

1985

Center for Computer Based Learning Policies and Procedures Manual

Nova Southeastern University

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Policies & Procedures

Manual

CENTER FOR COMPUTER-BASED LEARNING

NOVA UNIVERSITY

1985

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2. Registration
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POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 1 of 1

The three programs, Doctor of Arts in Information Science, Doctor of Arts in Training and Learning Technology, and Doctor of Education in Computer Education, are designed for professionals in library, media, information science, training and education fields. The following requirements must be satisfied by each applicant to be admitted to any program:

1. A master's degree in the field of specialization or related field from a regionally accredited university.
2. Current employment in an appropriate work setting.
3. A minimum two years of professional experience.
4. A G.R.E. score or completion of a portfolio with appropriate work experience and credentials. No minimum score has been specified for the G.R.E.
5. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment.
6. An application form and official transcripts of all graduate college and university credit received.
- *7. Applicant must be competent in BASIC programming
- *8. Individual interviews with the Admissions Committee.

*For Doctor of Education in Computer Education only.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.02

Subject: Admissions Portfolio

Page 1 of 1

Students can choose to complete an Admissions Portfolio Form in place of submitting a G.R.E. score. The portfolio includes the following items: Employment history, publications, professional development activities, awards, achievements, offices held, community involvement, and experiences in the computer field.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Registration

Number: 2,01

Subject: Registration

Page 1 of 1

Doctoral students will register prior to each semester. This registration will include:

1. A completed Registration Form with the following attachments:

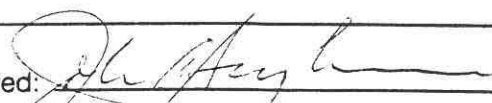
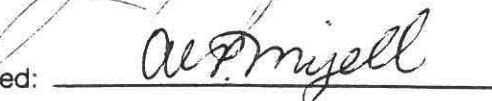
- a. A check or money order for the appropriate tuition
- b. A Statement of Previous Payment Form
- c. A promissory note (to be used only when (1) a guaranteed student loan has been applied for and (2) student chooses the quarterly tuition payment plan)
- d. A Deferred Payment Form to accompany the promissory note
- e. MasterCard or VISA Authorization Form.

2. Registration is handled by the Registrar's Office at Nova University.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Registration

Number: 2.02

Subject: Continuing Services

Page 1 of 1

Doctoral students continuing beyond the fourth year of enrollment will be enrolled in continuing services.

When students enter continuing services, they are sent a bill for tuition for each sixth-month term. The following fees per term for each program are as follows:

1. DAIS students will pay \$500.00 per term
2. DATL students will pay \$500.00 per term
3. CED students will pay a quarter of current tuition

Students will be billed according to this schedule. Students who do not remit tuition when due will be withdrawn.

Students who enroll and pay tuition for any term in continuing services are eligible for a refund if they complete all requirements for the degree within the first two months of the term.

When students enter continuing services they are sent a bill for tuition for each six month term.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Registration

Number: 2.03

Subject: Educational Services

Page 1 of 1

Students must be registered and current in tuition to be eligible to receive services. The only exception is for the removal of a grade of "Incomplete."

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Registration

Number: 2.04

Subject: Promissory Notes

Page 1 of 1

A promissory note is acceptable when:

1. A student has applied for a guaranteed student loan
2. A student is making quarterly payments; this form must be used in conjunction with the registration form, the deferred payment form and the partial payment.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: 

Approved: 

POLICIES AND PROCEDURES

Category: Grades

Number: 3.01

Subject: Interpretation of Course
Grades

Page 1 of 1

The doctoral programs have three course grades:

1. Pass. A student has satisfied all course requirements.
2. Incomplete. A student has failed to complete the course requirements and as a result of a discussion with the national lecturer, it is reasonable to expect that the student will be able to complete the requirements of the course.
3. No Pass. Indicates that a student has attempted to complete all requirements in the course but has failed to satisfy the requirements or the student has not completed all requirements, and there is no evidence that an attempt to complete the requirements has been made. Any student receiving a "No Pass" must repeat the course. When a second "No Pass" is received, whether it is for the same course or two different courses, the student will be terminated from the program.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Grades

Number: 3.02

Subject: Incomplete Grades

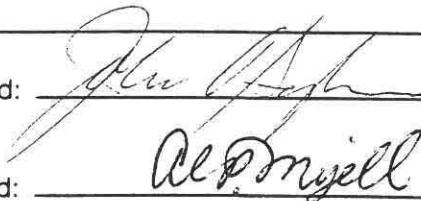
Page 1 of 1

Doctoral students must remove their "Incomplete" grades within one year from the end of the term in which they were assigned. If the "Incomplete" in a course is not removed within this time the student will receive a "No Pass" and will be required to repeat the course.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____



POLICIES AND PROCEDURES

Category: Grades

Number: 3.03

Subject: Interpretation of
Practicum Grades

Page 1 of 1

1. Grades given for practicums may be "Pass," "U," or "No Pass."

- a. "Pass" is given when a practicum is acceptable and needs no revisions.
- b. "U" is given when a practicum is unacceptable and needs revisions.
- c. "No Pass" is given when a practicum has received a "U" on the second revision.

2. Recording of two "No Pass" grades as permanent grades will terminate the student in the program.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 1 of 2

In the Doctor of Arts in Information Science and the Doctor of Arts in Training and Learning Technology, credit is assigned as follows:

1. Courses. Five (5) semester hours credit is assigned for receiving a "Pass" in a course.

2. Practicums. Four (4) semester hours credit is assigned for receiving a "Pass" for a practicum.

3. MFPs. Two grade reports will be issued to MFP year students. Each grade reporting period carries ten semester hours credit and will be awarded when the required work has been completed according to the following plan:

a. First Grade Report. A "Pass" grade is given and ten (10) semester hours credit is awarded only if the student has completed the MFP proposal and has filed with the central office the completed proposal with appropriate committee approval.

b. Final Grade Report. A "Pass" grade is given and ten (10) semester hours credit is awarded only if the student has completed the MFP and has submitted an acceptable and approved online copy to the central office directory. Students expecting to participate in commencement exercises must have all work completed, fully approved, and on file no later than the first day of June.

4. Total semester hours credit awarded in the Doctor of Arts programs is sixty-six (66).

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 2 of 2

In the Doctor of Education in Computer Education, credit is assigned as follows:

1. Courses. Three (3) semester hours credit is assigned for receiving a "Pass" in a course.

2. Practicums. Six (6) semester hours credit is assigned for receiving a "Pass" for a practicum.

3. MARPs. Two grade reports will be issued to MARP year students. Each grade reporting period carries six semester hours credit and will be awarded when the required work has been completed according to the following plan:

a. First Grade Report. A "Pass" grade is given and six (6) semester hours credit is awarded only if the student has completed the MARP proposal and has filed with the central office the completed proposal with appropriate committee approval.

b. Final Grade Report. A "Pass" grade is given and six (6) semester hours credit is awarded only if the student has completed the MARP and has submitted an acceptable and approved online copy to the central office directory. Students expecting to participate in commencement exercises must have all work completed, fully approved, and on file no later than the first day of June.

4. Total semester hours credit awarded in the Doctor of Education program is seventy-two (72).

Effective:

1/1/84 (Ed.D)

Approved: Al Pongell

Approved: John H. H. H.

POLICIES AND PROCEDURES

Category: Credit

Number: 4.02

Subject: Transfer Policy

Page 1 of 1

No provisions are made for transfer of credit, credit for life experience, or other forms of advanced standing, except consideration will be given for granting up to six hours credit in post master's work earned within the past ten years for the same or equivalent course.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Ethical Conduct

Number: 5.01

Subject: Legal and Ethical Standards

Page 1 of 1

Students are expected to comply with the legal and ethical standards of Nova University. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials.

Students who feel their rights have been denied are entitled to due process. Information on grievance procedures are contained in 6.01 of the Policies and Procedures Manual.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: 

Approved: 

POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 1 of 2

The Center for Computer-Based Learning requires adherence to all policies except when there may be exceptional circumstances. In such cases the following procedures shall be followed:

1. Students should discuss their concern with the program director or a member of the central staff.

2. If, after these discussions, it appears to be appropriate to submit a petition to the Center for Computer-Based Learning for an exception to any policy, such petition should be submitted to the Petitions Committee at the Center for Computer-Based Learning.

3. National lecturers and advisors with concerns about a student should contact a member of the central staff of the Center for Computer-Based Learning.

Each petition will be considered on its individual merits based on determining whether or not there is a genuine need for an exception.

4. Submission of petition to the Petitions Committee shall be in writing addressed to the Center for Computer-Based Learning, Nova University, 3301 College Avenue, Ft. Lauderdale, Florida, 33314.

5. Elements to be included in a petition:

a. Name, address, and telephone number of the petitioner

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: 

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POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 2 of 2

- b. Statement of Policy concerned
- c. Specific statement of exception being sought
- d. Rationale for the request
- e. Summary of discussion with staff member if applicable (be sure to include name of contact person)

6. The Petitions Committee will meet on a specific date set in advance. However, the Director of the Center may cancel, postpone, or call special meetings at his discretion.

7. Within ten (10) days of Committee action the decision will be transmitted to the petitioner by the Secretary of the Committee.

8. In the event of a ruling unsatisfactory to the petitioner, the petitioner has the right to resort to the Appeals Process outlined in 6.02 of the Policy and Procedures Manual.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 1 of 2

1. Any decision of the Center for Computer-Based Learning affecting the progress or status of a student may be appealed.

2. The Appeals Process shall be used after all remedies available in regular staff procedures and the Petitions Process are exhausted.

3. A student desiring to appeal an action by the Petitions Committee must file written notice of the substance of the ruling being appealed with reasons for its revocation or modification. The written appeal, with additional supporting documentation, shall be filed with the Secretary of the Appeals Committee.

4. A panel of three persons holding a doctorate from Nova University will function as an Appeals Committee.

5. The Committee shall be composed of three members selected from a resource panel of nine doctoral degree graduates of Nova University who have consented to be available and serve. Each of the nine graduates will serve on at least one committee each year.

6. Hearing dates of the Appeals Committee shall be set in advance and be available upon request to appellants. There will be no meeting by the Committee unless an active appeal is on file. In any event, all appeals will be acted upon within ninety days of date of receipt of appeal by the Secretary of the Appeals Committee.

Effective: 11/4/83 (D.A)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 2 of 2

7. The Secretary of the Committee shall be responsible for logistics of all committee meetings, and correspondence attendant to the appeal. The Secretary shall also be responsible for assembling the evidence and other materials relating to the appeal for the use of the Committee.

8. At times it may be necessary to call for additional evidence and/or interview the student in person or by telephone. If the interview is requested by the Committee, expenses of the student (travel and lodging) shall be paid by the University. If the appellant requests the interview, he or she shall pay expenses.

9. At the request of the Committee or the appellant, a tape recording or stenographic record shall be made of the evidentiary portion of any Committee discussion or hearing held pursuant to this Appeals Process. The requesting party or parties will be responsible for the cost of such proceedings.

10. A unanimous vote by the Appeals Committee is necessary to revoke a decision by the Petitions Committee.

11. The Secretary will transmit the decision of the Committee to the Director of the Center within ten (10) days of receipt of the decision. The Secretary will be responsible for notifying the student by certified letter postmarked no later than fifteen (15) days after the decision. The text of the decision together with any actions of the Central Staff, if any action is necessary, will constitute the transmittal.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Graduation

Number: 7.01

Subject: Graduation Requirements

Page 1 of 2

To be eligible for graduation in the Doctor of Arts in Information Science and the Doctor of Arts in Training and Learning Technology, students must fulfill the following requirements:

1. Attend 12 regional seminars and pass six core courses (5 credit hours each-total 30 credit hours).
2. Pass four practicums (4 credit hours each-total 16 hours).
3. Successfully complete the Major Field Project Proposal (MFPP) and the Major Field Project (MFP) (20 credit hours total).
4. Receive a passing grade on a comprehensive examination at the end of the second year of coursework.
5. Be current in all tuition and fees.

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: Graduation

Number: 7.01

Subject: Requirements

Page 2 of 2

The graduation requirements for the Doctor of Education program are:

1. Attend six (6) regional sessions and pass eight (8) study areas (2 courses per study area-total 48 credit hours).*
2. Pass two practicums (6 credit hours each - total 12 hours).
3. Successfully complete the Major Applied Research Project (MARP) proposal and the Major Applied Research Project (MARP) (12 credit hours total).
4. Be current in all tuition and fees.
5. Complete a Professional Development Experience Project.

*Required for the Independent format. Those students in the cluster format must attend nine (9) regional sessions and pass eight study areas.

Effective: 1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Time Limit

Number: 7.02

Subject: Time Limit to Complete the
Doctoral Program

Page 1 of 1

The time limit for a student to complete any of the doctoral programs offered in the Center for Computer-Based Learning will be seven years from the first term of registration that a student enrolls.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Graduation

Number: 7.03

Subject: Participation in
Commencement Exercises

Page 1 of 1

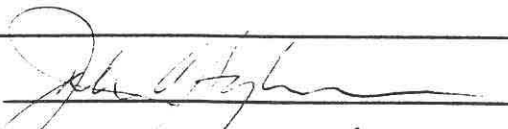
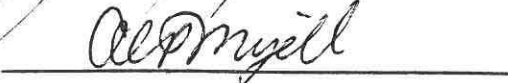
1. To be eligible to participate in the mid-summer commencement exercises at Nova University the individual must be a graduate of record.

2. To be a graduate of record all requirements must be met and on file in the Central Office no later than June 1st.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Practicums

Number: 8.01

Subject: Submission of Practicum
Proposals

Page 1 of 1

For all doctoral programs in the Center for Computer-Based Learning, the following documents should be included when submitting practicum proposals to Nova Central:

1. Proposal is to be placed in a file in the Nova Central directory as specified in the Online Practicum Guide.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Practicums

Number: 8.02

Subject: Submission of Practicums

Page 1 of 1

For all doctoral programs in the Center for Computer-Based Learning, students should follow these procedures when submitting practicums to Nova Central:

1. Students will submit a practicum online in final form, i.e., the practicum report will represent a finished product. In no instance should a student submit a practicum that is incomplete, in draft form, or grammatically incorrect. The final practicum should be placed in a file following the specifications in the appendix of the Online Practicum Guide.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: MFP

Number: 9.01

Subject: MFP Assignments

Page 1 of 1

The Major Field Project (MFP) is expected to be the major student activity during the third year of the Doctor of Arts in Information or the Doctor of Arts in Training and Learning Technology program. A student is allowed to begin work on the MFP when he or she has passed four core courses and four practicums. Students are not assigned a MFP advisor until these requirements are met.

Students should be current in tuition and fees to receive third year services (MFP year).

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: MFP

Number: 9.02

Subject: Submission of the MFP
Proposal

Page 1 of 1

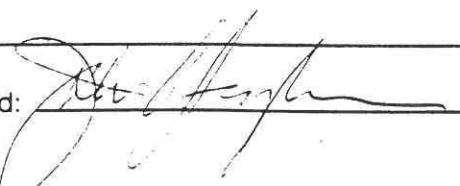
The student should follow the procedure stated below and in the Major Field Project Guidelines when submitting the MFP proposal to the Center for Computer-Based Learning:

1. Each student is expected, with the assistance and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy the requirements. The student must conceptualize the most appropriate way to proceed, submit an online proposal and prepare a final online report based on procedures outlined in the guide.

2. One copy (not the original) of the MFP Proposal and the signature page, containing the signatures of the MFP advisor and the local committee member, should be submitted to the Center for Computer-Based Learning.

3. When the MFP Proposal has been approved by the central staff committee member, it is placed in the student's folder in the Center for Computer Based Learning. At this time, the first grade report is mailed to the student indicating ten (10) semester hours credit.

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: MFP

Number: 9.03

Subject: Submission of the MFP

Page 1 of 1

The student should follow the procedure stated below and in the Major Field Project Guidelines when submitting the MFP to the Center for Computer-Based Learning:

1. Each student is expected to submit a final online report based on the procedures outlined in the guide.
2. One copy (not original) of the MFP and the signature page, containing the signatures of the MFP advisor and the local committee member, should be submitted to the Center for Computer-Based Learning.
3. When the MFP has been approved by the central staff committee member, the student is notified. The copy of the MFP is retained at Nova and reproduced on microfiche. The student needs to send \$25.00* to cover the reproduction cost. A copy of the microfiche is sent to the student.

*Effective 7/1/84

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: Time Limit

Number: 9.04

Subject: MFP year

Page 1 of 1

When students do not complete all graduation requirements by the end of the MFP year, it is necessary for Nova University to provide additional services. Students will be scheduled for such services after a fee is paid for each six-month interval following the end of the MFP year. A student who receives any services after his/her MFP or subsequent year must pay this fee. Should a statement of fees be sent to a student who feels assured that all deadlines for graduation have been met, a review of the situation may be requested of the Program Director.

Effective: 11/4/83 (D.A.)

Approved: 

Approved: _____

POLICIES AND PROCEDURES

Category: MARP

Number: 10,01

Subject: MARP Assignments

Page 1 of 1

For students in the Doctor of Education program, MARP assignment procedures are as follows:

1. At the end of the second year each student's progress will be evaluated to determine eligibility for being assigned a Major Applied Research Project advisor. To be eligible the student must have successfully completed five study areas and two practicums.
2. Students whose progress is evaluated as unsatisfactory will be delayed assignment until such time as they complete the appropriate work.
3. Students should be current in tuition and fees to receive third year services (MARP year).

Effective: 1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: MARP

Number: 10.02

Subject: Submission of the MARP
Proposal

Page 1 of 1

The student should follow the procedure stated below and in the Major Applied Research Project Guidelines when submitting the MARP Proposal to the Center for Computer-Based Learning, Doctor of Education program:

1. Each student is expected, with the assistance and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy the requirements. The student must conceptualize the most appropriate way to proceed, submit an online proposal and prepare a final online report based on procedures outlined in the guide.
2. Hard copy (not the original) of the MARP Proposal and the signature page, containing the signatures of the MARP advisor, and the local committee member, should be submitted to the Center for Computer-Based Learning, Doctor of Education Program.
3. When the MARP Proposal has been approved by the central staff committee member, it is placed in the student's folder in the Center for Computer-Based Learning. At this time, the first grade report is mailed to the student indicating six (6) semester hours credit.

Effective: 1/1/84 (Ed.D.)

Approved: _____

Al P. D. D. D.

Approved: _____

J. A. D. D.

POLICIES AND PROCEDURES

Category: MARP

Number: 10.03

Subject: Submission of the MARP

Page 1 of 1

The student should follow the procedure stated below and in the Major Applied Research Project Guidelines when submitting the MARP to the Center for Computer-Based Learning, Doctor of Education program:

1. Each student is expected to submit a final online report based on the procedures outlined in the guide.

2. One copy (not original) of the MARP and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Center for Computer-Based Learning, Doctor of Education program.

3. When the MARP has been approved by the central staff committee member, the student is notified. The copy of the MARP is retained at Nova and is reproduced on microfiche. The student needs to send \$25.00* to cover the reproduction cost. A copy of the microfiche is sent to the student.

*Effective 7/1/84.

Effective: 1/1/84 (Ed.D.)

Approved: _____

Acemijell

Approved: _____

[Signature]

POLICIES AND PROCEDURES

Category: Information Retrieval Service

Number: 11.01

Subject: Comprehensive Searches

Page 1 of 1

Comprehensive bibliographic computer searches are done on demand for all program students and graduates. The cost is \$20.00 for a one-database search (100 citations maximum). Multi-database searches cost \$20.00 for the first database plus \$10.00 for each additional database (100 citations per database maximum). Computer search requests are made via the "Computer Search Request Form." The cost of the computer search must be paid by the student (in which case prepayment must accompany the request).

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

POLICIES AND PROCEDURES

Category: Information Retrieval Service

Number: 11.02

Subject: Microfiche Delivery

Page 1 of 1

Microfiche copies of ERIC documents and selected Nova material are available to any student or graduate upon request. Requests may be made via the Microfiche Order Form. There is no charge for this service, and users may keep all the documents they receive. A maximum of fifteen ERIC microfiche may be ordered per computer search.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

Acemiyell

POLICIES AND PROCEDURES

Category: Attendance

Number: 12.01

Subject: Attendance Policy
Seminars and Sessions

Page 1 of 1

Attendance at all meetings of each seminar or session is expected of all doctoral students in the Center for Computer-Based Learning.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

Approved: _____

Ac. P. Myrell

POLICIES AND PROCEDURES

Category: Lecture Expenses

Number: 13.01

Subject: Faculty Travel Expense
Reports

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Requirements for submitting travel expense reports:

1. Airline ticket - Round trip, coach class, no stopovers. Original ticket (if more than one page, please include each page) must be submitted. If you must tie in other travel with Nova business, please obtain a statement from the Travel Agent indicating round-trip destinations and coach class fare amount. The ticket must be attached to this statement.
2. Hotel- Original bill must be attached. If your spouse accompanies you, please indicate the cost of the room for one person only. Your stay must not be over a reasonable length of time, depending on the location of the cluster site and transportation to and from the area.
3. Meals - Receipts are required for all meals exceeding an \$8.00 limit. A determination will be made by Nova Central as to a maximum allowed for the days involved. No advances on meals will be made.
4. Taxi, Limo, Bus - Receipts are required for all transportation involved.
5. Mileage - Mileage to and from airport is payable at 20¢ per mile. If you prefer to drive to and from the cluster site, the exact amount of mileage must be indicated. Please note that the total amount of mileage payable must not exceed round-trip coach fare. The lesser amount in this case will be paid.

Effective: 11/4/83 (D.A.)
1/1/84 (Ed.D.)

Approved: _____

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POLICIES AND PROCEDURES

Category: Lecture Expenses

Number: 13.01

Subject: Faculty Travel Expense
Reports

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6. For any expense not covered previously, please submit a detailed description along with the appropriate receipts.

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