

1986

# Doctor of Art in Training and Learning

Nova Southeastern University

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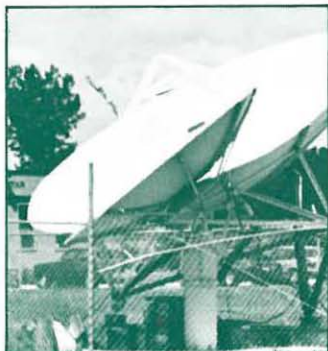
 NOVA UNIVERSITY

# Doctor of Arts in Training and Learning

Computer-Based Program  
Delivered Through UNIX\*

1986-88 Catalog

*Leadership*  
for the  
Information Society



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and Bell Laboratories.



# Doctor of Arts in Training and Learning

Computer-Based Program  
for CBT Professionals

1986-88 Catalog

Published , December 1986

*Policies and programs set forth herein become effective September 1, 1986. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.*

*Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, and national or ethnic origin.*



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

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

*Abraham S. Fischler*

*President, Nova University*

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# **Doctor of Arts in Training and Learning**

## **Computer-Based Program for CBT Professionals**

### **The Doctor of Arts Program**

Nova University provides programs to practitioners working in the field of training. The program capitalizes on a computer-based delivery system to combine formal instruction, independent study, and applied research into any integrated program of study designed to be completed in approximately three years.

### **Philosophy and Mission**

The Doctor of Arts Program embodies a commitment to provide quality doctoral education. This commitment stems from the goal to foster more productive and creative computer-based training environments by improving the skills of those who are currently involved with the planning, management, and delivery of training. Thus the program is designed exclusively for practitioners who are employed.

Having established this mission, the field-based delivery system was developed as the most appropriate means for offering the program. The most salient aspect of the field-based approach is that there is no on-campus residency requirement--it does not force the removal of practitioners from the very positions and responsibilities for which they are seeking advanced preparation. On the contrary, the field-based approach allows for the integration of study and practice. Program participants, who are steeped in the day-to-day problems, issues, and conditions of training, use their knowledge and experience to examine critically the "real world" efficacy of theory and practice presented through formal instruction and learned through independent study. And





## Doctor of Arts in Training and Learning Program Description

The major purpose of the Nova University Doctor of Arts in Training and Learning program is to provide a rich learning environment for training practitioners. The program facilitates the design and application of CBT systems based on emerging technologies in computers and telecommunications. The program enables students to develop automated processes and systems, in their work environments, that take full advantage of the latest in software tools and hardware designs. For this reason the program has been designed to operate in a UNIX\* operating environment. The UNIX operating system is rapidly expanding into most fields of computer usage--from mainframe environments to office computers to personal micros.

UNIX was developed at Bell Laboratories to foster a cooperative atmosphere among scientists and engineers. The system is used in this program not only for its extensive set of tools for automation but also to facilitate idea sharing and joint projects among the practitioners enrolled. UNIX operates at Nova University on a Digital Equipment Corporation mainframe computer, a VAX 11/780. Students make telephone connection with Nova's computers by dialing phone numbers in their local areas. Package switching makes this facility possible at no additional cost to the student.

Students who do not live in a Tymnet access location will have to pay a toll charge to their nearest local Tymnet number. Tuition includes up to 40 hours (60 hours for the first course) connect time on Nova's computers for each student in any given course. Additional connect time is paid for by the student at the rate of \$7.00 per hour (as of August 1, 1986).

**COMPUTER-ASSISTED INSTRUCTION** The UNIX system includes numerous software tools in a command interpreter called the Shell. The Shell enables students to communicate on line with professors and also provides a vehicle for student-to-student dialog about projects and problems. This is accomplished through programs in the Shell that support electronic mail "mail," and live interactive dialogue "talk," "write," and "phone." These utilities enable students to mail documents, to ask questions of professors or other students or groups of students, and to receive bulletins concerning the program or their progress. UNIX contains a resident CAI authoring system called LEARN through

\*UNIX is a trademark of AT&T Bell Laboratories

which an extensive amount of the content in the first two core courses is completed. The INSTRUCTIONAL WORKBENCH (IWB) designed by AT&T is also used in the program. The IWB system under UNIX enables students to maintain extensive control over their own learning by making it possible for them to use all of the UNIX utilities while in any given lesson. Descriptions of the courses are provided on the pages that follow.

**WRITTEN ASSIGNMENTS AND PROJECTS (PRACTICUM ARCHIVE)** Although the actual writing process usually takes place offline on a local microcomputer, all assignments eventually are mailed electronically to a central point for evaluation and feedback. Students are required to complete satisfactorily four practicums--applied research projects that address significant problems in their own organizations. These projects are reviewed, corrected, and stored online. The Writer's Workbench (WWB) is available in the UNIX environment that facilitates speed and accurate processing of student projects.

Practicums are stored online and can be accessed through a menu system. Each practicum can be read and online comments can be added by the reader to be shared with the author. If the author is online at the time of access, the reader is notified of this and can "talk" directly with the author about the practicum.

**EXAMINATIONS** Examinations are scheduled throughout the program. Final examinations are required for each core course and a comprehensive examination is given at the end of the third year.

## **Admissions**

Since the program is designed for professionals in training, the following requirements must be satisfied by each applicant:

1. A master's degree in an instructional or a related field from a regionally accredited university
2. Current employment in the training field
3. A minimum of two years of professional experience
4. A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
5. Three letters of recommendation
6. An application form and transcripts of all graduate college and university credit received

The Training and Learning central staff will make all decisions concerning admissions.

## Fees and Tuition Policy

The application must be accompanied by a \$30 check made payable to Nova University. This is a one-time nonrefundable fee. The tuition for each year is \$4250. Students who must continue beyond three years go into Continuing Services at the much reduced tuition rate of \$900 per six-month term.

## Tuition Payment Plan

Tuition may be paid in a single payment of \$4250, two payments of \$2125, or quarterly payments of \$1062.50. Payments are due ten (10) days before each regional seminar. There is a \$60 yearly registration fee.

### First Installment

\$ 1062.50 (1/4 tuition)  
30.00 (registration fee)  

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\$ 1092.50

### Second Installment

\$ 1062.50 (1/4 tuition)

### Third Installment

\$ 1062.50 (1/4 tuition)  
30.00 (registration fee)  

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\$ 1092.50

### Fourth Installment

\$ 1062.50 (1/4 tuition)

Included in the tuition are study guides, case analysis documents, computer conferences, computer connect charges on the Vax for 40 hours (60 hours for first course), and regional seminars (does not include toll charges to access Tymnet).

## Other Expenses

Attendance at twelve (12) regional seminars is required for graduation. While there is no fee for the seminars, students must pay their own transportation and living expenses for these two-day seminars. Students must purchase their own textbooks. The approximate cost is \$100 per six-month term. Students who do not live in Tymnet access locations will have to pay a toll charge to access their nearest local Tymnet number. Students who go over the 40 (60 hours for the first course) connect hours per course, will be billed for additional time at the rate of \$7 per computer-connect hour. In addition, students must pay all of their local phone tolls

or charges to access any Tymnet number. There is a late payment fee of \$25 and a reinstatement fee (for those who leave and then are permitted to re-enter the program) of \$10. Repeated late payments will result in the student's being dropped from the program. Students who wish to remain in the program, must maintain continuous enrollment in courses by both registering and paying all tuition and fees. Any student who discontinues active participation in courses but who wishes to continue on-line privileges must pay a \$900 per term fee in addition to the standard fees for any computer connect time that is over 20 hours for each six-month term.

## Refunds

Students who wish to withdraw from the program, either temporarily or permanently, must inform the Center for Computer-Based Learning Admissions Office in writing to be eligible for allowable refunds. Students will receive a full tuition refund if they withdraw before the first semester and have used no on-line computer time. If on-line time has been used, \$7 per hour will be deducted from the allowable refund. Students who have paid tuition and withdraw after the first seminar will be entitled to a refund equivalent to the second quarterly payment, assuming that the second quarterly payment had been paid in a lump sum with the first quarterly payment, otherwise no refund will be given. If a region fails to form in the applicant's geographic area, all monies will be refunded (including the application fee). If an application is rejected, the \$30 fee will NOT be refunded.



*Interaction between student and computer.*

## Financial Aid

Nova University offers a comprehensive program of financial aid to assist students in meeting educational expenses. Financial aid is available to help cover direct educational costs such as tuition, fees, and books as well as indirect expenses such as food, clothing, and transportation. The primary responsibility for paying for education rests with the student and his or her family. Financial aid is available to "fill the gap" between the cost of education and the amount the family can reasonably be expected to contribute.

In order to qualify and remain eligible for financial aid, students must be accepted for admission into a University program; eligible for continued enrollment; a United States citizen, national or permanent resident; and making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

The priority deadline for the 1986/87 academic year is April 15, 1986. All applications received after that date will be considered on a funds-available basis. The last day to apply for any assistance for 1986/87 is April 15, 1987.

For information on sources of aid and for application forms, please contact: Nova University, Office of Student Financial Planning and Resources, 3301 College Avenue, Parker Building, Room 351, Ft. Lauderdale, Florida 33314 305- 475-7410

## V.A. Benefits

Nova University academic programs are approved by the State of Florida, Department of Education, State Approving Agency for Veterans Training, for veterans educational benefits. The V.A. Representative will assist veterans in applying for benefits.

A V.A. student must attain and maintain satisfactory progress as determined by the program director each evaluation period (e.g. six-month term). He/she also must meet any skill or technical requirements of his/her particular program.

A V.A. student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be placed on academic probation for the next evaluation period. Should the student not attain and maintain satisfactory progress by the end of the probationary period (one six-month term), the student's VA educational benefits will be terminated for unsatisfactory progress.



*Waiting to go on-line.*

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one six-month term has elapsed. The school may re-certify 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.

## **Student Conduct and Rights**

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 is contained in the Policy and Procedures Manual and is available from the Training and Learning office.

## Grading System

Instructional personnel in the doctor of arts program assign grades of PASS, NO PASS, and INCOMPLETE for courses and PASS, NO PASS, and UNACCEPTABLE for practicums. Course grades are assigned by the national lecturer responsible for that course and practicum grades are assigned by the practicum evaluator.

A PASS indicates the student has satisfied all core course, seminar, or practicum requirements.

An INCOMPLETE for a course indicates the student has attended the seminar but has failed to meet all requirements. However, it is reasonable to expect that the student will be able to satisfy the requirements. An INCOMPLETE must be made up by the date stipulated in the Policy and Procedures Manual. If not, it becomes a NO PASS.

A NO PASS indicates that a student has attempted to complete all requirements in the courses but has failed to do so. Any student receiving a NO PASS must repeat the course.

A grade of UNACCEPTABLE means the practicum needs revision. When a practicum receives a "U" on the second revision, a NO PASS is assigned and the student must begin a new practicum on a new topic.

Students who receive two NO PASSES will be terminated from the program and may not be readmitted.

During the third year of the program, each student works on the Major Field Project. Students who require more than three years to complete the program come under the jurisdiction of the Office of Continuing Services (OCS). This office assists such students in obtaining needed advice and counseling for completing the program. Tuition beyond the third year is \$900 per six month term. Twenty online hours are allotted. Students who enroll and pay tuition beyond the third year will receive a refund of 50% if work is completed within 30 days of course registration and their online time does not exceed the 20 hours allotted. No refunds will be granted after the 30 day period elapses.



## Graduation Requirements

To be eligible for graduation a student must fulfill the following requirements:

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

Total credit for the entire program is 66 semester hours.

All requirements must be completed within seven (7) years of the student's regional start date.

Consideration will be given to granting up to six (6) hours credit in postmaster's work within the past ten (10) years for the same or equivalent course work. No credit for life experience or other forms of advanced standing will be granted.

## Withdrawal

Students who wish to withdraw from the program--either temporarily or permanently--must inform the Admissions Office in writing to be eligible for allowable refunds. Students who give written notice of their intent to withdraw prior to a seminar will not be assessed for that or subsequent courses until they are formally readmitted. Students who withdraw and reenter are assessed a readmission fee of \$10 and are subject to the prevailing tuition rate.

Since some seminars are offered only once at a particular site, students are advised that failure to attend a seminar when it is offered in their region may experience some logistical difficulties in making up the missed seminar at a later date. For this reason, students are urged to maintain continuous enrollment.

## Readmission

Individuals on withdrawal who wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee of the Doctor of Arts program.

## Course Descriptions

Six modes of delivery are provided in the courses: regional seminars, computer conferences, computer-assisted instruction on a supermini computer, interactive real-time computer discussions with faculty members, electronic mail conversations, and assignments delivered electronically. Final examinations are taken by the students in person and supervised by a member of the central staff. All other written assignments are forwarded through electronic mail and stored in central databases.

All courses reflect areas in the training field where improvements are needed. They contain numerous assignments that are available both online and in study guides. Much of the work on assignments is done off line and then uploaded to the student's home directory. Later, assignments are mailed (electronically) to the proper destination or directory. Assignments are designed to require manipulation of text or data by the many application programs in UNIX, and all text submitted must be treated by the appropriate tools of the Writer's Workbench (WWB).

Students must complete six courses. Each course is scheduled for six months. The six courses are:

### **IS 7000 Digital Computers for Information Management**

An introduction to the concepts and principles of digital computers as applied through tools of the UNIX operating system.

### **IS 7100 Computer-Based Research and Statistics**

Topics include research methodologies from various disciplines, sampling techniques, descriptive statistics, nonparametric statistics, inferential statistics, linear statistical models, survey construction, item analysis, quality control analysis, evaluation methodologies.

### **IS 8500 Database Management Systems, Text Processing, and Information Retrieval**

In this course, student activities center on relational database management systems design philosophies, data dictionaries/data directories, database administration, and database planning.

**DTL 7600 Instructional Systems in Training and Learning**

The following components of instructional systems are included: models and theories, human problem solving and simulation, design and development, futuristics, strategies for change, field testing and research. A mix of theory and practice is brought about by integrating the course into the UNIX environment.

**DTL 8400 Human Factors in Software and Courseware Design**

Topics include: Principles of psychology applied to computer-based education, ergonomics of computer environments, learning theory in training and adult applications, visual dimensions, instrumentation for human factors design, design rules, human limitations and capabilities in design, design teams.

**DTL 8600 Software and Courseware Design for Computer-Based Learning**

Topics include: the design, development, and evaluation of software and courseware along with documentation, packaging, and marketing are covered. Authoring systems are examined and methods of computer-based training (CBT) design, documentation, security, and database management are also included. UNIX is used as a host for several CAI authoring systems.

## Regional Seminars

Students are required to attend four regional seminars each year of the 3 year program. Seminars begin Friday evening and adjourn Saturday evening. A computer conference is held prior to all seminars. The emphasis in the seminars is on the key issues in training and learning. Leadership and the change process are primary areas of concentration throughout the twelve sessions. Seminars are designed to reinforce the online courses and explore new horizons.

Currently there are five regions of the country where seminars are held. Term dates are listed below:

Ft. Lauderdale, FL	Wilmington, DE	St. Louis, MO
8/01/86 - 1/30/87	8/08/86 - 2/06/87	9/12/86 - 2/27/87
1/30/87 - 7/31/87	2/06/87 - 8/07/87	2/27/87 - 8/21/87
7/31/87 - 1/22/88	8/07/87 - 1/29/88	8/21/87 - 2/12/88
1/22/88 - 7/22/88	1/29/88 - 7/29/88	2/12/88 - 8/12/88

Los Angeles, CA	Jacksonville, FL
9/19/86 - 3/06/87	9/05/86 - 2/20/87
3/06/87 - 8/28/87	2/20/87 - 8/14/87
8/28/87 - 2/19/88	8/14/87 - 2/05/88
2/19/88 - 8/19/88	2/05/88 - 8/05/88

Below is a sample of the topics covered in the regional seminars.

- Operating Systems: The UNIX Environment for Information Management
- The Role of Computers in the Training Field
- Computer Applications in Research
- Research in Information Systems
- Fundamentals of Database Management Systems
- Advanced Relational Databases and Management Information Systems
- Instructional Design: Theory and Practice
- Advances in Computer Simulation and Games for Training and Education
- Man-Machine Systems, Human Processes, Environmental Factors, and Instrumentation of Man-Machine Interaction
- Learning Theories, Instructional Theories, Motivation, and the Psychology of Adult Learners
- Authoring Systems and Software Design for Computer-Based Learning
- Designing and Marketing Computer-Based Learning Systems

## **Practicums**

The practicum process is designed to allow students to investigate a situation or problem that is important to the training field. Generally, this will enable the students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice. Upon completing the investigation, students should be able to reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice. Such recommendations could result in increased outputs, more effective procedures, or implementation of creative techniques. Students must complete four practicums, two in each of the first two years of their program. Each practicum must be related to a course or seminar taken during the year.

## **Major Field Project (MFP)**

An MFP is the main focus of the final year in the program. Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. The student must conceptualize the most appropriate way to proceed; submit an on-line proposal; on approval of the proposal, follow the procedures outlined; and prepare a final on-line report that must be approved by the student's committee. The mode of operation is the same as in most doctoral programs that are campus-based. The student works closely with a major advisor who, together with two other educators, constitutes a MFP committee to advise and approve the project.

## **Faculty**

Students are taught by nationally recognized authorities drawn from universities and other training organizations across the country who are hired as national lecturers on the basis of their subject expertise, teaching ability, and professional recognition. National lecturers travel to each regional area to conduct the sessions for each of the required seminars.

## National Lecturers

### DIGITAL COMPUTERS

**Barry Centini, Ph.D.**

Nova University  
Fort Lauderdale, Florida

### HUMAN FACTORS

**Joe Dalezman, Ph.D.**

IBM  
Boca Raton, Florida

### RESEARCH AND STATISTICS

**George Barton, Ed.D.**

Nova University  
Fort Lauderdale, Florida

### INSTRUCTIONAL SYSTEMS

**Barton Herrscher, Ed.D.**

University of Houston  
Houston, Texas

### DATABASE MANAGEMENT SYSTEMS

**Jacques Levin, Ph.D.**

Nova University  
Fort Lauderdale, Florida

**Gabriel Ofiesh, Ed.D.**

Howard University  
Arlington, Virginia

### SOFTWARE AND COURSEWARE DESIGN

**Michael Mocchiola, Ed.D.**

San Francisco State University  
San Francisco, California

### FURTHER INFORMATION

Those who are interested in receiving further information on the program described in this catalog may do so by contacting the Admissions Office, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314 (305) 475-7377.

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# About Nova University



Nova University was chartered by the State of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees, and postgraduate education. Nova College offers undergraduate education, and the University School, a demonstration school, serves children from preschool through high school. In addition, nondegree, continuing education and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova University campus is located on a 200-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

# Nova University Degree Offerings

## DOCTORAL AND PROFESSIONAL DEGREES

- Doctor of Arts (D.A.) in:
  - Information Science
  - Training and Learning
- Doctor of Business Administration (D.B.A.) in:
  - Business Administration
- Doctor of Business Administration--International Management (D.B.A.-I.M.) in:
  - Business Administration--International Management
- Doctor of Education (Ed.D.) in:
  - Computer Education
  - Early and Middle Childhood
  - Higher Education
  - Leadership in Adult Education
  - School Administration
  - Vocational, Technical, Occupational Education
- Juris Doctor (J.D.) in:
  - Law
- Doctor of Philosophy (Ph.D.) in:
  - Child Clinical/Applied Developmental Psychology
  - Clinical Psychology
  - Oceanography
- Doctor of Psychology (Psy.D.) in:
  - Clinical Psychology
- Doctor of Public Administration (D.P.A.) in:
  - Public Administration
- Doctor of Science (Sc. D.) in:
  - Computer Science
  - Human Resource Management

## SPECIALIST DEGREES

- Educational Specialist (Ed.S.) in:
  - Computer Applications
  - Computer Education
  - Computer-Based Learning
  - Computer Studies
  - Education (*23 majors*)

## MASTER'S DEGREES

- Master of Accounting (M.Ac.) in:
  - Accounting
- Executive Master of Business Administration in Banking (M.B.A.-Ex.) in:
  - Business Administration
- Master of Business Administration (M.B.A.) in:
  - Business Administration
- Master of International Business Administration (M.I.B.A.) in:
  - International Business Administration
- Master of Public Administration (M.P.A.) in:
  - Public Administration
- Master of Science (M.S.) in:
  - Child and Youth Care Administration
  - Coastal Zone Management
  - Computer Applications
  - Computer-Based Learning
  - Computer Science
  - Computer Studies
  - Counseling Psychology
  - Criminal Justice
  - Education (*23 majors*)
  - Health Education
  - Health Services Administration
  - Human Resource Management
  - Human Services
  - International Economics and Finance
  - Learning Resources
  - Marine Biology
  - Microcomputer Applications in Management
  - School Guidance
  - Speech and Language Pathology
  - Telecommunications Management

## BACHELOR'S DEGREES

- Bachelor of Science (B.S.) in:
  - Accounting
  - Administrative Studies
  - Business Administration
  - Community Psychology
  - Computer Engineering
  - Computer Information Systems
  - Computer Science
  - Computer Systems
  - Elementary Education
  - General Psychology
  - Legal Studies
  - Organizational Psychology
  - Professional Management
  - Secondary Education

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

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

Any Nova University student has the right to inspect and review his/her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except: to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students, under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his/her educational record which he/she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Director of Student Services, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, national or ethnic origin in admission, access or employment for any of its programs and activities. The University Registrar and Director of Personnel have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to non-discrimination. Nova University programs are approved by the coordinator for Veterans Approval, State of Florida, Department of Education, for veterans' educational benefits.

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

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





CENTER FOR COMPUTER-BASED LEARNING

3301 College Avenue  
Fort Lauderdale, Florida 33314