medical Association
- Student Osteopathic Association for Research
- Student Osteopathic Internal Medicine Association
- Student Osteopathic Orthopedic Association
- Student Osteopathic Surgical Association
- Undergraduate American Academy of Osteopathy
- Wilderness Medicine Club

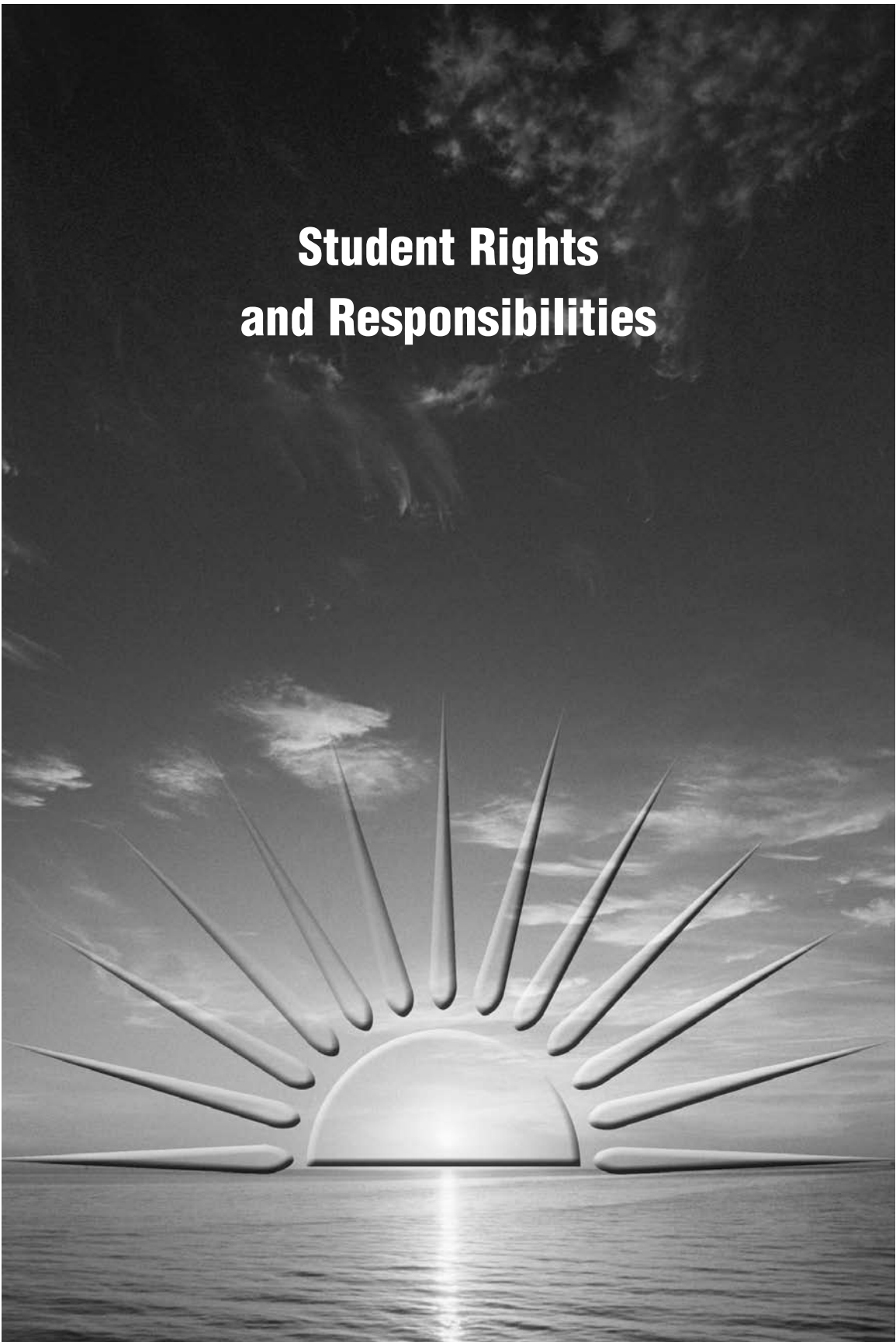
### **College of Pharmacy**

- Academy of Managed Care Pharmacists
- Christian Pharmacists Fellowship International
- Alpha Zeta Omega
- American Association of Pharmacy Scientists
- American Pharmacists Association
- American Society of Consultant Pharmacists
- Class Councils
- Florida Society of Health Systems Pharmacists
- International Pharmacy Student Association
- Kappa Psi Pharmaceutical Fraternity
- National Community Pharmacists Association
- Phi Delta Chi
- Phi Lambda Sigma
- Puerto Rico AphA
- Rho Chi
- Student Government Association
- Student National Pharmacists Association

### **Center for Psychological Studies**

- Ethnic Minority Association of Graduate Students
- Gay Straight Student Alliance
- Jewish Psychiatrists Student Association
- Student Government Association
- Student Organization for Advocacy of Psychology

# **Student Rights and Responsibilities**



# Student Rights and Responsibilities

## Reservation of Power

The *NSU Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *NSU Student Handbook* is available online at [www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf](http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf). Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

## Nondiscrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

## **Code of Student Conduct Statement**

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university as defined by the university administration or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

**In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as deemed appropriate.**

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

## **Nova Southeastern University Statement of Student Rights and Responsibilities**

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure 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
- 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 ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and academic 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 Broward County, the state of Florida, as well as any other laws, rules, and/or regulations of other jurisdictions. All members of the community should inform the appropriate official of any violation of conduct regulations.

### **A. Academic Standards**

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

### 1. **Original Work**

Assignments such as course preparations, exams, texts, projects, term papers, practicum, etc., must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.

### 2. **Referencing the Works of Another Author**

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.

### 3. **Tendering of Information**

All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.



#### 4. Acts Prohibited

Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to the following:

- plagiarism
- any form of cheating
- conspiracy to commit academic dishonesty
- misrepresentation
- bribery in an attempt to gain an academic advantage
- forging or altering documents or credentials
- knowingly furnishing false information to the institution

Students in violation will be subjected to disciplinary action.

#### 5. Additional Matters of Ethical Concern

Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

### B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violations of conduct standards include, but are not limited to

- a. theft (including shoplifting at any university service center, e.g., bookstore, food service facility), robbery, and related crimes
- b. vandalism or destruction of property
- c. disruptive behavior/disorderly conduct (e.g., in residence halls and classrooms, or at university-sponsored events, on or off campus)
- d. physical or verbal altercation, assault, battery, domestic violence, or other related crimes
- e. gambling
- f. possession or use of firearms; pellet, air soft, and paint ball guns; fireworks; explosives; or other dangerous substances or items
- g. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
- h. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- i. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, on the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group
- j. sexual misconduct
- k. stalking

- l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at [www.nova.edu/common-lib/policies/aucr.policy.html](http://www.nova.edu/common-lib/policies/aucr.policy.html).
  - m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
  - n. threats of or actual damage to property or physical harm to others
  - o. “hazing”  
Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but no limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is no limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.
  - p. failure to pay tuition and fees in a timely manner
  - q. embezzlement or misuse of NSU and/or student organizational funds or monies
  - r. failure to comply with the directives of NSU officials
  - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
  - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
  - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
  - v. plagiarism
  - w. possession of drug paraphernalia
  - x. use of another student’s ID card
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

### C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.

## D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

## E. Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

### 1. Expulsion

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

### 2. Suspension

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the dean of student affairs or designee.

### 3. Temporary Suspension

Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

### 4. Final Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

### 5. Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

## **6. Disciplinary Warning**

A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

## **7. Verbal Warning**

A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

## **8. Fines**

Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

## **9. Restitution**

Payment made for damages or losses to the university, as directed by the adjudicating body.

## **10. Restriction or Revocation of Privileges**

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

## **11. Termination or Change of Residence Hall Contract/Accommodation**

Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

## **12. Counseling Intervention**

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

## **13. Other Appropriate Action**

Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

## **14. Parent/Legal Guardian Notification**

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, for other violations of NSU policy and procedure, and/or when NSU personnel determine a student's safety and/or welfare is at risk.

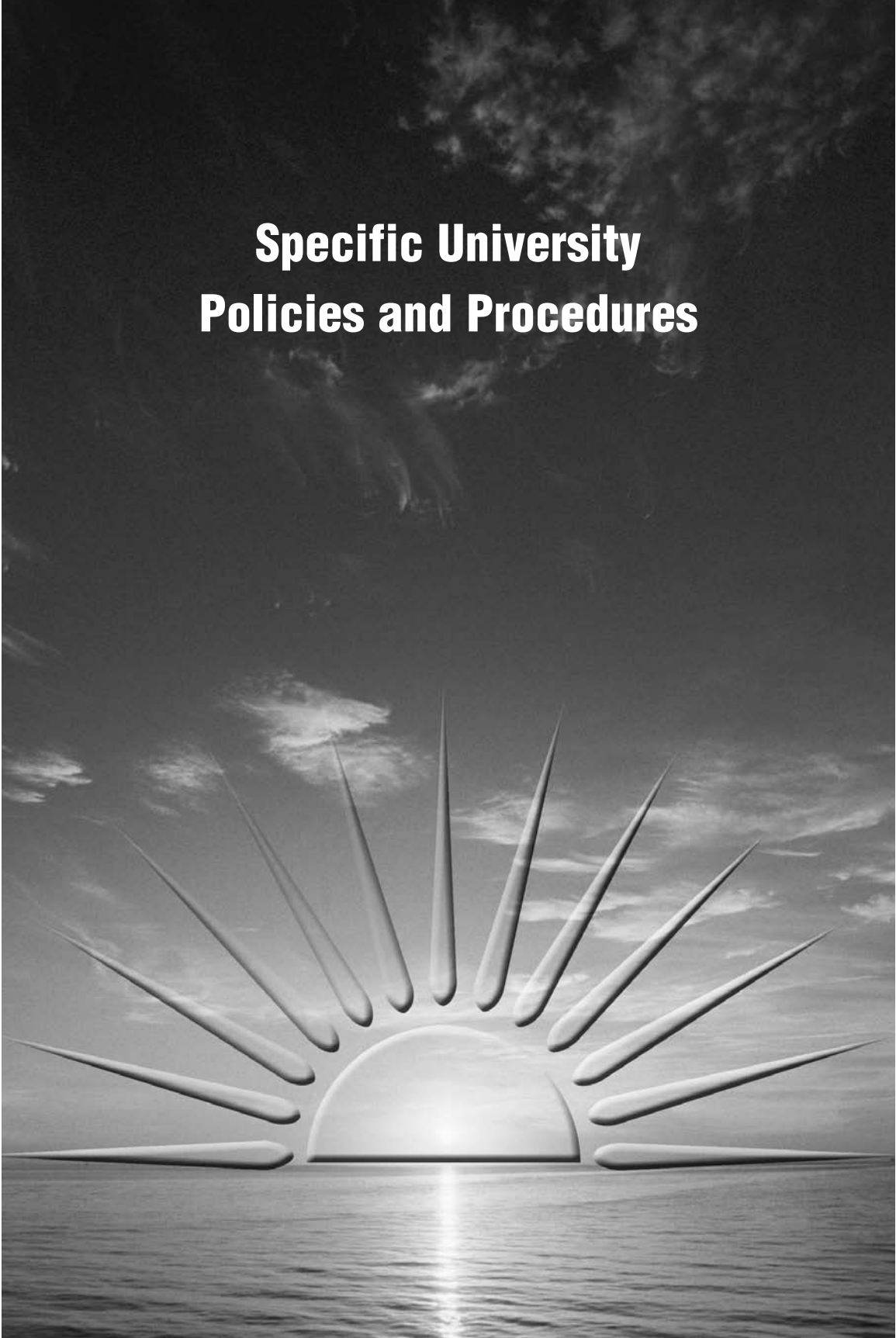
## **F. Appeal Process**

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. the student has new evidence that was not available prior to the original hearing
2. the disciplinary process was not adhered to during the student's hearing
3. the sanction(s) do not relate appropriately to the violation

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.

# **Specific University Policies and Procedures**



# Specific University Policies and Procedures

## Admissions Policy

Please refer to the specific admission policies and procedures for each individual program center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$50 fee.

## Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of NSU to endeavor to prevent substance abuse through programs of education and prevention.

NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances are illegal. NSU is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

#### **Guidelines for the Use of Alcohol at University Student Events**

1. Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Dean of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.
6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union or designee will be present during an event at which beer and wine are served. If the director is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other university policies.
9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.

10. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
11. It shall be at the discretion of the Office of the Dean of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
12. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

### **Abuse/Physical Assault**

Nova Southeastern University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus is prohibited.

### **Acceptance of Professional Fees**

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, nursing, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law. (Students of the College of Osteopathic Medicine are required to comply with the College of Osteopathic Medicine's policy and procedure regarding professional work while enrolled.)

### **Arson**

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

### **Bomb Threats**

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

### **Breaking and Entering**

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.



## **Campus Security Report**

Nova Southeastern University, through the Public Safety Department, annually publishes the *Campus Safety and Traffic Handbook*, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

## **Cellular Phone Policy**

The university recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

## **Closing Hours**

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

## **Complicity**

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

## **Computers**

The following five sections detail NSU policy related to the use of computers, email, and the Internet.

### **Acceptable Use of Computing Resources**

The following policy is also available at [www.nova.edu/common-lib/policies/aucr.policy.html](http://www.nova.edu/common-lib/policies/aucr.policy.html).

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 and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, local area networks, and listservs 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 (see Related policies listed at the end of this section) 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 Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

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, discriminate, stalk, intimidate, or otherwise cause harm or attempt to 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, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

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

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- 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)
- creating a false email address
- 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 or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- 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, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
- 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, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or 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, and appropriate disciplinary actions may be taken, up to and including dismissal.

Related policies that also apply to Web pages are as follows:

- Student-related: Student Code of Conduct and Academic Integrity
- Faculty-related: *Faculty Policy Manual*
- Staff-related: *Employee Handbook*
- General policies: Copyright and Patent Policy, Computing Account Security Agreement

### Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at [www.nova.edu/common-lib/policies](http://www.nova.edu/common-lib/policies).
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.

4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement 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 agreement, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

### Access to NSU Online Systems

The following policy is also available at [www.nova.edu/common-lib/policies/isp.policy.html](http://www.nova.edu/common-lib/policies/isp.policy.html).

In order to access the university's computing resources, all NSU students must provide their own Internet access service through a suitable Internet service provider.

### Electronic Mail Communications

The following policy is also available at [www.nova.edu/common-lib/policies/emailcomm.policy.html](http://www.nova.edu/common-lib/policies/emailcomm.policy.html).

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see below). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery information. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is janedoe

Your email address will be [janedoe@nsu.nova.edu](mailto:janedoe@nsu.nova.edu)

Note: A computer account may also be referred to as an email name or a username.

### Web Pages—Use of Material

The following policy is also available at [www.nova.edu/common-lib/policies/copyright.html](http://www.nova.edu/common-lib/policies/copyright.html).

You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on Web pages

without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages:  
Copyright 2005 (your name). All rights reserved.
- Organization Web pages (examples):  
Copyright 2005 *Cornell Law Review*. All Rights Reserved.  
Copyright 2005 Nova Southeastern University. All Rights Reserved.  
Copyright 2005 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

## **Consensual Relations Between Faculty Members and Students**

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## **Contracting on Behalf of the University**

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

## **Disabilities**

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

At the postsecondary level, it is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the university ADA coordinator, Arlene Giczkowski, director of student disability services, at (954) 262-7189.

### **Academic Accommodation(s) Process**

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

### **Academic Accommodation Appellate Committee Guidelines**

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

### **Facility and Grounds Accommodation(s) Process**

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator—the director of student disability services—to discuss their specific needs. Requests for accommodation must be made in writing to the ADA coordinator and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

If the student disagrees with the facility or grounds accommodation proposed by the ADA coordinator, he or she may appeal in writing no later than 10 days after the decision to the Facility and Grounds Accommodation Appellate Committee, which consists of the university associate dean of student affairs, vice president of facilities management or his/her designee, and a disability service representative from at least three different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Facility and Grounds Accommodation Appellate Committee is final and binding upon the student without further appeal.

### **Facility and Grounds Accommodation Appellate Committee Guidelines**

1. Upon receipt of a notice of appeal, the associate dean of student affairs shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meetings except official minutes
- legal council
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

## **Discriminatory Conduct**

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

## **Drug-Free Schools and Campuses**

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C. F. R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix A).

The term “illicit drugs” refers to all illegal drugs, and to legal drugs obtained or used without a physician’s order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### **NSU Programs**

NSU Student Counseling Services are available to all NSU students. For information, please call (954) 262-7050.

### **Community Programs**

Department of Children and Families  
Substance Abuse Program Office  
1317 Winewood Boulevard, Bldg. 6, Third Floor  
Tallahassee, Florida 32399-0700  
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment.



Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. Criminal penalties for DUI include, but are not limited to, fines and incarceration.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Any Nova Southeastern University student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug-use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

### **Drug Policy—Zero Tolerance**

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix A).

### **Emergency Situations**

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 28999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

## **Failure to Comply**

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices; participation in administration and/or judicial proceedings; and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

## **False Information**

Providing false or misleading information to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility subjecting a student to disciplinary action up to and including expulsion or rescission.

## **Falsification of Records**

Falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags and student employment records.

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 with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

## **Fire Safety**

Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

## **Fraud**

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

## **Gambling**

Gambling may include, but is not limited to, wagering on or selling pools on any athletic or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other thing of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.

## **Grievance Procedures for Nonacademic Disputes**

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.
4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.
5. The student may then appeal in writing to the dean of student affairs.
6. The dean will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The dean's decision is final and binding and cannot be appealed.

## **Guests**

Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the university deems appropriate.

## **Health Policies**

### **Communicable Diseases Guidelines**

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease must report the contracting of the disease to their program dean and the associate dean of student affairs and are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center, and the associate dean of students.
- Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Dean of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

### Immunization Requirements

Health Professions Division (HPD) students: See center specific policies.

All residential (residing in campus housing) students must satisfy the following requirements, if they were born after January 1, 1958. The required documentation of vaccinations shall include the following:

1. Meningococcal meningitis
2. Hepatitis B: You must show proof of one of the following:
  - immunization with three doses of hepatitis B vaccine
  - blood test showing the presence of hepatitis B surface antibody
3. Measles (rubeola): You must show proof of two of the following:
  - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
  - blood test showing the presence of the measles antibody
4. Rubella: You must show proof of **one** of the following:
  - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
  - blood test showing the presence of the rubella antibody

5. MMR (Measles, Mumps, Rubella)

- Two doses of the vaccine may be given instead of individual immunizations.
- One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

- Medical exemptions—Must produce a signed letter from a doctor, on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

## Health Insurance

Nova Southeastern University requires all undergraduate day students, residential on-campus students, and Health Professions Division (HPD) students (except online) to have some form of health insurance. Federal visa regulations also require international J-1 students and their J-2 dependents to maintain adequate health insurance throughout their stay in the United States.

If the above paragraph applies to you, your NSU account will be charged for the health insurance premium. If you currently maintain comparable coverage that is greater or equal to that of NSU's policy, **you must complete the online waiver form, available on the student medical center Web site ([www.nova.edu/smc](http://www.nova.edu/smc)) under "Health Insurance."**

All other registered students enrolled at Nova Southeastern University taking credit hours are eligible to enroll in the student health insurance plan on a voluntary basis by contacting Collegiate Risk Management at 800-922-3420.

Should you have any questions regarding the student health insurance plan, please feel free to contact the student health manager at (954) 262-4055 or 800-922-3420 or [www.collegiaterisk.com](http://www.collegiaterisk.com).

## Hurricane Procedures

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour “Hurricane Hotline” for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact Broward County Emergency Preparedness at (954) 357-8250.

### Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU 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

If a hurricane warning is issued, the university president will decide if the university will 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.

The NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

### Procedures for Residence Halls

Upon announcement by the U.S. Weather Bureau that a HURRICANE or TROPICAL STORM WARNING status has been declared, the director of housing or director of residential life will be notified and will relay weather information to the department staff members and residents. For information, visit [www.nova.edu/reslife](http://www.nova.edu/reslife) or call (954) 262-7052.

### Safety Procedures

- Follow instructions of public safety officers and emergency personnel.
- Residence hall students: follow the instructions of residential life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the **eye** of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by public safety or the local officials. Residential students will be notified by residential life staff.

- When the “all-clear” is given, exit your location with extreme care. Beware of electrical wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many people are killed after a storm by electrocution.
- For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- Enter NSU property only after permitted, and follow safety instructions.

### Broadcast Information

An email message regarding the university closure will be instituted within the NSU email system. The NSU telephone central switchboard will also be available for direct information.

### Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations		Television Stations
WIOD	AM 610	WFOR Channel 4
WINZ	AM 940	WTVJ Channel 6
WFTL	AM 1400	WSVN Channel 7
WHYI	FM 100.7	WPLG Channel 10
WBGG	FM 105.9	WLTV Channel 23
WRMA	FM 106.7	WYHS Channel 69

### Reopening Confirmation

For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU’s public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8999. For additional information visit their Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

### Identification Cards

The SharkCard is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification cards when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic stripe.

The SharkCard is Nova Southeastern University’s single-card program that combines a multitude of features and uses, including the following:

- identification purposes
- library privileges
- building access
- vending machine usage
- pay-for-print
- copier usage
- meal plans

This high-tech card has two embedded antenna that will allow access to various areas around campus, from parking garages to computer labs.

The SmartChip, located on the front of the card, has the capability to store prepaid values in increments of \$1, \$5, \$10, or \$20, directly on the card. You are able to add these increments at the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus and on all floors of the Alvin Sherman Library, Research, and Information Technology Center.

The NSU Card Office is located in the University Center, Room 1202, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, [www.nova.edu/nsucard](http://www.nova.edu/nsucard) for more information.

### **Interference with University Investigations and Disciplinary Proceedings**

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Department of Public Safety, Office of the Dean of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

### **Jurisdiction of University Policies and Procedures**

Students must adhere to NSU policies and procedures on the main campus; at any other NSU site; or while participating in any university-sponsored program, event, or activity.

### **Lake Swimming**

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is strictly prohibited and any violators of this policy will be subject to disciplinary action.

### **Life-Threatening Behavior**

Nova Southeastern University recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect



for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

### **Littering/Projecting Objects**

Students may not throw, discard, place, or deposit litter or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

### **Misuse of Telephones**

NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

### **Noise**

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

### **Off-Campus Violations**

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and university policies and procedures, even when they occur off campus.

### **Parent/Legal Guardian Notification**

University personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the university occur or when a student's welfare is at issue.

### **Parking and Traffic Policies**

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The executive director of public safety will determine whether a disabled vehicle is allowed to remain on campus.

- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the executive director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**

For additional information, please visit the public safety Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

## **Pets**

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

## **Privacy of Records (FERPA)**

Several laws provide significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The Family Educational Rights and Privacy Act of 1974 (FERPA) specifically protects the privacy of a student's educational record and limits the disclosure of personally identifiable information maintained by the university. Records or reports that include personally identifiable information about a student are to be maintained in a confidential manner that is consistent with university policy and procedure.

FERPA clarifies the limits of access to educational records, including the right to access, the right to inspect, the right to obtain copies, the right to seek correction through formal and informal internal procedures, and the right to place a statement in the educational records explaining information the student believes to be inaccurate or misleading.

NSU has adopted a policy consistent with the requirements of FERPA, with respect to student educational records. Please carefully review the NSU FERPA policy online at [www.nova.edu/cwis/financial/information/ferpa.html](http://www.nova.edu/cwis/financial/information/ferpa.html).

The law limits access by, and disclosure of, educational records to a third party. All educational records, except directory information, are confidential and cannot be disclosed unless written consent is given by the student or in such circumstances that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom NSU has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee (such as a disciplinary or grievance committee); or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll. The following information may be released as directory information, but

can be withheld at the request of the student: student name, address, dates of attendance, degree, honors and awards received, telephone numbers, enrollment status, major field of study, year in school, participation in sports, anticipated graduation date, NSU email address, and place of birth. The university reserves the right to refuse to provide the above information, if the reason for the request is not considered valid or sufficient.

Students may complete and submit a Request to Prevent Disclosure of Directory Information to the Office of the University Registrar before September 1 of the current academic year. However, students do not have the right to access educational records until they have been admitted to, and have begun attending classes at, NSU. NSU will not release educational records to the parent(s) of a dependent student unless proof of the student's dependency is provided by the parent(s) via a copy of the U.S. Federal Income Tax Return and the student has provided a written request allowing NSU to disclose information to the parent(s).

The university will convene a hearing if a student and/or authorized parent(s) wish to challenge the contents of an educational record. Students and authorized parent(s) may add explanatory or rebuttal statements to the student's educational record, if the hearing yields unsatisfactory results.

If a student or authorized parent(s) is denied access to a hearing, or if the educational records are alleged to have been illegally disclosed to a third party, the student may file a complaint with the federal Family Policy Compliance Office (FPCO), charged with administering FERPA.

The U.S. Department of Education's Family Educational Rights and Privacy Act of 1974 (FERPA) is available online at [www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa).

### **Procedure to Inspect Educational Records**

Students may inspect and review their educational records upon request to the appropriate record custodian. Transcripts submitted to the university from prior schools become the property of NSU and can be reviewed, but copies cannot be released. Students should submit to the record custodian or an appropriate university staff member a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate university staff member 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 45 days or fewer 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 that relates to him or herself.

### **Right of University to Refuse Access**

The university or division reserves the right to refuse inspection of the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations concerning admission or employment for which the student has waived his or her right of access
- records connected with an application to attend university or component unit of the university if that application was denied
- those records that are excluded from FERPA definition of educational records

### **Refusal to Provide Copies**

The university reserves the right to deny requests for transcripts or copies of records that are not required to be made available by the FERPA in either of the following situations:

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student

## Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

Because NSU operates health care centers, it is responsible for enacting privacy policies and procedures. The various NSU colleges, schools, and educational programs have enacted policies for their health care centers. NSU health care center staff members, students, and faculty members are responsible for following the policies that have been implemented by the applicable NSU health care center.

In addition, the HIPAA privacy rule also requires that NSU provides education for health care center staff members, students, and faculty members. As such, all applicable NSU colleges, schools, and educational programs shall train their students rotating at NSU health care centers and other health care facilities in compliance with the requirements of NSU's HIPAA privacy policies and procedures, patient privacy and confidentiality practices, privacy laws, and the federal HIPAA privacy regulations.

NSU students and faculty members may also be subject to the HIPAA privacy policies and procedures enacted by the various health care facilities in which they train. It is the responsibility of the student and faculty member to familiarize himself or herself with these policies upon entering each facility.

Any questions concerning the policies can be directed to the privacy contact of your NSU health care center or the NSU privacy officer.

## Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

## Sexual Misconduct and Harassment

The following three sections relate to NSU policy and definitions of sexual misconduct and sexual harassment.

### Sexual Misconduct Policy

NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the university community; or any person on university property; or at a university-sponsored or -supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

**Definition:** NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity

- b. the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- c. the right to be free from pressure that would suggest that the victims: (i) not report crimes committed against them to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victims perceive them to be
- d. the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity
- e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
- f. the right to have access to counseling services established by the university or other victim-service entities
- g. after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants
- h. the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings
- i. the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings

**Disciplinary Action:** In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

**Education and Information:** The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 28999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
  - a. advise the reporter to counsel the victim to seek medical assistance
  - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official
  - c. protect the confidentiality of the victim (if name is known)

- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

### Harassment Statement

Harassment is defined as any conduct (words or acts), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; disturbs the peace and/or comfort of person(s) on the campus of the university; creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

### Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.

3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Human Resources and should be reported promptly to the Director of Human Resources.

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

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member or the director of human resources. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships

create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## **Smoking Policy**

The university has adopted a “no smoking” policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Accordingly, it is determined that there is no smoking in any Nova Southeastern University classroom/administrative facility.

Effective in July 2009, Nova Southeastern University has adopted a smoking restriction policy to promote healthy lifestyles and ensure clean air around campus buildings, while greatly reducing exposure to second-hand smoke. A “Healthy Sharks” initiative will prohibit smoking everywhere on campus except at designated smoking sites located at least 50 feet from buildings. Smoking will be prohibited in all other areas of NSU campuses and student educational centers throughout Florida.

To locate the smoking sites on Nova Southeastern University campuses, log into the NSU Web site at [www.nova.edu](http://www.nova.edu).

## **Solicitation and Posting Policy**

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls.

The following flyers are acceptable

- looking for a roommate
- selling a car, book, furniture, etc.
- events or information associated with NSU clubs and organizations
- events or information associated with NSU administrative offices or academic programs
- academic services and programs associated with NSU

The following flyers are not acceptable in any campus location

- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language
- outside vendor or company promotions
- outside vendor health insurance information

Academic centers, colleges, schools, residence halls, and campus buildings may have their own specific solicitation and posting policies. Visit [www.nova.edu/studentleadership/forms/posting\\_policy.pdf](http://www.nova.edu/studentleadership/forms/posting_policy.pdf) for more information.



## **Stalking**

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

## **Student Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- the student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage
- editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures
- all university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body

## **Theft or Unauthorized Possession**

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

## **Title IX Compliance Policy**

Title IX of the Educational Amendments of 1972, 20 USC Sections 1681 et seq., prohibits discrimination on the basis of sex in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a Title IX Compliance Policy. It is the university's policy that no student enrolled at NSU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex.

## **Travel**

Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or at any NSU sites.

The travel office provides basic travel services for students, faculty members, and staff members. Please visit the travel office Web site for a current listing of NSU discounts with airline, car rental companies, and hotels at [www.nova.edu/cwis/bsv/travel](http://www.nova.edu/cwis/bsv/travel).

## **Trespass Policy**

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

## **Unauthorized Entry**

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

## **Unauthorized Possession of University Property**

Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

## **Use of University Vehicles**

Nova Southeastern University policy mandates that all personnel, staff, and students who either are required to or wish to use an NSU van must first successfully complete the Van Driver Training course provided by NSU Public Safety. The Public Safety Department provides as its van driver training course the most current version available, Coaching the Van Driver II, which is offered by FLI Learning Systems, Inc.

Prior to contacting Public Safety, a supervisor must first contact the director of risk management at (954) 262-5271 to determine a person's eligibility to drive an NSU van. After receiving approval, an appointment can then be made with Jim Ewing, Public Safety-Safety Compliance, at (954) 262-8082, or at [jewing@nsu.nova.edu](mailto:jewing@nsu.nova.edu). The van training program is available most weekdays, during daytime hours, instead of just once a month during the evening.

Upon satisfactorily passing the Van Driver II training, the person will receive a certificate of completion as well as an identification card, which is used to sign out an NSU van from the Physical Plant.

## **Vandalism or Destruction of University Property**

Defacing, littering, or damaging property of the university is prohibited.

## **Weapons**

Weapons are prohibited on campus. A weapon includes

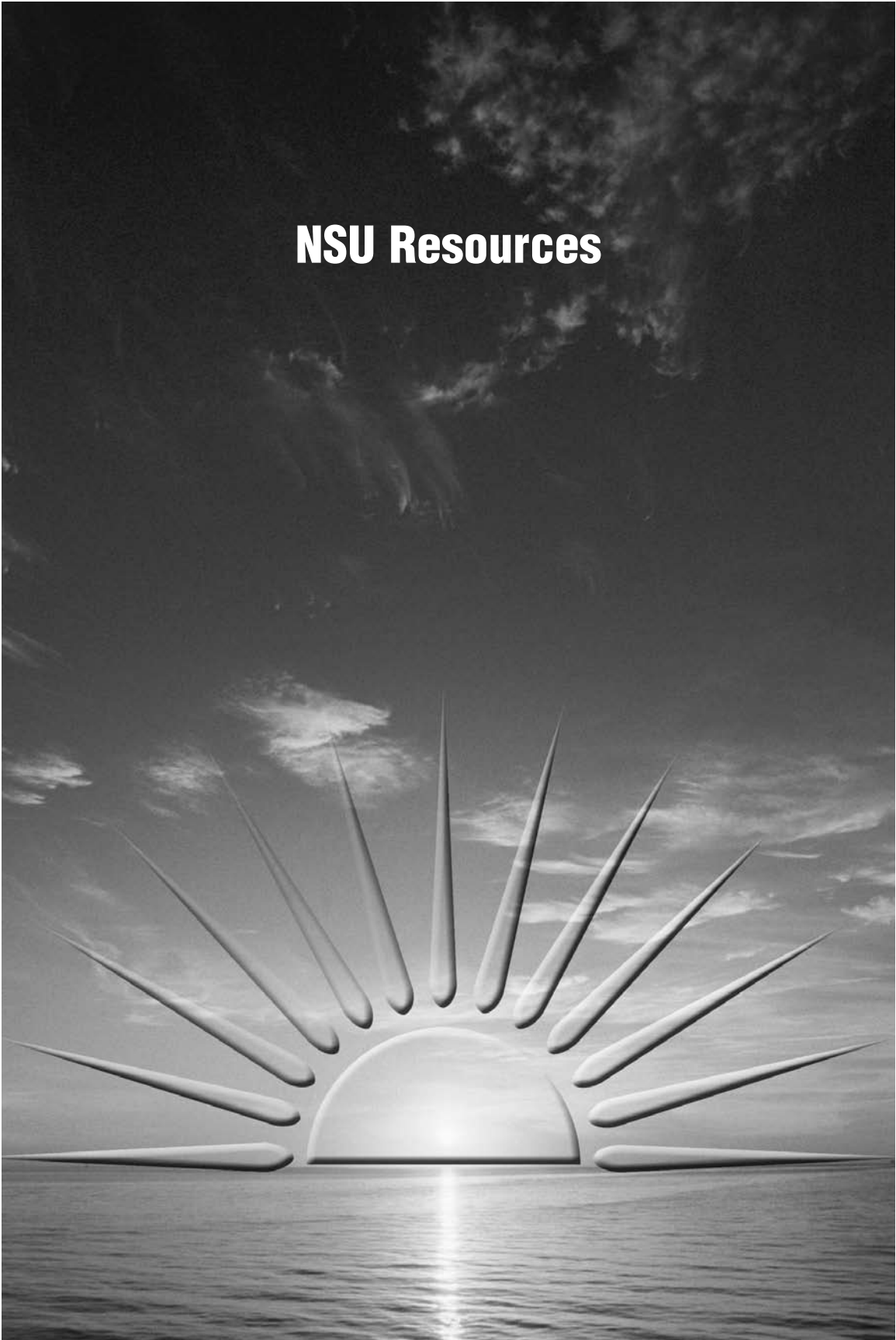
- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

## **Worthless Checks**

1. Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

# NSU Resources



# NSU Resources

## Alumni Association

More than 103,000 men and women, residing in all 50 states and in 63 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 22118.

## Academic Services

The Office of Academic Services supports the academic progress of all NSU undergraduate students. Among the various services are individualized tutoring in writing, mathematics, and science, as well as a diverse array of testing services.

### Tutoring

Students can receive one-on-one tutoring in writing, math, science, and select business courses. Tutoring sessions last 45 minutes. Writing tutoring covers all phases of the writing process from brainstorming to editing to APA/MLA formatting. Tutors do not edit papers for students, and the focus is on working through a portion of the paper to improve writing skills and help the students become more independent writers.

Academic Services also offers valuable supplemental resources and services, such as

- a complete library of math DVDs
- a reference library of solution manuals for math and science courses
- a Web site that features links to additional academic support materials, including writing and study skills handouts and APA and MLA formatting guidebooks
- a variety of workshops covering academic success skills

For more information about tutoring services, call OAS at (954) 262-8350 or visit the Web site at [www.undergrad.nova.edu/AcademicServices](http://www.undergrad.nova.edu/AcademicServices).

### Testing

Incoming undergraduate students, in consultation with their academic advisers, may request to be allowed to take challenge exams in writing, mathematics, and chemistry. Other course-equivalent examinations available to the students are the College-Level Examination Program (CLEP), DANTES subject standardized tests, and New York Proficiency Testing in Foreign Languages.

For more information about testing services, call OAS at (954) 262-8374 or visit the Web site at [www.undergrad.nova.edu/AcademicServices](http://www.undergrad.nova.edu/AcademicServices).

## ATMs

There are several automated teller machines (ATMs) on Nova Southeastern University's main campus. They are located in the Don Taft University Center; the Terry Building of the Health

Professions Division; the Alvin Sherman Library, Research, and Information Technology Center; and the Carl DeSantis Building. The ATMs are operated by SunTrust Bank, which may charge a fee for their use, in addition to charges by your financial institution.

## **Bookstore**

The NSU Bookstore is located in University Park Plaza (behind the Bank of America) and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may special-order any book in print at no additional cost. Students at off-campus locations may order textbooks online at <http://nsubooks.bncollege.com>. The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within 24 hours.

The NSU Bookstore contact information is below:

NSU Bookstore  
University Park Plaza  
3562 South University Drive  
Davie, FL 33328  
Phone: (954) 262-4750 or 800-509-BOOK  
Fax: (954) 262-4753  
Email: [bkstore@nova.edu](mailto:bkstore@nova.edu)  
Web site: <http://nsubooks.bncollege.com>

## **Return Policy**

### **Course Materials Required for Class or Full-Semester (15–18 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given 30 days from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

### **Course Materials for Partial/Half-Semester (8–10 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given two weeks (14 days) from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

### **Course Materials for Classes Meeting Less Than 8 Weeks**

A refund is given one week (seven days) from the first day of class with proof of purchase and proof of withdrawal from the course (student must show proof of the first day of class). No refunds will be issued once the first week of class has passed.

### **Reference Materials/Study Aids/Select Medical Supplies**

A refund will be given three days from the date of purchase.

### **For General Merchandise Products**

A full refund will be given in the student's original form of payment with a receipt. No refunds are given on magazines or prepaid phone cards. Without a receipt, a merchandise credit will be issued at the current selling price.

### **Buyback Policy**

We are happy to buy your textbooks back every day. The best time to sell your textbooks is during finals week. We will pay you 50 percent of the amount you paid if it was requested by your professors for required use the next term and the bookstore is not overstocked. If books do not meet these criteria, the prices we pay are based on current national demand. All books must be in good condition. Some books have little or no monetary value. Out-of-print books and old editions are not in national demand, and we don't buy them. Off-campus students can request buyback quotes online at <http://nsubooks.bncollege.com>.

### **Bursar**

See Enrollment and Student Services section.

### **Campus Shuttle**

To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 300-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds or wait for the buses in front of university buildings.

If you have any questions or need information about our shuttle routes, please contact facilities management at extension 28940.

### **Career Development**

Career Development is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The purpose is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through consulting and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Development encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Development at (954) 262-7201.

## **Computing Facilities/Campus and Student Educational Centers**

The Office of Information Technologies' Educational Technologies and Digital Media unit maintains 50 MicroLabs: 30 on campus and 20 located among the student educational centers and other sites in Miami, West Palm Beach, Orlando, Tampa, and Jacksonville, Florida; Las Vegas, Nevada; and Nassau, Bahamas. The labs are staffed with full- and part-time technicians who assist students and faculty and staff members in the use of emerging technologies.

In addition to courses and workshops, open labs are scheduled and maintained for student use on campus and at student educational center locations. Tutorials, where students can receive help with particular software applications, are held every Friday from 4:00 to 5:00 p.m. at the Alvin Sherman Library, Research, and Information Technology Center labs.

NSU's labs house a variety of computer equipment for student use. NSU maintains high-speed data networks at all campus locations and student educational centers. The main campus network backbone infrastructure provides Gigabit Ethernet bandwidth, with fiber optic links connecting buildings and floors. NSU is an equity member of the Florida LambdaRail (FLR) network, which provides opportunities for faculty members, researchers, and students to collaborate with colleagues around the world on leading-edge research projects. Every lab is connected to the university's computer network, providing Internet access and access to the Campus-Wide Information System (CWIS) and the Electronic Library. Access to the NSU network is provided to students from all dormitory locations via WINGS wireless network. The Goodwin undergraduate residence halls have been wired 100 MBPS and 802.11b/g wireless access. The graduate student residence halls have 802.11b/g wireless access only. From off-campus locations, students may access general Web-based electronic resources (e.g., registration, grades, transcripts, email, online courses, and the library) using Web browsers and an Internet connection. For Internet access to special or restricted responses, NSU provides Virtual Private Network (VPN) connectivity to students. Students may also access these resources using available 56 kbps dialup modems.

Students and faculty and staff members have access to scanners, printers, CD and DVD burners, digital cameras, video cameras, and other technology tools. Wireless laptops are available for use in the library, study rooms, and several student educational centers. Color printers, poster printers, and printing stations located in high traffic areas for "on-the-go printing" are also available. The MicroLabs are equipped with pay-for-print stations that are accessed via student identification cards, as well.

For further information, please contact the MicroLab at (954) 262-4533 or visit the Web site at <http://microweb.nova.edu>.

## **Counseling**

See NSU Student Counseling section.

## **Dining Services**

See Shark Dining Services section.

## **Don Taft University Center**

The Don Taft University Center is a 366,000-square-foot facility that serves as the central gathering place for students, faculty and staff members, friends, family, and alumni of NSU. Within its walls are 100,000 square feet of indoor and outdoor recreational space, including a fitness center with strength and cardiovascular training equipment, two basketball courts, three racquetball courts, a rock-climbing wall, three multipurpose rooms, men's and women's locker rooms, and a swimming pool.



The Arena at the Don Taft University Center is home to intercollegiate athletics and the NSU Sharks. The arena can seat over 5,000 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a “hall of fame” room.

The center also houses the Student Union/Flight Deck. This area is designed as a general hangout space for students where they can grab a bite to eat, get a drink, shoot some pool, and play darts. The Student Union Board (S.U.B.) also offers a programming schedule of events including comedians, bands, and more.

## **Enrollment and Student Services**

Enrollment and Student Services (ESS) is composed of the Office of Student Financial Assistance, the University Registrar’s Office, the University Bursar’s Office, the One-Stop Shop, the University Call Center, Enrollment Processing Services, and Transfer Evaluation Services. Collectively, the ultimate goal of ESS is to efficiently meet the information and service needs of all NSU students. The following is important information regarding financial aid, NSU billing and payment policies, and general financial tips.

### **The Office of Student Financial Assistance**

The Office of Student Financial Assistance is dedicated to helping student’s make smart financial choices while in college. There are four types of financial aid available to assist in meeting the cost of attending college: grants, scholarships, student employment, and loans. Grants and scholarships are considered “gift” aid, as they do not need to be repaid. Loans are considered “self-help” aid, as they need to be repaid. Student employment requires the student to work in exchange for a pay check. Please remember that students interested in federal grants **must** complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria.

### **Means of Communication with Students**

The official means of communicating financial aid information to students is via WebSTAR and NSU email. Students will receive requests for information and award notices through their NSU email accounts. They will then be directed to the WebSTAR secure site to use their NSU PIN for access to pertinent financial aid information. Students are encouraged to use NSU’s WebSTAR system at [www.webstar.nova.edu](http://www.webstar.nova.edu) to register for classes, display their class schedule, view any holds, display their grades and transcripts, make payments, and review financial aid requirements and awards.

### **The University Bursar’s Office**

The Office of the University Bursar is responsible for billing students, collecting and depositing student payments, issuing refunds from excess financial aid funds, and verifying students’ eligibility for a student loan.

### **Bursar’s Office policies**

- Registration will be processed unless there is a hold on the student’s account.
- Electronic bills are sent during the middle of each month via email to the student’s NSU email address. No paper bills are sent. Students can authorize additional users to receive an NSU eBill notification by signing the person on as an authorized user.

- If a student owes a balance 30 days after the start of the term, a hold and a \$50 late fee will be placed on the account. This hold prevents future registrations, the viewing of grades, and access to the RecPlex at the Don Taft University Center.
- If a balance exists after 90 days, the account will be placed in collections.

### Methods of Payment

NSU accepts VISA, MasterCard, and American Express. Check payments include traveler's checks, cashier's checks, and personal checks, as well as money orders. International checks must be in U.S. funds only and drawn on a U.S. bank. Wire transfers are accepted. More information regarding wire transfers is available at [www.nova.edu/cwis/bursar/registration.html](http://www.nova.edu/cwis/bursar/registration.html).

Students may make credit card payments online at [www.webstar.nova.edu](http://www.webstar.nova.edu). Students must have User ID and PIN to log in to WebSTAR. Electronic check and credit card payments can also be made through NSU eBill. Credit card authorization forms can be downloaded from the Bursar's Web site at [www.nova.edu/cwis/bursar/forms/ccauthform.pdf](http://www.nova.edu/cwis/bursar/forms/ccauthform.pdf) and faxed to (954) 262-2473.

### Payment Plans

Some graduate program offices offer payment plan options. Please check the program's Web site for details. In addition, NSU offers the following plans:

- Installment Plans

NSU offers a three-month (one term) and a ten-month (fall and winter term) payment plan.

- There is a \$50, nonrefundable application fee.
- With the three-month payment plan, one-third of tuition is due at the time of registration, one third in 30 days, and the last third in 60 days.
- The 10-month payment plan begins in June and ends in March.
- A nominal monthly maintenance fee is also charged.
- Details are on the Bursar's Web page: [www.nova.edu/cwis/bursar/payment.html](http://www.nova.edu/cwis/bursar/payment.html). **International students are not eligible.**

- Employer Tuition Assistance Plans

Undergraduates eligible for employment tuition assistance programs must submit a letter of eligibility or purchase order from their employer.

- First payment due at set-up includes a \$50 deferment fee plus all student fees.
- Payment of postdated checks or credit card authorizations for tuition only may be deferred for five weeks after course completion.

- Florida Prepay Plan

Students will be invoiced based on their term credit hours and the current Florida **state tuition rate**. If a student is on the unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Transfer students must contact Florida Prepay to transfer the account to NSU. A copy of the front and back of the ID card is required **each term**.

## Student Employment

There are three main student employment programs: Federal Work-Study (FWS), Nova Student Employment, and Job Location and Development (JLD).

### Federal Work Study Program

The FWS Program is a need-based program that provides students with part-time employment to help meet their financial need. FWS is awarded to U.S. citizens and resident aliens. Students must be awarded FWS in order to apply and obtain a position. Interested students must file a FAFSA, and indicate on the FAFSA that they are interested in a work-study program. Students may work up to 25 hours per week, depending on eligibility. The rate varies according to the position. When calculating the balance owed to NSU, do not deduct FWS, as you would other aid. The Bursar's Office does not calculate the award as expected payment towards tuition. Students will receive a paycheck every other week.

Under the umbrella of FWS are the **America Reads** and **America Counts** programs. Students serve as reading or math tutors to elementary school children throughout Broward County. Students must have their own dependable transportation. The minimum number of hours students can work is 10 hours per week. The pay rate is \$13 an hour. Tutors must complete a training session and pass a background check. Students can't participate in both programs.

Students who have been awarded FWS for the fall term will be sent a student employment packet in the mail at the end of July. The packet will include the student employment application as well as information regarding the orientation process.

### Nova Student Employment

Nova Student Employment provides part-time, on-campus jobs for in-school students, regardless of financial need. Students do not need to apply for financial aid to be considered for these positions. International students may qualify for on-campus student employment under this program. Students can work a maximum of 20 hours per week.

### Job Location and Development

The JLD Program develops and locates off-campus jobs for students. Positions are open to all currently enrolled students of NSU, regardless of financial need. International students must receive special permission from their program office and the Office of International Students and Scholars to work off-campus. Positions may be part-time or full-time.

### Veterans Benefits

Department of Veterans Affairs educational benefits are designed to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact a veterans benefit specialist at (954) 262-7236; toll free 800-541-6682, ext. 27236, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., or visit the veterans benefits Web page at [www.nova.edu/financialaid/veterans/index.html](http://www.nova.edu/financialaid/veterans/index.html). If you have any questions concerning eligibility, you may also contact the U. S. Department of Veterans Affairs (DVA) at 888-442-4551 or visit their Web site at [www.gibill.va.gov](http://www.gibill.va.gov).

### Standards of Progress for Veterans

- A student receiving veterans benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

- A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain, and maintain, satisfactory progress by the end of the probationary period (one evaluation period), the student's Veterans Affairs (VA) educational benefits will be terminated for unsatisfactory progress.
- A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. To initiate the petition process, students should contact the Office of Student Financial Assistance VA benefits representative at 800-541-6682, ext. 27236. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.
- For VA payment of benefits purposes, an *I* (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year, unless permission for a delay is granted by the academic dean for that program.

#### **Grade/Progress Reports for Students Receiving Veterans Benefits**

- Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

#### **Conduct Policy for Students Receiving Veterans Benefits**

- All VA students are expected to comply with the legal and ethical standards of Nova Southeastern University. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.
- The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.
- Students who feel their rights have been denied are entitled to due process. Students should refer to the Appeals and Grievance Procedures listed in this student handbook.

#### **The One-Stop Shop**

The One-Stop Shop is the central point of information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained in financial aid, registration, bursar, and student accounts functions, as well as providing other types of status information and services that students may require. The One-Stop Shop is located in the Horvitz Building on the main campus.

#### **Hours of Operation**

Monday–Thursday, 8:30 a.m. to 7:00 p.m.

Friday, 8:30 a.m. to 6:00 p.m.

Saturday, 9:00 a.m. to noon

The One-Stop Shop is closed on holidays observed by NSU.

## **The University Registrar's Office**

The University Registrar's Office offers a variety of diverse services to the university community. These include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, service for international students, transfer of credit services, and general university information. Additional information is available at [www.nova.edu/cwis/registrar](http://www.nova.edu/cwis/registrar).

### **Transcript Requests**

Students may view a complete academic history, print out an unofficial transcript, and request an official transcript through WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu). The WebSTAR portal enables students to request and pay for transcripts online. In addition, a Transcript Request Form can be completed and submitted in person at the One-Stop Shop, where the official transcript may be printed immediately. There is a \$5 fee per official transcript.

### **Grades**

Once grade(s) have been posted to the student's academic record, a notification email directing students to WebSTAR to view their grades is sent. An official grade report may also be printed from WebSTAR.

### **Name and/or Social Security Number Changes**

NSU requires official documentation to make any change to the name or Social Security Number students have on record. Some examples of such documents include a marriage certificate, divorce decree, or court order.

### **Address Changes**

Students may change their address via WebSTAR or submit a written request to the University Registrar's Office.

### **Loan Deferment/Enrollment and Degree Verification**

Students may obtain a free, official Loan Deferment/Enrollment Verification Form and Verification of Degree Conferral, via WebSTAR. This Enrollment Verification Form is an official document from the National Student Clearinghouse (NSC) that can be presented to health insurance agencies, housing authorities, consumer product companies, banks, and other agencies requiring documentation of your current enrollment status.

### **Commencement**

The University Registrar's Office coordinates NSU commencement exercises with the Center for Psychological Studies, the Criminal Justice Institute, the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the Graduate School of Computer and Information Sciences, the Graduate School of Humanities and Social Sciences, the H. Wayne Huizenga School of Business and Entrepreneurship, the Oceanographic Center, and the Shepard Broad Law Center. The office also processes degree applications.

### **Transfer Evaluation Services**

Transfer Evaluation Services assists undergraduate students with the transfer of undergraduate credit from institutions previously attended. The office also manages articulation agreements and transfer agreements and assists adult students in obtaining college credit for prior work experience.

### **Office of International Students and Scholars**

The Office of International Students and Scholars is a part of the University Registrar's Office. It provides assistance to international students, visiting professors, and exchange students. Additional information is available on the OISS Web site at [www.nova.edu/internationalstudents/](http://www.nova.edu/internationalstudents/).

### **Health Care Centers**

See Student Medical Centers section.

### **Libraries**

The Alvin Sherman Library, Research, and Information Technology Center, which is a joint-use facility with the Broward County Board of County Commissioners, opened in October 2001. This library has five floors, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), and a centralized circulation area. It is the largest library building in Florida. A multistory parking garage with more than 1,500 spaces is near the library.

The university library system is composed of the Alvin Sherman Library, East Campus Branch Library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all NSU libraries are accessible via computers to local and distance education students and faculty members, wherever they may be located. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, visit the Web site at [www.nova.edu/library](http://www.nova.edu/library).

### **Miami Dolphins Training Facility**

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

### **Nova Singers of Nova Southeastern University**

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

## NSU Athletics

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 15 intercollegiate athletic programs (nine women's sports and six men's sports).

Men: Baseball, basketball, cross country, golf, soccer, and outdoor track

Women: Basketball, cross country, golf, rowing, soccer, softball, tennis, outdoor track, and volleyball

The NSU Sharks are in their fifth year as a member of the National Collegiate Athletic Association (NCAA) Division II and the Sunshine State Conference. The NCAA includes more than 1,200 other institutions, conferences, organizations, and individuals. The Sunshine State Conference is one of the most respected conferences in the country. Dubbed the "Conference of National Champions," SSC teams have won a total of 64 national championships since the conference's inception in 1975.

### Athletics Web Site

The NSU Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official NSU Athletics Web site. The NSU Athletics Web site can be accessed at <http://nsuathletics.nova.edu>. The NSU Athletics Web site also provides cutting edge multimedia features such as live audio broadcasts of select NSU athletic events and functions, as well as live statistical information during select home games. A complete audio broadcast schedule as well as archived broadcasts of past events can be viewed on the NSU Athletics Web site through the following link: <http://nsuathletics.nova.edu/statistics/liveaudio.cfm>.

## NSU Student Counseling

Student Counseling offers individual, couples, and group counseling, as well as psychiatric services, in our offices in the Parker Building (suite 150). If you are an NSU student, you may see a counselor as many as 10 times per year at no charge; if you see our psychiatrist, we will either bill your insurance or we will charge you a reasonable fee. If you need some help getting a handle on something that is troubling you—

- an emotion that is getting you down
- thoughts that won't leave you alone
- a substance or habit that is getting the better of you
- an exam or assignment that is shutting you down
- relationship or sexual difficulties
- sleep disturbance and/or concentration problems

—then call (954) 262-7050 to schedule an appointment, or drop by during our walk-in hours, Tuesdays from 12:30–2:30 p.m. and Wednesdays from 4:00–6:00 p.m. Our staff members are sensitive to and respectful of everyone's ethnic and cultural background, religious beliefs, and sexual orientation. Our office hours are Monday, Thursday, and Friday, 9:00 a.m.–5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.–8:00 p.m. Our main number also serves as a 24-hour crisis line, where an operator will connect you to an on-call crisis counselor. You can find more information on our Web site: [www.nova.edu/studentcounseling](http://www.nova.edu/studentcounseling).

## Office of International Students and Scholars (OISS)

The Office of International Students and Scholars is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OISS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OISS acts as a liaison with federal agencies such as the USCIS, USIA, U.S. Department of State, and foreign governmental agencies.

More than 700 international students and scholars from more than 90 countries have selected NSU as their academic destination. Our office provides a wide variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement
- travel documentation
- on- and off-campus employment
- practical training
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

The OISS is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University. For further information, contact OISS at (954) 262-7240 or visit our Web site at [www.nova.edu/cwis/registrar/iss](http://www.nova.edu/cwis/registrar/iss).

## Pay-for-Print

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card print release stations, located adjacent to each of the university printers located in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit for 500 print-copies per academic year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print-copy. Unused credits cannot be carried over to the following year. This credit applies only to printing and is not for use with NSU copiers. The pay-for-print credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

## Public Safety

The Public Safety Department provides protection and service on campus 24 hours a day. Public Safety should be called to report all emergencies, crimes, or suspicious situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry into locked buildings or offices. **The NOVALERT emergency number is (954) 262-8999 (ext. 28999 from on-campus phones). The West Palm Beach Security Office number is (954) 262-5626.**



- The Public Safety emergency telephone system is advertised throughout the university community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are **blue light telephones**.
- The Public Safety staff works in conjunction with all emergency and care-giving services, including: the police, fire department, emergency services, and other university or community service units.
- To help boost crime prevention on campus, the PSD staff performs several informational instructions each month to students and staff regarding safety and security.

Public Safety officers are highly trained in life safety and security. Each is certified in first aid and CPR. Each officer is oriented through an intense 120-hour training program. Regular refresher training is given to staff in patrol, reporting, investigation and in relating to the campus community. The Public Safety department is certified in Homeland Security Training in partnership with the Department of Homeland Security.

The Public Safety Department administers both safety and security for all university campuses and sites. The elements of the department include administration, safety, field operations, locksmithing, parking control, physical security, and governmental compliance and liaison.

The Public Safety Department provides uniformed Public Safety supervisor and officer presence, patrol and inspection for the main campus, east campus, and the North Miami Beach campus. Public Safety also has a partnership with Contract Security Companies to provide uniform security officers for a number of campuses and sites.

For more information, please visit their Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

### **Public Safety University Locksmith**

As part of the Nova Southeastern University Public Safety Department, the university locksmith is responsible for planning, organizing, and administering physical security systems for all NSU managed properties. This departmental activity includes conducting the mechanical and electronic hardware security system needs analysis of existing facilities, physical security retrofits, and new NSU facilities construction projects.

The locksmith receives emergency and non-emergency communications from other departments, serving as an activator for resource allocation of in-house services and vendors associated with physical security systems.

Specific professional services include high security lock hardware; master key systems; security doors; mechanical and electronic exit devices; mechanical and electronic keyless access control hardware; safes, vaults and cash protection devices; command operated and emergency electronic door hardware; intrusion and fire protection devices; CCTV systems; and fleet motor and electric vehicles. The locksmith Web site is [www.nova.edu/cwis/pubsafety/lksmith.html](http://www.nova.edu/cwis/pubsafety/lksmith.html).

### **Recreation**

The Office of Campus Recreation provides formal and informal recreation programs to the students and faculty and staff members of NSU. A comprehensive recreation program provides intramural sports, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, scuba diving, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobicing/kickboxing classes, body sculpting, Pilates, and yoga classes.

The Office of Campus Recreation is located in the University Center along with the RecPlex. The RecPlex is a 100,000-square-foot indoor and outdoor recreation and fitness facility.

## **Registrar**

See Enrollment and Student Services section.

## **Residential Life and Housing**

Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) undergraduate students with 0–48 credit hours to live on campus unless one or both of the following criteria applies:

1. You are married.
2. You reside with your immediate family (mother, father, or legal guardian) within the tricounty area (Broward, Miami-Dade, and Palm Beach).

If you are over the age of 25 or married, you have the option to move into the graduate apartments or live off-campus.

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The types of facilities and amenities offered are listed below.

### **Leo Goodwin Sr. Residence Hall**

The Leo Goodwin Sr. Residence Hall was opened in the 1992–1993 academic year. This residence hall facility will house 325 students during the academic year. Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0–30 credits.

Each room is built for single-, double-, or triple-occupancy and features a private bathroom, large closet space, and high ceilings. Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, and a large TV lounge.

All students living in Leo Goodwin Sr. Hall, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is \$1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

### **The Commons**

The Commons, the newest residence hall, opened in August 2007 and houses undergraduate and graduate students. This state-of-the-art living and learning community includes 525 beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space. The 16 community living rooms will have comfortable furnishings that will create unique spaces for students and groups to conduct study sessions or group meetings or to congregate with friends. The Office of Residential Life and Housing is located in The Commons.

The Commons is unique and dynamic for the inclusion of incorporating communities within a community. Twelve of the sixteen communities will be reserved for returning and incoming residents. The other communities (listed below) will be based upon themes and/or academic initiatives.

1. Business and Entrepreneurship Community (Executive Suites)
2. Leadership Development (LEAD Community)

3. Quiet Community (Quiet Corridor)
4. Greek Life (Greek Village)

All undergraduate students living in The Commons, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is \$1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

### **Founders, Farquhar, and Vettel Halls**

These residence hall facilities will house approximately 50 upper-division undergraduate residents each during the academic year. The oldest of NSU's residence halls, each building has recently undergone major renovations that included new doors, tile, paint, kitchens, and appliances. Each apartment is furnished and features single, double, and triple options; a kitchen with a full refrigerator and stove; a private bathroom; and a living room.

### **Cultural Living Center**

The Cultural Living Center (CLC) was built in 1984 and houses approximately 135 graduate students during the academic year. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator and stove, a private bathroom, and a living room.

### **Rolling Hills Graduate Residence Hall**

The Rolling Hills Graduate Residence Hall, opened on August 1, 2008, is approximately one mile west of the NSU main campus and houses approximately 373 graduate and doctoral students. The Rolling Hills Graduate Hall complex is made up of a seven-story building and a three-story building. The buildings feature single studios and quad apartments that are furnished and feature a kitchen, bathroom, and living room.

The Rolling Hills Graduate Hall complex is made up of 10 separate communities, 3 of which are based upon themes.

- Two HPD Communities (one in the seven-story and one in the three-story building)
- Law Community (seven-story building)

For more information, please contact the office of Residential Life and Housing at (954) 262-7052 or visit the Web site at [www.nova.edu/reslife/index.html](http://www.nova.edu/reslife/index.html).

### **Off-Campus Housing**

For those students who are interested in obtaining housing off-campus, the Office of Residential Life and Housing can assist you. This service will make your off-campus housing search a fun and pleasant experience. Our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the Office of Residential Life and Housing at (954) 262-7060 or visit the off-campus housing Web site at [www.nova.edu/reslife/offcampus/index.html](http://www.nova.edu/reslife/offcampus/index.html) for more information about Off-Campus Housing Options.

### **Shark Dining Services**

Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be by providing quality, nutritious food; a lot of variety; and an enjoyable atmosphere. Students at

NSU never need to worry about finding a great place to eat on campus. Shark Dining Services has several locations on campus and includes many of your favorite national brands (e.g., Starbucks, Einstein's Bagels, Chicken Grill, and Subway). There are a variety of menu and dining options. We offer quality service and products. We also recognize that superior service is essential to your dining experience and always encourage your comments and suggestions to help us continually improve our service to you.

It is our sincere hope that you will find your experience with Shark Dining Services an enjoyable one. We look forward to serving you.

## Dining Locations

### University Center Food Court

Located in the University Center on the main campus, this residential dining hall and retail location features Starbucks, Subway, Mama Leone's, Coyote Jack's, Culinary Table (home-style cuisine), and Chicken Grill. Pepsi fountain beverages and a wide array of great desserts are always available.

Service hours during the fall and spring semesters are Monday through Friday, 7:00 a.m. to 9:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

### Outtakes at the University Center

Outtakes offers students the convenience of purchasing items for their residential housing on campus. We offer "grab and go" meal solutions, snacks, canned goods, health and beauty products, cleaning supplies, and traditional household products. We also have an extensive greeting card selection for your convenience.

Service hours during the fall and spring semesters are Monday through Friday, 7:30 a.m. to 6:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

### Connections Café

Located in the Alvin Sherman Library, Research, and Information Technology Center on the main campus, this lively cafe offers the NSU community a place to relax and enjoy a cup of great Pura Vida coffee, a light snack, or a tasty Boar's Head deli sandwich. Blended and espresso drinks, gourmet pastries, and other tempting desserts are also available. Come show off your talents at the Connections "Open Mike" night. You'll be the star of the show!

Service hours during the fall and spring semester are Monday through Thursday, 8:00 a.m. to 8:00 p.m., Friday, 8:00 a.m. to 6:00 p.m., Saturday, 9:00 a.m. to 6:00 p.m., and Sunday, noon to 4:00 p.m. Summer and holiday hours vary.

### Supreme Court Café

Located in the atrium lobby of the Shepard Broad Law Center, this kiosk offers great Einstein's bagels, sandwiches, soups, salads, sushi, Starbucks coffee, and much more. It's a quick and easy solution to a meal on the go.

Service hours during the fall and spring semester are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 1:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### HPD Café

Located on the first floor in the Morton Terry Building, the HPD Cafe offers a place for students to relax and grab a quick bite to eat. It features comfortable indoor and outdoor seating. Menu selections include The Chef's Table (featuring home-style cuisine), Ole Sushi, Au Bon Pan Soups, Wildgreens, The Shark Grille, Boar's Head Deli, and Trattoria (great homemade pizza). There are also awesome specialty desserts, Outtakes "grab and go" sandwiches and salads, and much more.

Service hours during the fall and spring semesters are Monday through Friday, 7:00 a.m. to 3:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **HPD Koffee Kiosk**

This Starbucks Coffee Kiosk located in front of the HPD Library and Hull Auditorium features all of your Starbucks favorites, plus a wide variety of Outtakes sandwiches, salads, sushi, gourmet pastries, and desserts. It is a great place to meet with friends or to catch up on a great book.

Service hours during the fall and spring semesters are Monday through Thursday, 7:00 a.m. to 8:00 p.m. and Friday, 7:00 a.m. to 2:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **Monty's Cafe (Einstein's Bagels)**

Located inside the Carl DeSantis Building, Einstein's Bagel's features not only the bagels that made them famous, but also gourmet coffee, great sandwiches and salads, and the best breakfast available on campus. When considering a catering event, always remember Monty's. We deliver catering anywhere on campus, anytime, six days a week.

Service hours during the fall and spring semesters are Monday through Friday, 7:30 a.m. to 8:30 p.m., and Saturday, 7:30 a.m. to 2:00 p.m. Closed Sunday. Summer and holiday hours vary.

### **Parker Outtakes**

Located in the Parker Building on the main campus, this Outtakes convenience kiosk offers great "grab and go" salads, sandwiches, sushi, and a wide variety of snacks and beverages. Starbucks Coffee is proudly featured as well. A great out-of-the-way place to grab a bite to eat on the run.

Service hours during the fall and spring semesters are Monday through Thursday, 7:30 a.m. to 8:30 p.m., and Friday, 7:30 a.m. through 6:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **Meal Plans**

Declining balance accounts are designed specifically to make your life simpler. A smart chip on your student ID card works with our computer system to identify you as a plan member. Our declining balance account is simple, economical, and designed to meet the needs of your busy campus lifestyle.

Declining balance (DB dollars) may be used at any Shark Dining location on campus without restriction to time of day or frequency of use. Students will be allowed to add additional dollars (in increments of \$100) to their declining balance account at any time.

Students may sign up for a declining balance account at the NSU Card Office located in the Don Taft University Center.

Service hours are Monday through Friday, 8:30 a.m. to 6:00 p.m.

### **Student Medical Centers**

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

### **Sanford L. Ziff Health Care Center**

The Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, X ray,

occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, dermatology, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

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 specialties without referral by the University Health Service are strongly discouraged.

### **Campus Pharmacy**

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:

Monday–Friday, 9:00 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550.

### **Volunteerism and Civic Engagement**

The mission of the Office of Volunteerism and Civic Engagement is to provide students the opportunity to develop leadership potential and a sense of belonging and civic responsibility through involvement in campus and community life. The office is located in the Rosenthal Building. Contact the office by phone: (954) 262-7297 or email: [volunteer@nsu.nova.edu](mailto:volunteer@nsu.nova.edu).

Benefits of volunteering:

- gain work experience
- have your efforts added to the cocurricular transcript
- build self-esteem and self-confidence
- develop new skills
- improve existing skills
- meet new people
- make important networking contacts
- increase your GPA
- develop leadership skills
- develop critical thinking
- develop conflict resolution skills

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789
- University Health Care Centers:
  - Sanford L. Ziff Health Care Center, (954) 262-4100
  - Pharmacy, (954) 262-4550
  - Dental, (954) 262-7500
  - Optometry, (954) 262-4200
- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women's Resource Institute, (954) 262-8451

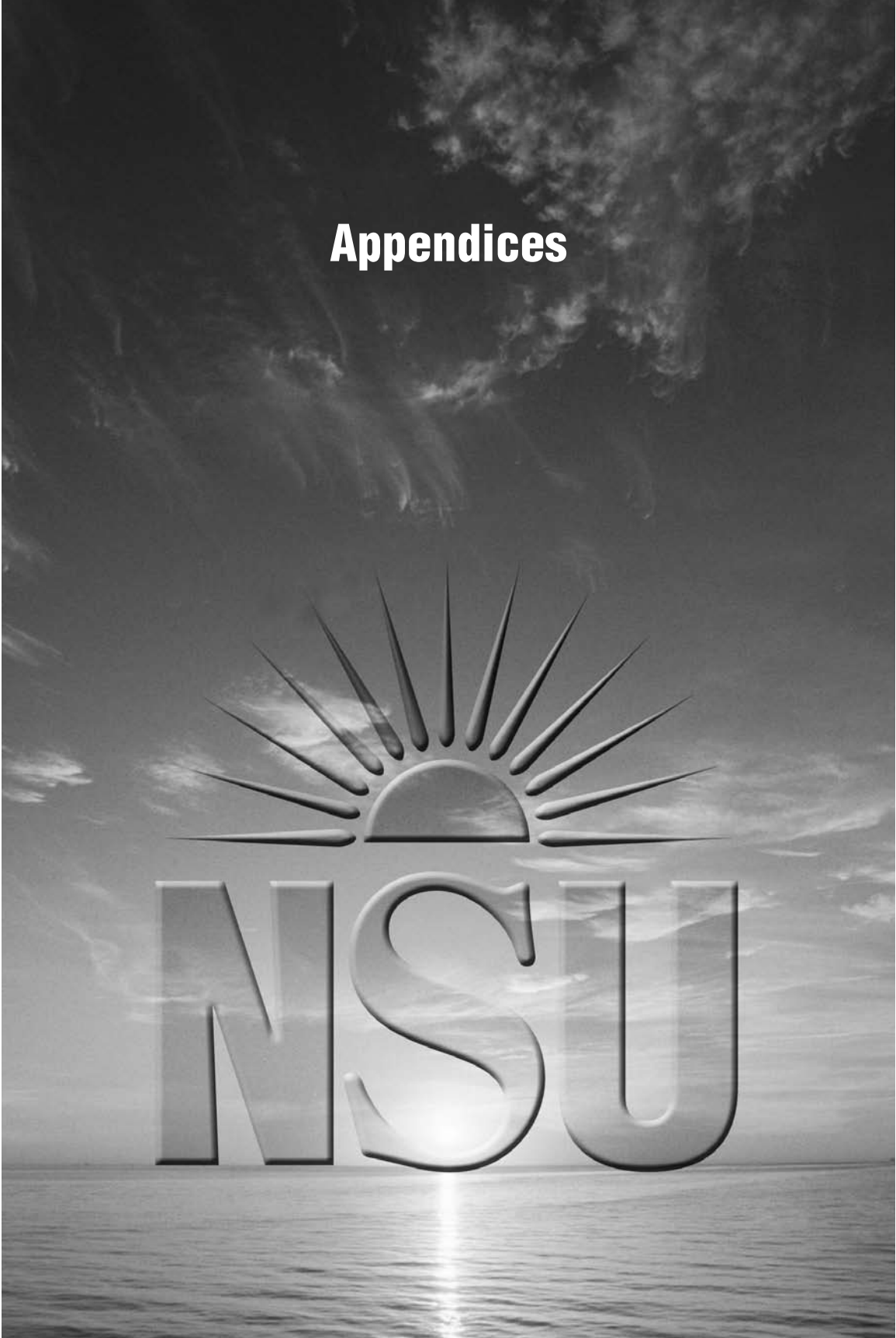
### **Wireless Networking—NSU WINGS**

NSU's wireless networking project, NSU WINGS, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses and student educational centers. For information and instructions on registering for NSU WINGS, please visit [www.wireless.nova.edu](http://www.wireless.nova.edu).

### **Women's Resource Institute (WRI)**

The Women's Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI can be reached at (954) 262-8451.

# Appendices





## Appendix A

# Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

\*Not designated a narcotic under the CSA.

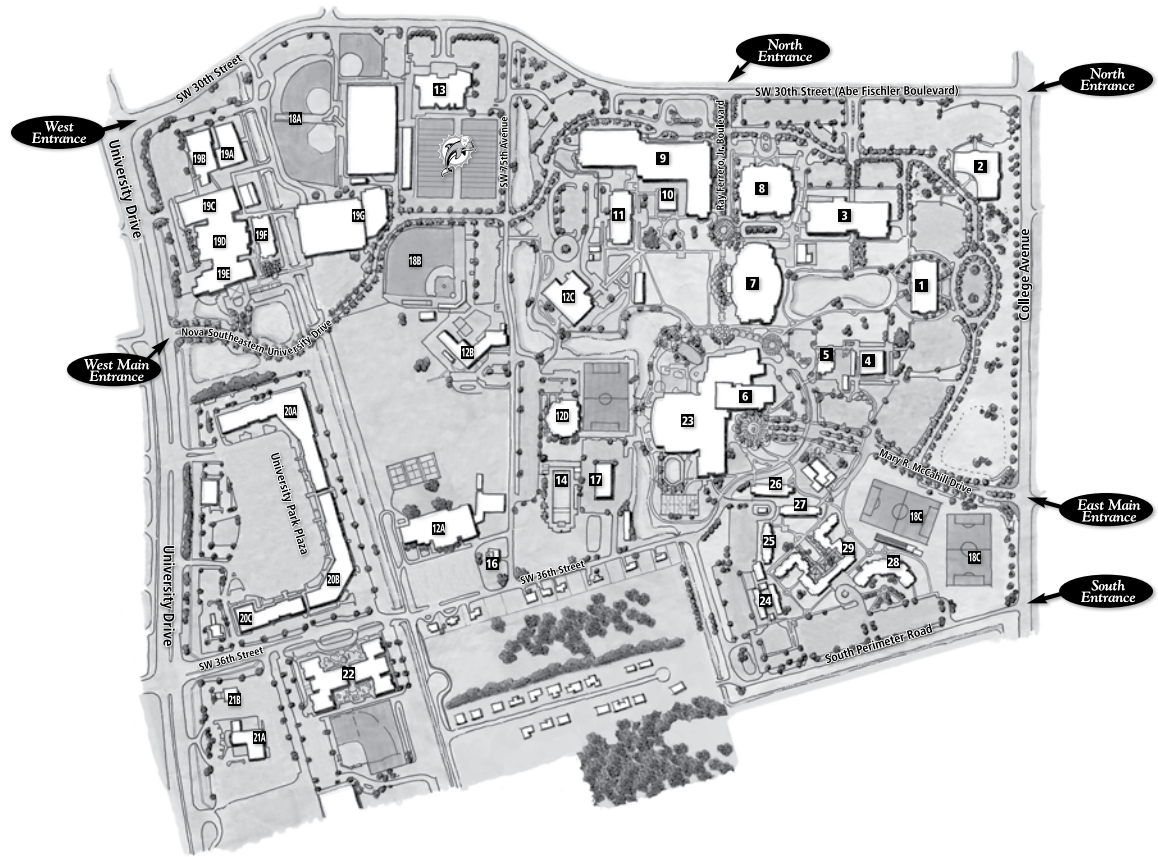
<i>Depressants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5–8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High–Moderate	High–Moderate	Yes	1–16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4–8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4–8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4–8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4–8	Oral	see above	see above	see above

<i>Cannabis</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

<i>Stimulants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1–2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Mefliat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above

\*\*Designated a narcotic under the CSA.

<i>Hallucinogens</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8–12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8–12	Oral	see above	see above	see above
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above



A.D. Griffin Sports Complex.....	18A	Family Center Village.....	22	NSU Soccer Complex.....	18C
Administration.....	1	Farquhar College of Arts and Sciences.....	4, 11	One-Stop Shop (includes Registrar, Bursar, and Financial Aid).....	1, 19E
Administrative Services Building.....	21A	Farquhar Performing/Visual Arts Wing.....	23	Parker Building.....	11
Admissions (undergraduate).....	4	Farquhar Residence Hall.....	27	Parking Garages (public).....	9, 19G
Alumni Relations.....	1	Financial Aid.....	1	Physical Plant.....	17
Alvin Sherman Library, Research, and Information Technology Center.....	7	Financial Operations.....	1	President's Office.....	1
Founders and Student Affairs Building.....	5	Flight Deck.....	23	Psychology Services Center.....	2
ATMs.....	7, 8, 19E, 23	Founders Residence Hall.....	26	Public Affairs.....	1
Baudhuin Preschool.....	22	Graduate School of Computer and Information Sciences.....	8	Publications.....	17
Bookstore.....	20C	Graduate School of Humanities and Social Sciences.....	2	Public Safety.....	11, 17
Bursar's Office.....	1	Grants and Contracts.....	20A	Purchasing.....	17
Business Services.....	17	Hearing and Balance Clinic.....	21B	Registrar's Office.....	1
Cafeteria/Dining.....	6, 7, 8, 19E	Horvitz Administration Building.....	1	Research, Planning, and Governmental Affairs.....	20A
Campus Card Services.....	23	HPD Administration (Health Professions Division).....	19E	Residential Life and Housing.....	28
Campus Pharmacy.....	19B	HPD Admissions.....	19E	Rosenthal Building.....	6
Campus Recreation.....	23	HPD Library.....	19C	Sanford L. Ziff Health Care Center.....	19B
Career Services.....	7	Human Resources.....	1	Shepard Broad Law Center.....	3
Carl DeSantis Building.....	8	H. Wayne Huizenga School of Business and Entrepreneurship.....	8	Student Affairs.....	5, 6, 23
Center for Psychological Studies.....	2	Information Technologies and Digital Media.....	4	Student Government Association.....	5
Central Services Building.....	17	International Students.....	1	Telecommunications.....	20A
College of Allied Health and Nursing.....	19E	Jim & Jan Moran Family Center Village.....	22	Terry Administration Building.....	19E
College of Dental Medicine.....	19A	Legal Affairs.....	1	The Commons (Residence Hall).....	29
College of Medical Sciences.....	19E	Leo Goodwin Sr. Hall (Law Center).....	3	University Archives.....	7
College of Optometry.....	19E	Leo Goodwin Sr. Residence Hall.....	28	University Relations.....	1
College of Osteopathic Medicine.....	19E	Licensure and State Relations.....	20A	University School Aquatics Center.....	14
College of Pharmacy.....	19E	Lifelong Learning Institute.....	20A	University School—Lower.....	12A
Computer MicroLabs.....	7, 19C, 19F, 20A	Mail Services.....	21A	University School—Middle (Dauer Building).....	12B
Copy Services.....	8, 19D, 21A	Mailman-Hollywood Building.....	4	University School—Upper (Sonken Building).....	12C
Cultural Living Center.....	24	Mailman Segal Institute for Early Childhood Studies.....	22	University School Sports Gym (Noel B. Brown Building).....	12D
Current Newspaper.....	5	Maltz Psychology Building.....	2	Veterans Affairs.....	1
Development.....	1	Miami Dolphins Training Facility.....	13	Vettel Residence Hall.....	25
Don Taft University Center.....	23	NSU Baseball Complex.....	18B	Women's Resource Institute.....	16
Executive Offices.....	1			WNSU Radio Station Radio X.....	6
Eye Institute.....	19B				
Facilities Management.....	1				

## Appendix C

# Telephone Resources

### Emergency Resources

NOVALERT ..... (954) 262-8999  
Ambulance/Davie Police ..... 9-911  
Public Safety Office ..... (954) 262-8981  
Broward Crisis  
Intervention Service..... (954) 463-0911  
Davie Mental  
Health Clinic ..... (954) 262-5730  
Davie Police—  
Non-Emergency ..... (954) 693-8200  
Hurricane Hotline ..... (954) 262-7300  
Sexual Assault  
Treatment Division..... (954) 765-4159  
NSU Student Counseling... (954) 262-7050

### Departmental Listings

ADA Coordinator ..... (954) 262-7280  
Athletics ..... (954) 262-8250  
Bursar's Office..... (954) 262-5200  
Business Services..... (954) 262-8830  
Call Center..... (954) 262-7300  
Computer Support  
HELP line ..... (954) 262-4357  
Dining Services ..... (954) 262-5300  
Facilities Management..... (954) 262-8881  
Financial Aid..... (954) 262-4031  
Flight Deck and  
Student Union ..... (954) 262-7288  
Information Technologies/  
Media Services ..... (954) 262-4920  
Mail Services—Goodwin ... (954) 262-8875  
Main Library..... (954) 262-4601  
Microcomputer  
Lab—Parker ..... (954) 262-4949  
NSU Bookstore ..... (954) 262-4750  
NSU Student Counseling... (954) 262-7050  
Office of Career Services ... (954) 262-7201  
Office of the Dean  
of Student Affairs ..... (954) 262-7280  
Physical Plant..... (954) 262-8800

Radio Station—WNSU ..... (954) 262-8457  
Recreation  
and Wellness ..... (954) 262-7301  
Registrar..... (954) 262-7255  
Residential Life  
and Housing ..... (954) 262-7052  
Student Activities and  
Leadership Development.... (954) 262-7290  
Student Engagement..... (954) 262-7283  
Student Union  
and Flight Deck..... (954) 262-7288  
*The Current* Newspaper..... (954) 262-8455  
Title IX Coordinator..... (954) 262-7280  
Travel Office..... (954) 262-8888  
Volunteerism/  
Community Service..... (954) 262-7297  
Women's  
Resource Institute ..... (954) 262-8451

### Centers, Colleges, and Schools

Center for  
Psychological Studies..... (954) 262-5700  
Farquhar College of  
Arts and Sciences ..... (954) 262-8000  
Fischler School of Education  
and Human Services..... (954) 262-8500  
Graduate School  
of Computer and  
Information Sciences..... (954) 262-2030  
Graduate School  
of Humanities and  
Social Sciences..... (954) 262-3000  
H. Wayne Huizenga  
School of Business  
and Entrepreneurship ..... (954) 262-5000  
Health Professions  
Division ..... (954) 262-1000  
Oceanographic Center ..... (954) 262-3600  
Shepard Broad  
Law Center..... (954) 262-6100

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