

1992

Doctoral Program in Computing Technology Specialization in Computer Education, Information Sciences, Training and Learning 1992-1993 Catalog

Nova Southeastern University

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NOVA UNIVERSITY

DOCTORAL PROGRAM IN COMPUTING TECHNOLOGY

Specializations in:
Computer Education
Information Science
Training and Learning

1992-1993 Catalog

CENTER FOR COMPUTER
AND INFORMATION SCIENCES

Nova University Mission

Nova University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Center Mission

Nova University's Center for Computer and Information Sciences (CCIS) is committed to the education of practicing professionals. The mission of the Center is to provide quality education, utilizing both traditional and nontraditional instructional delivery systems at the undergraduate and graduate levels in the computer and information sciences.

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, sex, age, color, nondisqualifying handicap, religion or creed, or national or ethnic origin.

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The University

Nova University is a fully accredited, independent institution in its third decade of operation. Nova offers courses of study leading to the bachelor's, master's, educational specialist, and doctoral degrees in computer and information sciences, business, hospitality management, education, physical sciences, and social sciences. In addition, Nova houses a law school, which is accredited by the American Bar Association and the Association of American Law Schools; and the School of Psychology, which is accredited by the American Psychological Association. Currently there are more than 11,000 students enrolled throughout all programs and more than 33,000 Nova graduates who work and contribute with distinction to their businesses and professions worldwide. 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 humankind. Nova University's centers and programs share a common mission--to educate students for leadership roles in a variety of professions. Students develop a sense of professional ethics and responsibility and learn to appreciate the role of the professional as a key individual in society.

Nova programs stress the critical relationship between theory and practice; they reinforce and test classroom experience through applied research and industrial experience as integral parts of academic experience. Nova University extends its resources to provide educational opportunities to working professionals nationwide, with its faculty teaching at corporate and other locations across the country. Nova also delivers programs through a variety of educational technologies, including telecommunications. Nova University is committed to the idea that education should not be timebound or placebound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Center for Computer and Information Sciences

Nova University has become a major force in educational innovation. It is distinguished by its commitment to provide quality education to practicing professionals utilizing both traditional and nontraditional delivery systems. Innovation is reflected in the undergraduate and graduate programs offered by the Center for Computer and Information Sciences (CCIS).

Consistent with Nova's philosophy and mission, programs of the Center are designed to provide breadth and depth of knowledge as the basis for a quality education that keeps pace with rapidly changing professional and academic needs. Research activities stress a blend of theory and practice in an applied setting. Today, CCIS faculty and staff serve the educational needs of undergraduate and graduate students throughout the United States.

DOCTORAL PROGRAM IN COMPUTING TECHNOLOGY

The Center for Computer and Information Sciences offers a Doctor of Education (Ed.D.) and Doctor of Science (Sc.D.) in Computing Technology with specializations in Computer Education, Information Science, and Training and Learning. This program is intended for professionals working in education, computing, libraries, business, government, or the military who are involved with the design, implementation, management, evaluation and/or utilization of computing technology.

The curriculum integrates education, computer science education, information systems, and instructional systems; theories, methodologies, and processes. Coursework in the program focuses on an effective blend of current research and practice. Students concentrate on developing and applying computing technology solutions to substantive real world problems.

This advanced degree program combines individual study, computer-based learning, teleconferences, campus seminars and institutes, and regional symposia. The development of applied research projects enables students to make significant contributions to their organization.

This computing technology doctoral program is designed for professionals who hold such positions as the following:

- College faculty or administrators
- Private consultants
- Librarians and media specialists
- Elementary/secondary teachers and administrators
- Curriculum development specialists
- Instructional and multimedia development specialists
- Technical training specialists
- Training directors

Students declare either the Ed.D. or Sc.D. at the time of application. In addition, students may choose from three areas of specialization.

SPECIALIZATIONS

Students entering the program choose from one of three specialties, regardless of degree track chosen. These specialties include Computer Education, Information Science, and Training and Learning.

Computer Education is intended for professionals who are employed in a variety of settings and positions where they teach or manage computer uses for education.

The Information Science specialization is intended for professionals in the library and information center environment.

The Training and Learning specialization is intended for professionals managing, designing, or creating instructional systems in the public and private sectors.

CURRICULUM

In addition to allowing working professionals to pursue a systematic program of graduate study, the courses, applied research projects and dissertation are specifically oriented toward direct application in the work environment.

Requirements for the 65 semester hour program include 30 semester hours of required courses in the following areas:

- Structured Programming
- Artificial Intelligence and Expert System Applications
- Curriculum and Learning Theory
- Assessment of Emerging Technologies
- Human-Computer Interaction
- Database Management Systems
- Management of Technology
- Computer Information Networks
- Research and Evaluation Methodology
- Statistics and Quality Control

REQUIREMENTS FOR THE DOCTORAL DEGREE

In addition to the coursework, the student is responsible for the completion of three applied projects (15 credits) and a dissertation (20 credits). Applied research projects enable students to investigate situations directly related to activities within their own institutions or organizations and translate course theory into practice.

The comprehensive examination will demonstrate an individual's competence to address broadly significant issues in computing technology based on a foundation of knowledge and perspective. Students are eligible for the comprehensive exam upon passing nine courses and three projects. Successful completion of the comprehensive examination is a prerequisite to admission to candidacy status and the assignment of the dissertation.

The dissertation is the main focus of the final year of study and is the most important requirement for the doctoral degree. 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. Students should reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice and to the advancement of knowledge in the field of computing technology.

Students are encouraged to submit their work for publication. It is expected that dissertation results will be sufficiently strong to be accepted for publication in a professional or scholarly journal, although such publication is not a requirement for completing the doctoral degree.

PROGRAM FORMAT

This doctoral program is designed so that it may be completed in three years (six semesters), while the student remains fully employed. During the first two years, the student will be required to complete nine courses and three applied research projects. Terms are six months. For each core course the student will attend an institute or weekend seminar meeting. For each project, the student will develop a proposal for the project, and implement the project (or write an appropriate research paper). During the third year of the program, in addition to the final course, the student will be required to pass a comprehensive exam and complete the dissertation.

PROGRAM REQUIREMENTS

Requirements for the degree consists of 65 credits earned in the following manner:

Computer Technology Core Coursework (3 credits each course):

- DCT 7320 Applied Structured Programming
- DCT 7330 Artificial Intelligence and Expert System Applications
- DCT 7340 Curriculum and Learning Theory
- DCT 7350 Assessment of Emerging Technologies
- DCT 7360 Human-Computer Interaction
- DCT 7370 Database Management Systems
- DCT 7380 Management of Technology
- DCT 7390 Computer Information Networks

Research/Statistics (3 credit hours each):

- DCT 7305 Statistics and Quality Control
- DCT 7310 Research and Evaluation Methodology

Applied Projects in Student's Professional Field (5 credits each):

- DCT 8300 Advanced Topics and Project in Statistics,
Research and Design
- DCT 8310 Methods of Computer-Based Education and Training
- DCT 8320 Applied Project in Computing Technology

Comprehensive Examination (0 credit hours):

Prior to admission to doctoral candidacy, students will be required to successfully pass a comprehensive examination covering all aspects of their doctoral level coursework.

Dissertation (20 credit hours):

- Proposal (10 credits)
- Report (10 credits)

DOCTORAL PROGRAM IN COMPUTING TECHNOLOGY THREE-YEAR SCHEDULE

The computing technology program operates on a three-year cycle beginning with courses in research and statistics. Courses on research and statistics are offered every semester. For students starting in January 1993, the course cycle is the following:

YEAR ONE

<p>February 1993</p> <p>Research (3 credits) Statistics (3 credits) Computer Information Networks (3 credits)</p> <p>Total: 9 credits</p>	<p>August 1993</p> <p>Research Project (5 credits) Artificial Intelligence (3 credits) Structured Programming (3 credits)</p> <p>Total: 11 credit</p>
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YEAR TWO

<p>February 1994</p> <p>Methodology Project (5 credits) Management of Technology (3 credits) Curriculum/Learning Theory (3 credits)</p> <p>Total: 11 credits</p>	<p>August 1994</p> <p>Applied Project (5 credits) Assessment of Emerging Technologies (3 credits) Human Computer Interaction (3 credits)</p> <p>Total: 11 credits</p>
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YEAR THREE

<p>February 1995</p> <p>Comprehensive Exam (0 credits) Database Management (3 credits) Dissertation Proposal (10 credits)</p> <p>Total: 13 credits</p>	<p>August 1995</p> <p>Dissertation Report (10 credits)</p> <p>Total: 10 credits</p>
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Academic Information

COMPUTER COMMUNICATIONS SKILLS AND TRAINING

Students are **required** to demonstrate UNIX competency prior to registration. A one-day introductory session on computer communications and UNIX is offered in a seminar format. New students are urged to attend the seminars either during the winter or summer institutes or at regional symposia prior to the beginning of the program. This seminar is included in the regular tuition; however, students must pay their own travel and lodging expenses.

UNIX SEMINAR DESCRIPTION

This seminar provides the student with the basic knowledge and skills needed to begin successfully working in the UNIX environment. In addition, the seminar will cover three general areas: communications between the student's personal computer and Nova University's host computer, working within the UNIX environment, and submitting course assignments and communicating with the course instructors.

TELECOMMUNICATIONS EQUIPMENT

Due to online course delivery, it is expected that students entering the program have access to equipment from which they can electronically communicate with the host computer systems at Nova University. Students should have the expertise necessary to work within the operating system on their personal computer and use telecommunication software to establish a connection between their computer and the Nova computer. **STUDENTS ARE ADVISED TO CONTACT THE CENTRAL CCIS OFFICE IF THEY ANTICIPATE PURCHASING A NEW SYSTEM PRIOR TO JOINING THE PROGRAM.**

INSTITUTES AND SEMINARS

Computer-based doctoral programs offer two options for attendance: institutes and seminars. Both the institutes and seminars feature scheduled courses taught by distinguished full-time faculty and by distinguished experts. Additionally, institutes include keynote presentations by recognized authorities, round table discussions, workshop sessions, UNIX inservice training, and demonstrations of the latest developments in computing technology. Advisors are available at institutes and seminars for individual consultation concerning practicums, dissertations, and applied research projects.

Students selecting the institute format are required to attend a one-week institute in July prior to the August 1 semester (summer institute) and 5 days in January prior to the February 1 semester (winter institute). Institutes comprise sessions that are scheduled in Fort Lauderdale, Florida. Students traveling to Fort Lauderdale generally stay in local hotels and motels which offer discounted rates to Nova students. Students attending these institutes are responsible for all housing, transportation and meals.

Students selecting the seminar format are required to attend four three-day weekend seminars per year on the Nova University campus in Fort Lauderdale, Florida. These are held every three months (August, October, January, and April) . The meetings are held on Friday and Saturday from 8:30 a.m. to 5:00 p.m. and Sunday from 8:30 a.m. to 12:30 p.m.

Seminars and institutes are complemented by computer-based delivery systems and regional symposia. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. Students can participate in electronic classroom sessions, computer conferences, online real-time computer discussions, and electronic mail conversations with colleagues and faculty. Supplemental information is offered at symposia that are held in the spring and fall in the Northeast, Southeast, Midwest, and West.

Written assignments are forwarded via electronic telecommunications and stored in central databases. Final examinations are taken either online or in person at seminar or institute sessions. The comprehensive exam is taken in person at the main campus. Students communicate regularly with faculty between seminars and institutes.

FOUR-YEAR COMBINED MASTER'S/DOCTORAL OPTION

In addition, the Center for Computer and Information Sciences offers a four-year combined master's and doctoral option.

Students interested in this option must first be accepted into the master's program. Once students have completed eight courses (24 credits) in the master's program, with a grade point average of at least 3.25 and attended one institute; they may be accepted into the doctoral program. (Students must also fulfill all other doctoral admission requirements.)

Upon acceptance into the doctoral program and after the completion of 12 credits in the doctoral program, the student is awarded the master of science degree. These 12 credits also count toward the doctoral degree, thereby reducing the total time needed to acquire both degrees if they had been taken separately. Once admitted into the doctoral program, students follow the format that pertains to doctoral students. For more information about this option, interested individuals should write to the Program Office.

ADMISSION

Students entering the program are expected to have earned a master's degree from a regionally accredited institution in computer education, training, information science, or a related field. Additionally, students should have successfully completed three semester hours in graduate-level research and statistics.

The student must submit:

- A completed application with application fee and official transcripts of all prior graduate and undergraduate work
- A G.R.E. score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation

Students not satisfying the prerequisites will be required to make up the appropriate deficiencies before being fully admitted to the doctoral program.

READMISSION

Individuals on withdrawal status who wish to be readmitted must complete a new application form and be approved for readmission by the Admissions Committee for the Center for Computer and Information Sciences. Students academically dismissed from the Center for Computer and Information Sciences may not be readmitted, as stated in the grading policy.

WITHDRAWAL POLICY

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 subsequent courses until they are formally readmitted. Students who are readmitted are subject to the prevailing tuition rate.

TUITION

Tuition is \$6,000 per year in the Computing Technology Program. There is a \$60 yearly registration fee. Included in the tuition are appropriate computer online time, communications software, and courseware necessary to complete the program. Students must purchase their own textbooks. All tuition and fees are subject to change.

TUITION PAYMENT POLICY

Tuition and fees may be satisfied with payment by cash, check, money order, credit card or financial aid as authorized on an individual's official award letter. There are three options for tuition payment for those not on financial aid: full payment, installment payment, and deferred payment.

Full Payment

Full payment of tuition can be made at the time of registration with no additional charges required.

Installment Payment

When registering, students may elect an installment payment plan. This plan requires three payments spread over 90 days--the first payment is 50 percent of the total tuition at registration, 25 percent is due 60 days thereafter, and the remaining 25 percent is due 90 days after registration. This option has a service charge of \$50 and post dated checks or credit card authorizations for each installment must be submitted at the time of registration.

Deferred Payment - Employment Tuition Reimbursement

The deferred payment policy is for students eligible for company tuition reimbursement benefits. A student choosing this option will pay 50 percent of the total tuition at the time of registration, with the remaining 50 percent due five weeks after the registration period ends. A deferment fee of \$50 must be paid at the time of registration.

Students who are not eligible for employer reimbursement (or who choose not to provide a letter confirming eligibility) continue to have all tuition and fees payable in full at the time of registration, or may choose the installment plan.

REFUNDS

Students notifying the Center of their intention to withdraw will receive refunds according to the schedule below:

Refund Withdrawal Periods

Students who wish to receive a refund of tuition upon withdrawal from a term must submit a written request through the U.S. mail to the CCIS program office. The following schedule will apply:

100 percent refund:	within two weeks after the term begins.
50 percent refund:	a written request for withdrawal must be received after two weeks, but before the 30th day of the beginning of the term.
25 percent refund:	a written request for withdrawal must be received after the 30th day of the beginning of a term, and before the 60th day after the term begins.

NOTE: The registration fee is nonrefundable; therefore, the adjustments above are for tuition charges only.

TRANSFER OF CREDIT

Up to six semester hours of prior graduate work may be transferred to the program if the content is directly related to the work required in this program and it was offered at the doctoral level. These credits must be from an accredited institution. The student must have received a grade of "B" or better in all credits considered for transfer, and credits must have been earned within the past eight years. Transfer credits will not be taken into account when computing the student's grade point average.

APA FORM AND STYLE REQUIREMENTS

The Center for Computer and Information Sciences has adopted the APA form and style manual as published by the American Psychological Association. Students should adhere to the guidelines set forth in this publication for all assignments, examinations, projects, papers, and dissertations. Careful attention to appropriate citations and referencing with regard to plagiarism is advised. Refer to the section on Students Rights and Responsibilities with regard to plagiarism and its definition.

Administration

PROGRESS RECORDS

The Center for Computer and Information Sciences maintains up-to-date progress records on each student. After each term, the University furnishes students with grade reports showing current status and all work completed and/or attempted.

GRADING SYSTEM FOR THE DOCTORAL PROGRAMS

Faculty for the doctoral program assign grades to courses and projects according to the following system:

Grade	Quality Points
A	4.0
B	3.0
C	2.0
F	0
I	Incomplete
W	Withdraw

Dissertations are assigned grades of Pass (P), No Pass (NP), Incomplete (I), and Withdraw (W).

INCOMPLETE ("I")

An "I" indicates that the student has not completed the course requirements and that the instructor has given additional time, usually six months, to do so. An "I" grade is only assigned when there are extenuating circumstances to prevent completion of the course requirements.

Incompletes may be assigned at the discretion of the instructor at the request of the student. Should the instructor choose to assign an Incomplete, a contract must first be completed and signed by the instructor and the student, with the original kept on record in the program office.

WITHDRAW ("W")

A grade of "W" may be assigned when the student officially requests a withdrawal (in writing) from the course, project, or dissertation no later than one month prior to the end of the term. A student may be administratively withdrawn if he or she fails to maintain continuous registration without prior written request and approval from the program director.

ACADEMIC STANDING

The grading policy for the doctoral degree requires that the student maintain a minimum cumulative grade point average of 3.0. Failure to meet this requirement will result either in academic probation or dismissal as detailed below. Students who receive two failing grades will be dismissed from the program and may not be readmitted.

GRADUATION REQUIREMENTS

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

1. Successful completion of all courses and projects with a cumulative GPA of 3.0
2. Successful completion of the comprehensive exam
3. Successful completion of a dissertation
4. Completion of a graduation form at the time of registration for the student's final term.

GRIEVANCES

When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the program director.

COMMENCEMENT

A ceremony is held once a year in early summer (usually June) for all Nova University graduate students who have completed graduation requirements within the academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown. Contact the Office of the University Registrar at (305) 475-7400 for additional information.

INTERNATIONAL STUDENTS

International Student Advising Service
(305) 370-5695 or (800) 541-6682, Ext. 5695

An international student applying to Nova University must (1) obtain a student (F) visa or an exchange visitor (J-1) visa (students are not permitted to study in the United States on a visitor (B-2) visa); (2) submit all secondary school and/or college-level transcripts (transcripts must be an official English language translation); (3) demonstrate the ability to meet all costs of his or her education without financial aid from Nova University; (4) purchase medical insurance (J-1 visas only); contact the international student advisor for further information concerning insurance; and (5) demonstrate proficiency in the English language by submitting a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) exam.

VETERANS' SERVICES AND BENEFITS

(305) 370-5685 or (800) 541-6682, Ext. 5685

Nova University's academic programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar.

FINANCIAL AID INFORMATION

(305) 475-7411 or (800) 541-6682, Ext. 7411

Nova University offers several programs of financial aid in order to assist the greatest number of its students possible in meeting educational expenses. In order to qualify and remain eligible for financial aid, students must be accepted for admission in a University program; be eligible for continued enrollment; be a U.S. citizen or in the United States for other than a temporary purpose; and be making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

General Information

COLLEGE BOOKSTORE

All required textbooks for your course work can be obtained through Nova Books, Inc. (usercode: novabook) located on the main campus. The phone number is (305) 476-4750, or toll free, (800) 541-6682, Ext. 4750.

RESEARCH FACILITIES

The Center's doctoral and master's programs utilize the campus-based fiber-optic network to gain access to various computing resources. Library and other media resources are available electronically to computer-based students through the use of the electronic library and HYTELNET. The UNIX operating system provides a common base for research activities on microcomputers, minicomputers, and superminicomputers throughout the Center. The Center houses a lab of various computing resources, which include AT&T 3B2, Gould Power Node, Sun, Harris Nighthawk, and DEC RISC-based systems. In addition to the computing resources of the Center, students have access to University computing facilities including DEC minicomputers, IBM PC laboratories, and Apple Macintosh laboratories. Nova is a member of SURAnet and maintains a T-1 link to the Internet.

INFORMATION RETRIEVAL SERVICE

The IRS does computer searches and is available to all students. The IRS has computer access to ERIC and more than 350 other databases, including many social and behavioral science databases, such as PsycInfo, Sociological Abstracts, and Books in Print. This is a valuable resource for assignments, projects, practicums, and dissertations and is offered free of charge to all enrolled students. Students may contact the IRS online to request a literature search. The usercode is **irs**. For the online format that the IRS requires for a search, look in the eicbl menu online under the category **Information Retrieval Service**.

OFF-CAMPUS LIBRARY SERVICES

Off-Campus Library Services (OCLS) is a department of Nova University Libraries that provides off-campus students with most of the library services available on campus. Students may order books, request articles, search catalogs, search indexes, and even talk directly with a reference librarian.

OCLS can be accessed in many different ways. Materials may be ordered by mail, FAX, or toll-free telephone. A voice mail answering machine is available 24 hours a day to take requests when the office is closed. You can also obtain many different services by accessing the Electronic Library through the campus UNIX system. Using a home computer and modem, just type "el" at the UNIX "%" prompt. This will give you full use of all of the OCLS services. If you don't have an account to access the UNIX system, contact the CCIS Program Office.

There is no charge for most of these services. When books are borrowed, the student will have to pay a small charge for third-class (library rate) return postage to return the books. Most requests are filled on the first business day after they are received. All requests are sent out by first-class mail. Books are lent for one month. Periodical copies need not be returned.

To contact OCLS by phone, call toll free (800) 541-6682, Ext. 7508.

CENTER FOR MEDIA AND TECHNOLOGY

Consisting of a TV studio equipped to video record in color, a well-equipped audio studio, and a graphics room, the center provides media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

The center houses a growing library of instructional materials such as 16 mm films, videotapes, filmstrips, slide/tape presentations, audiotapes, and kits for student and faculty use. Full A/V equipment services are also available through the center.

STUDENT I.D. CARDS

When you register at Nova, you will be issued a student I.D. card. You will need it in order to check out books from the Einstein Library. Further, a number of businesses in the community will give students discounted rates on a variety of services ranging from movies to dinner if an I.D. card is shown. If you lose your I.D. card or if it is destroyed, please request a new one through the registrar's office. There is an additional fee to replace a lost card.

STUDENT ORGANIZATIONS

The Center for Computer and Information Sciences encourages participation in professional organizations. CCIS students have an excellent opportunity to become involved in several computer student chapters, which include:

- Association of Computing Machinery (ACM)
- Institute of Electrical and Electronics Engineers (IEEE)
- IEEE Computer Society

Each student organization has a faculty or staff member serving as an advisor and supporter. All students are encouraged to become involved as members of the various organizations or by running for office in these organizations. For additional information, contact the Marketing Department at (800) 541-6682, Ext. 7352 or (305) 475-7352.

ALUMNI ASSOCIATION - INTERNATIONAL

Nova University has an active alumni association that is a division of the Office of University Relations and Development. The association is organized on three levels--local, state, and national--that work in concert to provide special programs and other services that promote the professional and intellectual growth of graduates and that maintain communications between graduates and the University. The Office of University Relations and Development also offers a credentials file service. Additional information can be obtained from the Office of University Relations and Development by calling (800) 541-6682, Ext. 7319, or (305) 475-7319.

TRAVEL INFORMATION

Nova University has its own full-service travel agency in the Rosenthal Student Center that can make reservations and issue airline tickets and rental cars. In addition, travel agents can also help make arrangements for trips and vacations. Nova's travel service accepts money orders and major credit cards. The travel staff can be reached at (305) 475-7522 or toll free (800) 541-6682, Ext. 7352.

CCIS Degree Offerings

Doctoral and Professional Degrees

Doctor of Education (Ed.D.) in:

Computing Technology

Doctor of Science (Sc.D.) in:

Computer Information Systems

Computer Science

Computing Technology

Information Systems

Master's Degrees

Master of Science (M.S.) in:

Computer-Based Learning

Computer Science

Computer Information Systems

Bachelor's Degree

Bachelor of Science (B.S.) in:

Computer Engineering

Computer Information Systems

Computer Science

Computer Systems

FURTHER INFORMATION

Those who are interested in receiving further information on the programs described in this catalog may contact the Center for Computer and Information Sciences, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, (305) 475-7352 or (800) 541-6682, Ext. 7352.

CENTER FOR COMPUTER AND INFORMATION SCIENCES FACULTY

Phillip M. Adams, Professor; Ph.D. Nova University. Compilers, artificial intelligence and expert systems, operating systems, systems software, and computer architecture.

Raymond Barrett, Assistant Professor; Ph.D. Florida Atlantic University. Digital signal processing, modeling and simulation, information systems analysis and design and VLSI design.

Harvey Deitel, Professor; Ph.D. Boston University. Operating systems, open systems, software engineering, computer networks, and object-oriented design.

George K. Fornshell, Assistant Professor; Sc.D. Nova University. Human factors, instructional systems development, multimedia, and authoring systems.

John Kingsbury, Assistant Professor; Ph.D. Florida State University. Learning theory, management, technology and organizational change, ethics, human resource information systems, and strategic planning.

Jacques Levin, Professor; Ph.D. Université de Grenoble (France). Database management, modeling and decision support systems, and numerical analysis.

Edward Lieblein, Professor; Ph.D. University of Pennsylvania. Software engineering, object-oriented design, programming languages, and automata theory.

Marlyn Kemper Littman, Associate Professor; Sc.D. Nova University. Computer networks, telecommunications, applications and assessment of emerging technologies.

Freeman Rawson, Visiting Professor; Ph.D. Stanford University. Operating systems, artificial intelligence and expert systems

Edward R. Simco, Professor and Dean; Ph.D. Nova University. Numerical analysis, modeling and decision support systems, operations research and statistics.

Junping Sun, Assistant Professor; Ph.D. Wayne State University. Database management systems, object-oriented database systems, and artificial neural networks.

Raisa Szabo, Associate Professor; Ph.D. Budapest Technical Institute. Computer architecture, artificial intelligence and neural networks, robotics and automated systems, and operations research.

Steven R. Terrell, Assistant Professor, Ed.D. Florida International University. Information systems analysis and design, research methodology and statistics, computer manage instruction, and programming languages.

Clovis L. Tondo, Visiting Professor; Sc.D. Nova University. Data structures, programming languages, object-oriented programming, and compilers.

COMPUTING TECHNOLOGY COURSE DESCRIPTIONS

DCT 7320 Structured Programming, Problem Solving and Algorithm Design in Pascal and the "C" Programming Language

This course examines the foundations and concepts of structured programming techniques and procedures. Emphasis is placed on how programming languages such as Pascal and "C" are used to solve real-world problems faced by practitioners in computing technology. Throughout this course attention is directed toward computing theories, data abstraction and the design of algorithms and programming practices associated with the principles of software engineering. This course in structured programming is based on ACM recommendations for CS1 and CS2.

DCT 7330 Artificial Intelligence and Expert System Applications

This course focuses on the principles underlying basic artificial intelligence research and their applications in practice are explored. Special emphasis is placed on examining the characteristics, attributes, conceptual design and structure of expert systems. General tools, techniques, methods and processes for designing, developing, implementing and maintaining these systems in an applied setting are examined.

DCT 7340 Curriculum and Learning Theory

This course focuses on basic theories of learning , the use of these theories in the management of learning and the application of learning theory and research to computer-managed and computer-assisted instruction . Various curriculum theories and common instructional design models will be presented. Tools, techniques and strategies for dealing with design specifications, resources, project planning activities, implementation, training, monitoring and evaluation are described.

DCT 7350 Assessment of Emerging Technologies

This course focuses on the latest advances in the expanding field of computing technology and their impact on applications in education and industry. Topics examined include new computer architectures, operating system software, optical storage and retrieval, hypertext and hypermedia, imaging systems, educational information systems and tools and techniques for computer-assisted and computer-managed instruction. Strategies for implementing innovative technologies that satisfy specific user expectations and comply with requirements in the workplace are presented.

DCT 7360 Human-Computer Interaction

This course stresses the importance of good interfaces and the relationship of user interface design to human-computer interaction. Topics examined include the multi-disciplinary dynamics of human-computer interaction (HCI), current and projected developments in HCI research, and strategies for implementing effective human-computer dialogues.

DCT 7370 Database Management Systems

This course examines methods and techniques for determining database requirements and effectively managing organizational data resources. Strategies for designing database management systems are presented. Components and architectures of the relational data model are analyzed. Topics discussed include data administration, database languages, development of database application, the user interface, databases an expert systems, milestones in DBMS development, object oriented technology and information storage and retrieval in a distributed environment. Students will survey commercially available DBMS products and tools.

DCT 7380 Management of Technology

This course will focus on the role and use of strategic planning, marketing, budgeting and finance, human resources and legal issues related to the effective management of information systems. Issues related to organizational development and change as well as models for the successful needs analysis, evaluation and implementation of information systems will also be discussed.

DCT 7390 Computer Information Networks

This course focuses on the latest advances in the expanding field of computer networks and their impact on information systems applications. Communications principles and techniques for information acquisition, storage, retrieval, transfer, reception and security are presented. Computer communications architectures and the design of distributed systems are examined. Topics covered include voice, video, image and data transmission, satellite networks, the Integrated Services Digital Network (ISDN), electronic data interchange (EDI), protocols and software, network management, network security and control, internetworking and LANs, MANs, and WANs.

DCT 7305 Statistics and Quality Control

This course will involve the investigation and application of statistical tools and techniques for analysis of data. A brief review of descriptive and univariate inferential statistics will be followed by discussion of such topics as factorial analysis of variance, linear and multiple regression, multivariate analysis of variance, discriminate analysis, cluster analysis and factor analysis. Special attention will be given to the application of these tools to hypothesis testing and quality control issues within a Total Quality Management (TQM) framework.

DCT 7310 Research and Evaluation Methodology

The student in this course will be introduced to different approaches and applications for the design of effective research methodologies. Particular attention will be paid to the relationship between the use of a specific research model and the appropriate statistical tools for data interpretation.

The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova University. Regulations and requirements, 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 discovery of the fraud, and the student is not entitled to any credit for work that he or she 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 or her accounts, academic and nonacademic, are paid.

Any Nova University student has the right to inspect and review his or 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 or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is 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 U.S. Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, 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 are contained in this policy.

Nova University does not discriminate on the basis of sex, race, age, religion, creed, nondisqualifying handicap, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to nondiscrimination.

The school is authorized under federal law to enroll nonimmigrant alien students. The Nova University general policies on student relations are on file in the Office of the University Registrar.

STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of 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.

Nova University Statement of Academic Rights and Responsibilities

Nova 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 assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

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

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

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

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that 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 prior to or during the course of the examination.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer 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 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 A (1) or A (2) is considered plagiarism at Nova University.

3. **Tendering of Information.** All academic work must be the original work of the student. 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:

- a. Plagiarism;
- b. Any form of cheating;
- c. Conspiracy to commit academic dishonesty;
- d. Misrepresentation;
- e. Bribery in an attempt to gain an academic advantage;
- f. Forging or altering documents or credentials; and
- g. Knowingly furnishing false information to the institution.

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 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;
- b. Vandalism;
- c. Disruptive behavior;
- d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
- e. Possession, transfer, sale, or use of illicit drugs;
- f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
- g. Violations of housing regulations;
- h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
- i. Threats of or actual damage to property or physical harm to others; and
- j. Failure to pay tuition and fees in a timely manner.

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 as would comport with the letter and spirit of this code.

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 or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

Student Code of Computer Ethics

Nova University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to its programs of instruction, research, and administration. Nova University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, computer systems refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova University Code of Student Conduct and Academic Responsibility. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida Statutes may be examined online or in a student's academic program office.

In addition, a student accessing any of Nova University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova University computer systems
- Limit the use of Nova University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova University's computer systems
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical
- Be aware that using Nova University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova University copyright code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.

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 University has adopted the following policy for all work place, 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 Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order.

There are serious health risks associated with the abuse of drugs and alcohol (see following "Controlled Substances—Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:

Nova University Student Counseling Service
Mailman Building
(305) 475-7552

Nova University Community Mental Health
Davie 475-7070
Lauderhill..... 486-3663
Coral Springs 753-7020

Community:

Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, Florida 32399
(904) 488-6304

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, Florida 32399
(904) 488-0900

When you use or deal in drugs, you also risk 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 dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less 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 §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, 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 §316.1936, Florida Statutes, it is unlawful for any person to possess an open container of 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 §316.193, Florida Statutes, a person is guilty of driving under the influence 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 .10 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

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 his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova University must notify any federal contracting agency within ten (10) days

of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova University employee or student determined to have violated this policy shall 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, expulsion, and/or termination.

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.

Controlled Substances – Uses & Effects

DRUGS' CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
			Physical	Psychological							
NARCOTICS											
Opium	II III V	Dover's Powder, Paregoric, Paraplectolin	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			
Codeine	II III V	Tylenol w/Codn, Robitussin AC, Empirin w/Codn, Fiorinal w/Codn	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin ²	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS											
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	Amytal, Nembutal, Fiorinal, Lotusate, Tuinal, Seconal, Butisol, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Librium, Restoril, Diazepam, Xanax, Serax, Valium, Tranxene, Versed, Verstran, Halcion, Paxipam	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS											
Cocaine ¹	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & 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, Delcobase, Desoxy, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cyferl, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal symptoms not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, 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 anti-nauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

¹ Designated a narcotic under the CSA

² Not designated a narcotic under the CSA

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	{ 10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	{ 100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			{ 100-999 gm mixture	HEROIN	{ 1 kg or more mixture		
			{ 500-4,999 gm mixture	COCAINE	{ 5 kg or more mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	{ 5-49 gm mixture	COCAINE BASE	{ 50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			{ 10-99 gm or 100-999 gm mixture	PCP	{ 100 gm or more or 1 kg or more mixture		
			{ 1-10 gm mixture	LSA	{ 10 gm or more mixture		
{ 40-399 gm mixture			FENTANYL	{ 400 gm or more mixture			
Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	{ 10-99 gm mixture	FENTANYL ANALOGUE	{ 100 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.	

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties - Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants.	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years.	Not more than 30 years.
10 to 100 kg	Hashish	If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual,	If death or serious injury, life. Fine \$2 million individual,
1 to 100 kg	Hashish Oil	\$5 million other than individual.	\$10 million other than individual.
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000,	Not more than 10 years. Fine \$500,000 individual,
Less than 10 kg	Hashish	\$1 million other than individual.	\$2 million other than individual.
Less than 1 kg	Hashish Oil		

Smoking and Nonsmoking

Smoking is prohibited in any Nova University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

Alcohol and Other Drugs

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

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

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

Substance Abuse Awareness, Education, and Prevention

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

- 1. Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
- 2. Advisory Committee.** This is a group of administrators, faculty, and student leaders who are appointed by the vice-president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.
- 3. Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
- 4. Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
- 5. Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.
- 6. Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.
- 7. Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

Communicable Diseases Policy Guidelines

It is the intent of the University to protect students and employees from exposure to 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 pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:
 - a. Members of the Board of Trustees
 - b. Guest lecturers
 - c. Vendors

The term "student" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or 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 assistant director of human resources 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 assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or 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 demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

Policy on Sexual Harassment

It is the intent of Nova University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. 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 Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
- (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
- (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

A. At Nova University, sexual harassment of or by employees 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 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 or innuendoes or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work 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 environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

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

Normal, noncoercive 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 Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova 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; or
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 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.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova 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 discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism that can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Privacy of Records

Nova University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Reservation of Power

Nova University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures 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.

**APPLICATION
FORMS**



Dear Applicant:

We are happy that you have decided to apply to the Center for Computer and Information Sciences. Admission forms have been perforated for easy separation. Please use the following checklist to assure that you have submitted or requested the required documents.

1. **An application form with a \$40 nonrefundable fee** made payable to Nova University. Please be sure to complete all information and sign the last page. The application should be mailed directly to the address listed on the application form.
2. **Transcript request forms** should be sent to all schools where you received a degree. All transcripts must be official and sent directly to Nova University from your institution.
3. **Recommendation forms** should be distributed to three persons who can comment on your academic and professional ability to be successful in graduate study (former professors, colleagues, supervisors, etc.).
4. **A portfolio form or GRE score.** GRE scores must be original and no more than five years old. If electing the portfolio, please address all areas and include supporting documentation reflective of your professional experience.

If you have any questions regarding your application, please contact the CCIS Program Office at (800) 541-6682, Ext. 7352, or (305) 475-7352. We look forward to speaking with you soon!

Sincerely,

CCIS

P.S. We strongly recommend that you submit your application at least two months prior to the term in which you wish to begin. This will allow sufficient time to process your file and ensure full acceptance status prior to registration.

ADMISSIONS APPLICATION

Application Fee \$40

(Nonrefundable)



Center for Computer and Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314
(800) 541-6682, Ext. 7352

Type or Print - Use Black Pen Only

FOR OFFICE USE ONLY

Cluster Code:
Admit Status: Major Code:
Admit Action: Admit Type:
Apply Class: App Status:
Appl Recd.: Date:
Fee Received:

Directions to Applicant: This application must be accompanied by a nonrefundable fee of \$40. At least three letters of recommendation from professors or supervisors most familiar with your work, official transcripts of all accredited college or university work, and GRE scores or your portfolio should be sent directly to the above address. If you are not completing a portfolio, please submit a resume with your application.

Social Security Number: - -

Sex: ()Male ()Female

Expected Start Date:

Date of Birth: / /

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street and Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone

CENTER-SPECIFIC DATA:

Employer:

Job Title:

ACADEMIC GOAL:

Institute/Computer-Based Master's Programs:

- Master of Science in Computer-Based Learning (MSCBL) Specializations:
Computer Education
Training and Learning
Information Systems
Information Technology and Resource Management
Master of Science in Computer Information Systems
Four-year combined master's/doctoral program
Five-year combined master's/doctoral program

Institute/Computer-Based Doctoral Programs:

- Ed.D. in Computing Technology OR
Sc.D. in Computing Technology
Specializations:
Computer Education
Information Science
Training and Learning
Doctor of Science in Information Systems
Seminar Format Programs:
Sc.D. in Computer Science
Sc.D. in Computer Information Systems
Campus-Based Programs:
M.S. in Computer Science
M.S. in Computer Information Systems

EDUCATIONAL INFORMA-

Please list all educational institutions attended. Official transcripts from all institutions are required.

Name of Institution	State	Started	Ended	Major Field	Degree	GPA

Do you intend to transfer any graduate level credits toward your degree? Yes No

CITIZENSHIP STATUS: U.S. Citizen Resident alien Nonresident alien

Do you require an I-20? Yes No

If you have a visa, indicate status code: _____

Country of citizenship: _____

Additional procedures are required for admission of nonresident aliens.

Language spoken at home: _____

ETHNIC ORIGIN DATA (*this information is requested for reporting purposes only*):

Check one of the following:

White (not of Hispanic origin)

Hispanic origin

Black (not of Hispanic Origin)

Asian or Pacific Islander

American Indian or native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? Yes No Returning to Nova after absence? Yes No

FINANCIAL AID:

Have you applied for financial aid? Yes No

Have you filed a College Scholarship Service Financial Aid Form (FAF)? Yes No

If yes, when was the FAF sent to Princeton, New Jersey? _____

Are you eligible for veterans' assistance (VA) benefits? Yes No

COMPUTER EQUIPMENT AND EXPERIENCE:

How would you rate your overall computer ability? *please circle* 0 1 2 3 4 5

0 = I have no experience with computers.

3 = I am able to use standard applications software.

5 = I am a very experienced user and can do almost anything with a computer.

What type of computer do you have at HOME? IBM/compatible Apple II series Macintosh

What type of computer do you have at WORK? IBM/compatible Apple/MAC Mainframe

Are you able to use a modem and a computer to upload and download files? Yes No

How many years have you been using a computer? _____

What programming languages are you familiar with? _____

What computer applications software are you familiar with? _____

HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

- | | | |
|---|--|---|
| <input type="checkbox"/> Colleague/Friend | <input type="checkbox"/> Nova Staff | <input type="checkbox"/> New York Times |
| <input type="checkbox"/> Conference | <input type="checkbox"/> Employer | <input type="checkbox"/> Chicago Tribune |
| <input type="checkbox"/> Direct Mail | <input type="checkbox"/> Educational Directory | <input type="checkbox"/> American Libraries |
| <input type="checkbox"/> Nova Student/Graduate | <input type="checkbox"/> College Professor | <input type="checkbox"/> Training Magazine |
| <input type="checkbox"/> Ft. Lauderdale News and Sun-Sentinel | <input type="checkbox"/> Miami Herald | <input type="checkbox"/> Other
Specify _____ |

ESSAY:

Please describe your reasons for pursuing this degree. Why did you decide to apply to Nova University? Include the nature of work that you are involved in and your long-term goals. Please continue on another page if necessary.

Family Educational Rights and Privacy Act (Buckley Amendment)

Pursuant to the Buckley Amendment enacted on December 31, 1974, I DO I DO NOT
give permission for my name, address and/or phone number to be used for promotional purposes.
Please circle the appropriate phrase and sign your name.

Applicant's signature

Date

I DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION, TO THE
BEST OF MY KNOWLEDGE, IS COMPLETE AND ACCURATE. I AGREE TO ABIDE BY
ALL RULES AND REGULATIONS OF NOVA UNIVERSITY.

Applicant's signature

Date

*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 de-
grees. Nova University practices a policy of nondiscrimination
in employment and admission. Nova University does not dis-
criminate on the basis of race, color, sex, age, religion or creed,
national or ethnic origin, or nondisqualifying handicap.*

Applicant's signature_____
Date

Please complete the following admissions portfolio to the best of your ability. Provide documentation or examples of any of those items that you feel necessary to support your portfolio. When you have completed the admissions portfolio, sign the form and return it with your portfolio.

Please type or use black pen.

1. Employment history (specific job descriptions and dates)
2. Experience with automated systems or computers (micro, mini, or mainframe)--describe the nature and length of the experience
3. What computer equipment do you have available for use in this program (terminals, mainframes, micro computers, etc.)? Also, indicate the types of operating systems you have used on these machines.
4. Graduate courses for credit
5. Workshops, seminars, conferences, and special meetings (list topics)
6. Publications, proposals, and reports you have authored
7. Major improvement projects or innovations you have instituted in your organization or institution
8. Awards, achievements, or special recognition you have received
9. Offices held in professional organizations
10. Community involvement (clubs, churches, temples, committees, etc.)



Center for Computer and Information Sciences
 3301 College Avenue
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 (800) 541-6682, Ext. 7352

TRANSCRIPT REQUEST FORM
CCIS Programs

To request a transcript from your previous school to Nova University, fill in the blanks on BOTH parts.

Dear Alma Mater:

Please send to Nova University an official transcript of my academic work while attending your institution. Return the form below to Nova University with my transcript.

A. I attended your school from _____ to _____.

B. While in attendance, my name on your records was:

Full Name

C. My student identification number was: _____.

Thank you for your assistance.

Sincerely,

 Signature

 Date

TRANSCRIPT TRANSMITTAL FORM
 (Please complete all sections)

To: Alma Mater
 From: Nova University CCIS Admissions Office

Please return this form with my transcript. Thank you.

Social Security Number _____ Date _____

Name _____
Full Name (Last, First, Middle Initial)

Address _____

Please send _____ copies to Nova University, CCIS Admissions Office, 3301 College Avenue, Fort Lauderdale, Florida 33314.

(please enter program and degree applied for)



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**RECOMMENDATION FORM
 CCIS Programs**

Applicant's Section

 Full name (please print)

 Social Security Number

 Program applied to (include degree and major)

Family Educational Rights and Privacy Act (Buckley Amendment)

Under the provisions of this act, you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. I WAIVE DO NOT WAIVE any right of access that I have to this recommendation.

 Applicant's signature

 Date

Recommender's Section

 Name of recommender

 Title or position

 University or company

 Telephone

 Address (city, state, zip)

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the committee's use. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY
 Graduate Admissions Committee
 Center for Computer and Information Sciences
 3301 College Avenue
 Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

 Recommender's signature

 Date

EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant and in what capacity? Does this applicant have the maturity and stability to be able to work both independently and with others? Please describe the particular strengths/weakness of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his or her role on the project and give an evaluation of his or her performance.



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