

1997

College of Optometry Student Handbook

Nova Southeastern University

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Student Handbook

College of Optometry

Health Professions Division
1997-1998 Academic Year

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NOVA
SOUTHEASTERN
U N I V E R S I T Y

PART I

1997-1998

PREFACE

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

This handbook is divided into three parts. The first section is University information for all students. The second section (pages 11-40) consists of information relating to the entire Health Professions Division and is applicable to all students. The third section, starting on page 42, contains material that is applicable only to the students of a specific college. Such material may differ from college to college.

The objective of the Division is to offer the finest professional health care science training and education to its students with the purpose of developing competent osteopathic physicians, pharmacists, optometric physicians, physician assistants, occupational therapists, physical therapists, dentists, and public health professionals. Toward that end, this handbook will offer a description of Division facilities, financial affairs, academic affairs, procedures and policies, student services, student activities and on-campus Division services.

REVISIONS TO THIS HANDBOOK

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

MISSION STATEMENT

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

POLICY OF NON-DISCRIMINATION

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

STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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

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

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

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

ACCREDITATION

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

GENERAL INFORMATION

ADDRESS CHANGES/NAME CHANGES

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

BOOKSTORE

Books and diagnostic equipment (stethoscopes, blood pressure cuffs, ophthalmoscopes, otoscopes, etc.) may be purchased at:

Nova Books, Rosenthal Student Center, 1st Floor

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

Fax: (954) 262-4759

E-mail: novabook@nsu.acast.nova.edu

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

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

For book information by phone, please supply the course number and section.

CAMPUS PUBLIC SAFETY

The Public Safety Department is an independent unit providing protection and service for all students 24 HOURS A DAY. Reach them by calling their office at 262-8999. Public Safety should be called in all emergencies, to report a theft, or to report a suspicious person or dangerous situation. Public Safety also provides services such as: vehicle battery jump starts, auto lockouts and entry into buildings or offices when locked out. The "NOVALERT" number is 262-8999 (8999 on campus phones).

E-MAIL ACCOUNTS

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

Students will be provided a personal account on the University's UNIX-based Sun Sparc server, called "HPD," upon request. With this account, students may communicate via E-mail with faculty and other students, both at the University and at other locations around the world. Full Internet access is provided via a user-friendly, Lynx-based, on-line menu system. If you wish to sign up for a class, please call 262-1058 to schedule a class and to receive an application form and instructions.

Acceptable Use Of Computer Resources

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

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

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

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

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

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

- sending an individual or group repeated and unwanted (harassing) E-mail or using E-mail to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- propagating electronic chain mail or sending forged or falsified E-mail
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a University site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licensed or purchase agreements
- releasing a virus, worm or other program that damages or otherwise harms a system or network
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
- distributing child pornography via the Web
- using University resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating Federal copyright laws or the NSU copyright policy

Inappropriate conduct and violations of this Policy will be addressed by the appropriate procedures and agents (e.g.,

the Office of the Dean, the Office of the Executive Provost for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the University.

EMERGENCY EVACUATION PROCEDURES

1. All employees and students must calmly exit the building, using the stairway exits.
2. Do not use elevators; they should be inoperable once a pull station has been alarmed. In the event of a real fire, people using the elevator could become trapped.
3. Pay close attention to disabled individuals. In an actual emergency, put disabled individuals in a closed stairwell and alert the fire department of their whereabouts. Be sure this is done!
4. Once out of the building, do not go back in. The fire chief is the only one who can authorize re-entry.
5. Keep out of the lobby and clear of emergency vehicle routes. You must remain a safe distance from the building (50 feet minimum).

HOUSING

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

HURRICANE POLICY

In the event of a hurricane watch or warning or other emergency situation, the university staff should tune into the radio and television stations listed below for a status report. If a hurricane warning is posted, the University will be closed.

Radio Stations

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

Television Stations

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

LIBRARIES

There are four libraries available for use:

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

| | |
|-------------------|------------------------|
| Monday - Thursday | 8:30 a.m. - 11:00 p.m. |
| Friday | 8:30 a.m. - 9:00 p.m. |

Saturday 8:30 a.m. - 7:00 p.m.
Sunday Noon - 9:00 p.m.

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

The Health Professions Division Library is described on page 17.

The Oceanographic Center Library is located at 8000 North Ocean Drive, Dania, FL, in the Forman Building. The hours of operation are:
Monday - Friday 9:00 a.m. - 5:00 p.m.

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

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

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

For further assistance, please call (954) 262-6202.

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

MEAL PLAN

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

The Rosenthal Student Center has a dining hall which is open from 7:00 a.m. - 7:00 p.m., Monday through Friday, and from 10:30 a.m. - 1:30 p.m. and 4:30 p.m. - 6:30 p.m. on Saturday and Sunday.

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

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

The Jamaican Me Crazy Cafe is located in the Parker Building. Service includes sandwiches, pizza and beverages. Hours are Monday - Friday, 8:00 a.m. - 7:00 p.m.

Flight Deck

The Flight Deck, located on the second floor of the Rosenthal Student Center, is the University's newest eating, drinking, and gathering spot. Students can watch television or play pool, ping pong, or darts. Hours are 10 a.m. - 11 p.m. Sunday to Thursday, and 10 a.m. - midnight Friday to Saturday. For more information, or to reserve facilities, please contact Reece Roberson, Flight Deck Operations Manager, at (954) 262-4175.

Summer semester hours for all locations are on a reduced schedule. For information, contact Restaura at (954) 262-4700.

MICROCOMPUTER LABORATORY

MicroLab computer facilities are located in the Parker Building (1st, 2nd, and 3rd floors), Goodwin Residence Hall, the Sonken Building, in a modular unit located in front of the Parker Building, and the Health Professions Division Library. MicroLabs are also located at the East Campus. Most are networked to the University's on-line computer systems. The on-line connectivity provides access to the Campus-Wide Information System, the Electronic Library, and the Internet. Computer platforms and systems provided in most laboratories include MS-DOS, Windows and Macintosh. Text and graphic scanners are

available for student use. All systems are networked to a laser printer. Multimedia stations with CD-ROM drives are also available. An extensive collection of software is housed in the laboratories for student use.

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

For the Microcomputer Laboratory located in the Health Professions Division Library, see page 17.

PARKING ON CAMPUS

Please pay attention to signs on campus describing student parking. Students who park outside of designated areas may have their car ticketed, or towed at the owner's expense. If you live on campus, you will receive a residence hall parking permit.

PUBLICATIONS

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

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

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

Student Publications are:

The Nova Knight (University)

RECREATION AND ATHLETICS

Nova Southeastern University Recreation Complex (RECPLEX)

The new sports-recreation complex consists of a pool, tennis courts, basketball courts and a fitness center. Locker rooms are also provided. Reservations for use are not necessary; facilities are available on a first-come, first-served basis. Students must show their student I.D. in order to use these facilities. All fees for use by HPD students have been paid for by the administration of the Health Professions Division for the 1997-1998 academic year.

Hours of operation are:

| | |
|-------------------|------------------------|
| Monday - Friday | 8:00 a.m. - 8:00 p.m. |
| Saturday - Sunday | 10:00 a.m. - 8:00 p.m. |

For more information or to reserve facilities, please call Tom Vitucci at (954) 262-7420.

Campus Sports and Recreation Program

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

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

| | |
|-------------------|--------------------|
| Intramural Sports | Outdoor Recreation |
| Special Events | Informal Sports |

Instructional Clinics and Classes

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

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

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

If not specifically noted, all sports offer men's, women's and coed divisions. Campus champions are recognized and awards are given for each sport. Check bulletin boards, the Student Activity Calendar and other postings for the deadlines for submitting entries. For more information, call (954)262-4786.

Intercollegiate Athletics

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

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

NSU's Athletic Program starts in the Fall semester and runs through Spring. All students who are interested in competing on any of the teams can get more information by calling Mike Geringer at 262-8266.

Facility Use

If a college-recognized student organization wishes to use the sports fields for an activity, please contact Patrick Feely at (954)262-8267. If a college-recognized student organization wishes to use a section of the recreational complex, please contact Tom Vitucci at (954)262-4786. Student organizations wishing to borrow sports equipment for an activity should also contact Tom Vitucci at 262-4786.

STUDENT CENTER

The Student Center is located in the Rosenthal Building. It houses the Office of Student Life, which is open Monday-Thursday, 8:30 a.m. - 7:00 p.m.; Restaura Food Service; WNSU Radio Station 92.9 cable FM; the Student Communications Organization, which is open during fall and winter semesters; and recreational facilities, including a billiards area, table tennis, darts, TV lounge, quiet areas, and conference and reception rooms. To reserve a conference room or reception room, call 262-7280.

STUDENT I.D. CARDS

When you register at the University, you will be issued a Student I.D. card. If you do not have your I.D. card by the time you read this, get one as soon as possible. You should carry your I.D. card with you at all times. An NSU I.D. card is required for all meal plan options. Students living on campus should have their I.D. card to gain access to the residence halls. Students living in the Goodwin Residence Hall should have their I.D. cards to gain entrance into the building from 9:00 p.m. to 7:00 a.m. An NSU I.D. will enable you to take books out of the library and is a form of identification. If you lose your I.D. card, or if it is destroyed, please request a new one through the H.P.D. Badge Room. There is a \$7.00 fee to replace a lost I.D. card.

WHERE TO GO

ATHLETICS

Department of Athletics, (262-8250)

BOOKS (and supplies)

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

CHANGE OF VITAL INFORMATION

(Name, Address, Telephone, etc.)

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

I.D. CARDS (Student)

H.P.D. Badge Room, Terry Administration Building,
First Floor, Room 1134 (262-1744)

LIBRARIES

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

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

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

The Law Library - Shepard Broad Law Center -
Second Floor - (262-6202)

RADIO STATION - WNSU 92.9 cable FM
NSU Radio, Rosenthal Student Center,
First Floor (262-8457)

SECURITY - NOVALERT 262-8999 (24 Hours)

EMPLOYMENT

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

STUDENT FINANCIAL AID

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

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

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

TRANSCRIPTS (Official and Student Copies)

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

WORK STUDY EMPLOYMENT OPPORTUNITIES

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



Health Professions Division

PART II

1997-1998

ON-CAMPUS DIVISION PERSONNEL

Morton Terry, D.O.

Chancellor

Room 1507/Ext. 1501

The Chancellor is chief executive officer of the Health Professions Division. He is responsible for the entire operation of the Division and is available for final appeals or decisions.

Arnold Melnick, D.O.

Executive Vice Chancellor

Room 1508/Ext. 1508

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

Fred Lippman, B.S.

**Vice Chancellor for Professional Affairs and Provost
Room 1506/Ext. 1501**

The Vice Chancellor for Professional Affairs and Provost guides and directs the Deans of each of the Colleges and other Executives responsible for the Division's academic programs. He also coordinates and supervises professional activities, including all research and external affairs. In addition to directing the Deans, he oversees the Assistant Vice Chancellor for Student Affairs and Professional Coordination and the Assistant Vice Chancellor for Marketing and Communications. His activity includes coordination of strategic planning and development.

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

**Vice Chancellor for Administration
and Deputy Provost**

Room 1504/Ext. 1501

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

Stanley Cohen, Ed.D.

Vice Provost

Room 1522/Ext. 1523

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

Marla Frohlinger, M.H.S.A.

**Assistant Vice Chancellor for
Student Services and Professional Coordination
Room 1514/Ext. 1514**

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

Sara Schoninger, B.S.

**Assistant Vice Chancellor
for Marketing and Communications
Room 1512/Ext. 1512**

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

Mr. Donald Simmons

**Assistant Vice Chancellor for Administration
Room 1513/Ext. 1513**

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

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

Comptroller

Room 1516/Ext. 1516

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

Jay Tischenkel, B.S.

Director of Institutional Advancement

Room 1502/Ext. 1501

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

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

Library Director

Library/Laboratory Building, Ext. 3106

The Library Director is responsible for the operation of the Division Library. Students wishing assistance for selections of materials and/or books should contact the Library Director.

HEALTH PROFESSIONS DIVISION COLLEGES

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

COLLEGE OF ALLIED HEALTH

Raul Cuadrado, Dr.P.H.

Dean

Room 1203/Ext. 1205

COLLEGE OF DENTAL MEDICINE

Seymour Oliet, D.D.S.

Dean

Room 1212/Ext. 1213

COLLEGE OF MEDICAL SCIENCES

Harold E. Laubach, Ph.D.

Dean

Room 1303/Ext. 1301

COLLEGE OF OPTOMETRY

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

Dean

Room 1402/Ext. 1412

COLLEGE OF OSTEOPATHIC MEDICINE

Matthew Terry, D.O.

Dean

Room 1407/Ext. 1407

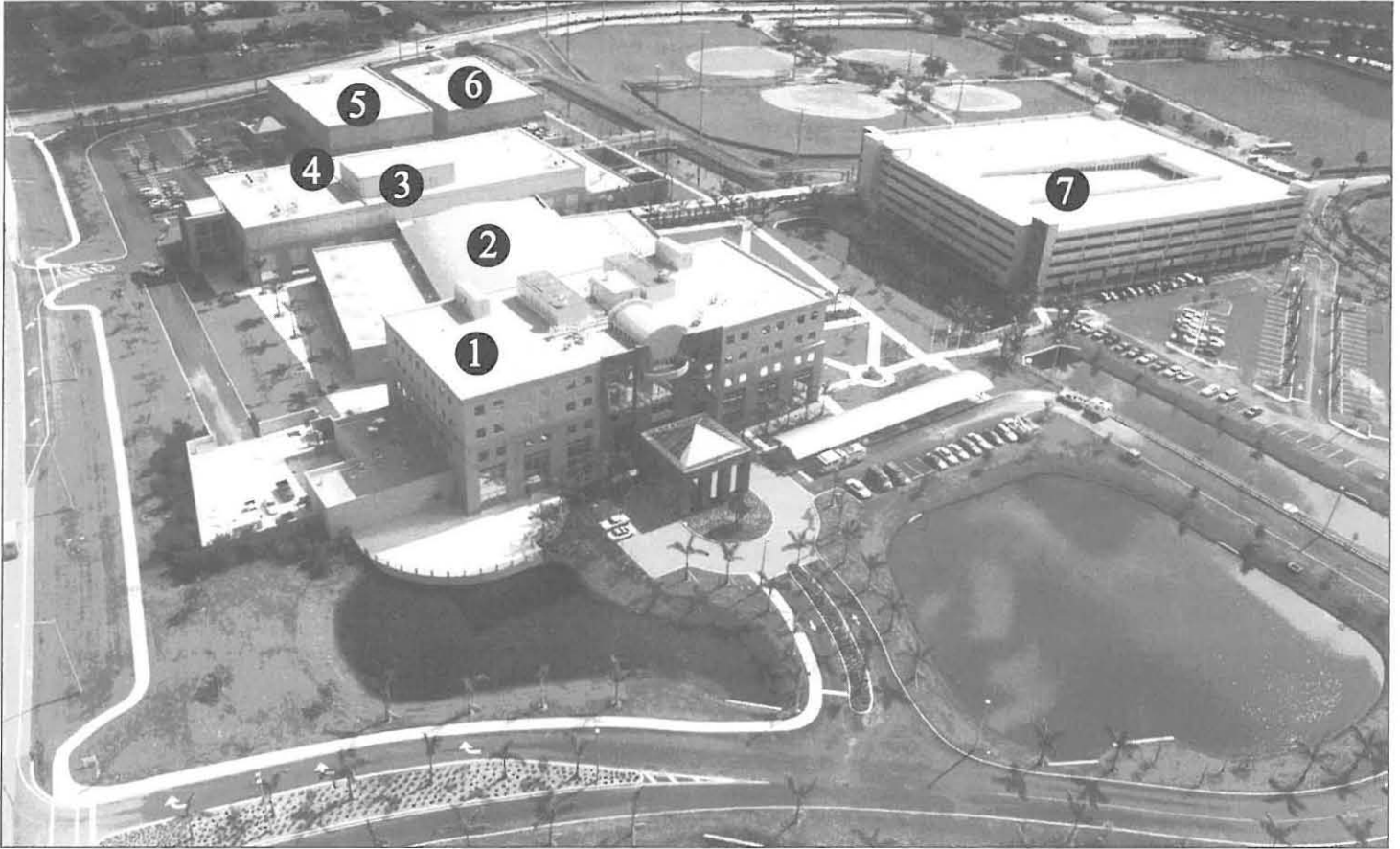
COLLEGE OF PHARMACY

William Hardigan, Ph.D.

Dean

Room 1300/Ext. 1300

Welcome To Our Campus



The Health Professions Division Facilities

1. TERRY ADMINISTRATION BUILDING

First Floor

Student Affairs
Admissions
Financial Aid
HPD Cafeteria

Second Floor

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

Third Floor

College of Medical Sciences
College of Pharmacy

Fourth Floor

College of Osteopathic Medicine
College of Optometry

Fifth Floor

HPD Administration

2. ASSEMBLY BUILDING

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

3. LIBRARY/LABORATORY BUILDING

First Floor

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

Second Floor

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

Third Floor

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

4. CAMPUS PHARMACY

5. SANFORD L. ZIFF HEALTH CARE CENTER

First Floor

Family Medicine
Occupational Therapy
Pediatrics
Physical Medicine and Rehabilitation

Physical Therapy
Radiology

Second Floor

Optometry Clinics
Optometry Dispensary

Third Floor

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

6. DENTAL MEDICINE BUILDING

First Floor

Oral Medicine and Radiology Clinic
Oral Surgery Clinic
Student Dental Clinic

Second Floor

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

Third Floor

Auditorium
Central Sterilization Area
Faculty Offices
Student Dental Supply Depot

7. PARKING GARAGE

STUDENTS WITH DISABILITIES

Any student who has a disability will be provided with reasonable accommodations as required by the Americans with Disabilities Act, if, with the accommodations, the student will be able to perform the essential functions of the academic program. Each program has developed Core Performance Standards, published on the following pages. These describe those essential functions of each program which every student must be able to meet, with or without reasonable accommodations. Questions must be directed to Morton T. Smith, D.O., in Room 4407 of the Terry Administration Building. Any student having a disability must contact Dr. Smith.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESS

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

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

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

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

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

Intellectual, Conceptual, Integrative, and Qualitative Abilities

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

Interpersonal

Candidates and students should be able to interact with and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must

have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

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

Strength and Mobility

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

Hearing

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

Visual

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

Tactile

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

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of

patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing work-loads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and education processes.

BUILDING HOURS

The Executive and Administrative Offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see below.)

LIBRARY

The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings, more than 13,000 book titles, 1,100 active journals, more than 1,000 audio and video tapes, and a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Five coin- and card-operated duplicating machines are available for library patrons. We offer access to a variety of on-line databases, including MEDLINE. Professional reference assistance is available during all operating hours Monday through Thursday, Friday until 5 p.m. and Saturday until 6 p.m. The HPD library is a member of DOCLINE, which is the National Library of Medicine's on-line interlibrary loan service coordinating with medical libraries throughout the United States. Membership in the Association of Visual Sciences Librarians includes a cooperative lending relationship, so patrons have access to nearly all vision-related resources. Students have checkout privileges at the

other NSU libraries and access to free interlibrary loans for materials that are not owned by NSU campus libraries.

The hours of service are:

| | |
|-------------------|-------------------------|
| Monday - Thursday | 8:00 a.m. - Midnight |
| Friday | 8:00 a.m. - 11:00 p.m. |
| Saturday - Sunday | 10:00 a.m. - 10:00 p.m. |

For further assistance, please call (954) 262-3106.

Holiday, vacation hours and examination time will be posted.

Library Rules and Regulations

1. For library access, students and staff **must show NSU identification**. Guests must show picture identification, such as a driver's license or other university identification.
2. Smoking is prohibited.
3. No food or beverages are permitted in the library.
4. The library telephone is not to be used for personal calls; public phones are available.
5. Silence must be maintained for the benefit of others.
6. Library furnishings must not be removed, moved about or mishandled.
7. The University or library staff is not responsible for the loss of personal items or books.

Circulation Policy

1. Students and staff who wish to borrow library materials must show NSU identification.

2. Students and staff in good standing may borrow circulating books and library materials for specified periods of time.
3. Circulating books must be returned in person to a member of the library staff.
4. Library materials will not be renewed by telephone.
5. Reserve books, audio and video tapes, and class notes must be requested and checked out at the circulation desk.
6. The time period for reserve materials is three hours unless otherwise designated by the librarian.
7. Reserve materials may be renewed hourly as long as there is no request for them by another person.
8. No periodicals, reserve or reference material will leave the library at any time unless authorized by the librarian or designee.
9. Library materials are expected to be returned on or before the time due.
10. Repeated overdues may cause revocation of library privileges.
11. Cost of replacing lost library materials will be charged to the patron.

MICROCOMPUTER LABORATORY

The Health Professions Division Microcomputer Laboratory (MicroLab) entrance is located in the HPD Library to the right of the front desk. It contains two networked laser printers and 40 desktop computers equipped with Windows 95, Microsoft Office (Word,

Power Point, Excel, Access), and WordPerfect. Other software programs for use in specific courses are also installed on the systems. On-line connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the electronic library, the Internet and the World Wide Web (WWW) via Netscape. Computer - assisted instruction programs are also available. The H.P.D. Laboratory operates under the auspices of the University Office of Information Technology User Services.

Microcomputer Laboratory Hours

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

Rules and Regulations

1. NSU identification is required for admittance to and use of the facility.
2. All HPD MicroLab users are required to provide and use a data disk.
3. Virus-scan programs will be run on all disks; scanning is necessary to preserve the integrity of student data files and to protect the Division MicroLab equipment from viruses.
4. Computer usage is for the purpose of
 - a) completion of classroom and computer assignments
 - b) use of computer-assisted instruction
 - c) on-line research
5. Files created by students may not be stored on the computer hard drives. The computers will be periodically checked and unauthorized files found on the hard drives will be erased without notice.

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

STUDENT LOUNGE

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

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

MAILBOX AND MESSAGE CENTER

Mailboxes for intra-campus memos and notices can be found in the student lounge area. **Students are responsible for checking their mailboxes daily.** Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D. students do not have mailboxes.

FINANCIAL AFFAIRS

Division Fees and Expenses

| | |
|---------------------------------------|-----------------|
| Student Activities Fee (all students) | \$100.00 yearly |
| Graduation Fee (Seniors only) | \$200.00 |
| Graduation Fee (B.S./Vision Science) | \$25.00 |
| I.D. Replacement | \$7.00 |
| Diploma Replacement | \$25.00 |
| Official Transcripts | \$5.00 |

Late Registration

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

The following will apply:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.
2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months.

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

Students wishing to withdraw should meet with their respective advisor and the Dean. Withdrawal procedures should be followed including completion of the withdrawal forms. Students withdrawing from the University may lose the privilege of re-entering at a certain time, since the numbers admitted to classes are limited. Tuition refunds will follow the procedures previously outlined. Failure to withdraw officially will result in failure in all courses for that semester and automatic dismissal from the University.

Tuition Refund Policy - Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the Dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the Dean's approval, an eligible student may receive partial refund of the tuition, according to the following formula:

| | |
|----------------------------------|-----|
| First three (3) class days | 70% |
| Fourth or fifth class day | 60% |
| Sixth or seventh class day | 40% |
| Eighth, ninth or tenth class day | 20% |
| After the tenth class day | 0% |

No refunds will be made thereafter. (Students with questions should consult the Bursar's office.)

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with Federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (Guaranteed Student Loans and Auxiliary Loan Program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, i.e., living expenses, books, supplies, transportation and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of Title IV student assistance funds at any institution of higher education the student may attend.

A refund due the student will be mailed to the student's permanent home address as soon as the withdrawal has been approved by the Dean of the respective College. The tuition refund policy is subject to change at the discretion of the University's Board of Trustees.

Florida Residency

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

Student Financial Aid

A student's eligibility for financial aid depends on how much the student and the student's family can pay toward the educational costs. Determining how much a student and family should pay is a process called need analysis. The need analysis is performed for everyone who applies for aid.

The Division utilizes a federally approved service to perform need analysis; all aid applicants must submit a need analysis form to the service for analysis. The servicing agency utilizes a standardized methodology to generate a report based on the information the student provides. A Financial Aid Counselor reviews the report and determines the student's ability to contribute toward the costs of education.

The Division attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office located in the Horvitz Administration Building is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Thursday, 8:30 a.m. to 7:00 p.m., 8:30 a.m. to 6:00 p.m. on Friday, and 9:00 a.m. to noon on Saturday. A counselor is also available in Room 1130 of the Terry Building from 8:30 a.m. to 5:00 p.m. Monday through Friday. Appointments are accepted, but not necessary.

Short-Term Emergency Loans

The Division has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications

can be secured from the Health Professions Division Administrative Office on the fifth floor of the Terry Administration Building.

All financial obligations must be met prior to or at the time of registration.

ATTENDANCE, DRESS CODE AND CONDUCT

ATTENDANCE

At Nova Southeastern University Health Professions Division, attendance at all scheduled instructional periods is mandatory. Failure to fulfill this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the office of the individual college's Dean or his designee, in writing, the reasons for all absences, within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, request for an excused absence must be made to the respective college's Office of Student Affairs.

1. Excused Absences

a. Illness - The Division must be notified as soon as possible of all absences due to illness, or, at the latest, on return to school. For unusual or prolonged illness, the appropriate Dean or his designee must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

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

c. Special Circumstances - Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Dean or his designee on an individual basis, preferably before the student is absent from class.

2. Unexcused Absences

Absences not falling into the first category are unexcused absences. The Administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absence or absences may result in a written reprimand from the Dean with a copy in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgement of the Dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

3. Clinical Rotations

Attendance while on clinical rotations follows different procedures and they are noted in the Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to clinical rotations by the involved College.

4. Tardiness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude.

Health Professions Division class hours are from 8:10 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty and students, but the administration reserves the right to make changes, assign Saturday hours or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to half-absence. Two incidents of tardiness are equivalent to one full absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized individual.

5. Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted. If approved, the student must re-enter the program no later than the following year at the beginning of the same semester in which he or she left.

DRESS CODE

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the Division campus and in classes or laboratory or on an experiential rotation or program.

1. All students must have two short white student jackets. A white jacket is to be worn daily over the prescribed attire. Appropriate white jackets are available at the Bookstore.

2. Identification badges will be issued at the Division Badge Room and must be worn at all times when the student is on campus or clinical rotation.
3. Professional attire for men includes trousers, shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes: dresses of appropriate length, or slacks, skirts with blouses and white consultation jacket and shoes.
4. Students may not wear the following:
 - a.) shorts
 - b.) cut-offs
 - c.) mini-skirts (higher than mid-thigh)
 - d.) jeans
 - e.) see-through clothing or halter-tops
 - f.) sandals, thongs, flip-flops or sneakers
 - g.) t-shirts (as the outer shirt)
 - h.) jogging or exercise clothing
 - i.) hats or caps, unless of a religious nature

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

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory) it will be the only exception to the dress code allowed during that time.

CONDUCT

Students are expected to conduct themselves in a responsible

manner which will reflect credit upon themselves, the Division and the University, in terms of morality, honor, truth and good citizenship, and to abide by the regulations of the Division and the University.

Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the University may be preserved. A student should avoid impropriety and should avoid even the appearance of impropriety in all activities.

ACADEMIC HONOR

Because complete confidence in the honor and integrity of health care practitioners is essential, students are held to the high standards of intellectual integrity befitting the learned profession they are entering. While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject the student to immediate disciplinary actions up to, and including, expulsion from the College. Such acts include any attempt to pass examinations by improper means, to present work not performed by the student or to aid or abet any dishonest act.

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any manner and material will not be tolerated. Examples include copying answers from another student's test paper, using notes or answers during a test without approval of the instructor, sending another student to take your examination, and submitting a paper without proper citations for another's ideas or quotations. These are only several examples of academic dishonesty, and students are required to acquaint themselves with the specific course requirements and regulations of the Division and the University.

Instructors have the authority to give a failing grade for the

test and/or course to students who demonstrate academic dishonesty. Administration, department heads, Associate and Assistant Deans, and the Dean may enforce additional penalties ranging up to expulsion from the program.

STUDENT RECORDS

Transcripts

Transcripts of a student's academic record may be requested by the student through the Office of the University Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or by writing to the Office of the University Registrar. Include in the request the full name, social security number, and date of birth, and indicate the name and address to whom the transcript is to be sent. If the grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. There is a \$5.00 charge for each transcript sent.

Definitions:

For the purposes of this policy, Nova Southeastern University has used the following definitions of terms.

Student - Any person who attends or has attended the University.

Education Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by the University or an agent of the University which is directly related to a student, **except:**

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.

2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Health Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification

Students will be notified of their Federal Educational Rights and Protection Act (hereinafter FERPA) rights annually by publication in the Student Handbook.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the University with respect to students and limits access to Educational Records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures and the right to place a statement in such educational records explaining any information which he or she believes to be inaccurate or misleading.

The University has adopted a policy with respect to its student educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the Act.

The University adheres to all provisions, as prescribed by the Americans with Disabilities Act.

Procedure to Inspect Education Records

Students may inspect and review their Education Records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the record which relates to him or herself.

Right of University to Refuse Access

The University or Division reserves the right to refuse to permit a student to inspect the following records:

1. The financial records of the student's parents, or any information contained therein.
2. Letters and statements of recommendation respecting admission or employment for which the student has waived his or her right of access.
3. Records connected with an application to attend the University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of Education Records.

Refusal to Provide Copies

The University reserves the right to deny transcripts or copies of records not required to be made available by the

FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

The fee for copies will be \$5.00 per record.

Types, Locations and Custodians of Education Records

Type: Admission Records
 Location: Admissions Office
 Custodian: Ms. Marla Frohlinger

Type: Cumulative Academic Records
 Location: Horvitz Building, Office of the University Registrar
 Custodian: Mr. Stanley Cross

Type: Health Records
 Location: Health Center, University Health Services Office
 Custodian: Robert Fernandez, D.O.

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

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

Type: Student Financial Aid Records
 Location: Horvitz Building/Student Financial Aid Office
 Custodian: Ms. Gerri Castora

Disclosure of Education Records

The University will disclose information from Education Records only with written consent of the student.

No consent is needed for the following:

1. To school officials who have a legitimate educational interest in the record.

A school official is:

A person employed by the University in an administrative, supervisory, academic, research or support staff position,

A person elected to the Board of Trustees, or

A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A school official has a legitimate educational interest if the official is:

Performing a task that is specified in his or her position description or by a contract agreement.

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.

3. To certain Officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state and federally supported education programs.

4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. If required by a state law requiring disclosure that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the University.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure

The University will maintain a record of all requests for and/or disclosure of information from a student's Education Records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information.

Directory Information

The University designates the following items as Directory Information: Student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing to the contrary.

Correction of Education Records

Students have the right to ask to have corrected any records that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Students must ask appropriate officials of the University to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of their privacy or other rights.
2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and will advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student

of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

VISITS TO OTHER INSTITUTIONS

Students in the Health Professions Division may not visit, in an official or presumedly official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the Dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

MOTOR VEHICLE AND PARKING REGULATIONS

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

All vehicles are parked at owner's risk. The University or Division assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. Bicycles are to be placed only in the bicycle racks located along the covered entrance between the Parking Garage and the Assembly Building.

SEXUAL HARASSMENT POLICY

It is the policy of Nova Southeastern University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or

same sex, when that behavior falls within the definition outlined below.

Definition:

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

**Rules Governing the Conduct
of University Employees and Students:**

PART I

Sexual Favors as basis for actions affecting an individual's welfare as a student or employee:

No University employee or student shall behave toward another institutional employee or student in any of the following ways: make or threaten to make submission to or rejection of request for sexual favors a basis for decisions affecting an individual's welfare as an employee or student.

PART II

Flagrant or repeated sexual advances or requests for sexual favors, and physical contacts harmful to another's work or study performance or to the work or study environment:

No University employee or student shall behave toward

another institutional employee or student in any of the following ways:

1. In a work- or learning-related setting: make sexual advances, requests for sexual favors, or physical contacts commonly understood to be of a sexual nature, if

- a. the conduct is unwanted by the person(s) to whom it is directed, and

- b. the person knew that the conduct was unwanted, and because of its flagrant or repetitious nature, the conduct either

(1) seriously interfered with work or learning performance of the person(s) to whom the conduct was directed, or

(2) makes the institution's work or learning environment intimidating, hostile, or demeaning.

PART III

Repeated demeaning verbal and other expressive behavior in non-instructional settings that is harmful to another's work or study performance or the work or study environment:

No Division employee or student shall in a non-instructional but work- or learning-related setting:

1. Repeatedly address or direct sexual gestures, or sexually explicit comments concerning a specific person(s) to an institutional employee(s) or student(s) if the gestures or comments are commonly considered by people of a specific sex or sexual preference to be demeaning to that sex or sexual preference.

2. Display visual materials, alter visual materials displayed by others, or make statements, if

a. the intent of the person is to interfere with the work or study performance of an employee or student or to make the work or study environment hostile, intimidating, or demeaning to persons of a particular sex or sexual preference and

b. the person making the display, alteration, or statement has previously been asked not to engage in such conduct.

PART IV

Demeaning verbal and other expressive behavior in instructional settings:

Discipline of faculty members because of expressive behavior in an instructional setting shall be governed by the following definition and rules:

1. Definitions for Purposes of Part IV:

a. An "instructional setting" is a situation in which a member of the faculty is communicating with a student(s) concerning matters the faculty member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, or in a faculty member's office for advising and counseling.

b. Expressive behavior related to subject matter. "Expressive behavior" is conducted in an instructional setting through which a faculty member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignments of visual or written materials.

2. Protected Expressive Behavior

a. A faculty member's selection of instructional materials shall not be a basis for discipline unless an authorized hearing body finds the faculty member's

claim that the materials are germane to the subject of the course to be clearly unreasonable.

b. The person engaging in such conduct has previously been asked not to engage in such conduct or conduct of substantially the same kind, and

c. In addition, a faculty member is subject to discipline if, in addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually explicit comments, or gender-related epithets to refer to a student(s) in the course.

PART V

Demeaning Verbal and Other Expressed Behavior of students versus students. This is also subject to disciplinary action.

PART VI

Retaliation

1. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is equally prohibited. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Consensual Relationships

Consensual intimate relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client intimate relationships. The professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the

student's actual freedom of choice should favor of an intimate nature be included among the professor's other, legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consensual relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into an intimate relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Since a once-consensual relationship turned sour may result in a later allegation of sexual harassment, it is important that immunity due to previous consent will not be allowed.

The Health Professions Division's Sexual Harassment Committee:

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

The Committee will consist of individuals appointed by the Executive Vice Chancellor: their function will be to (1) investigate all allegations of sexual harassment that involve students, faculty and staff; (2) report those findings to the Executive Vice Chancellor for disposition of the case; and (3) act as advocates and conduits for the resolution of the case.

Committee Members:

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

- Lisa-Deziel Evans, Pharm.D.
Room 1387, Terry Administration Building
- Peggy Anderson
Room 258, Horvitz Administration Building

Reporting Allegations of Sexual Harassment

Instances of sexual harassment are to be reported to a member of the Committee for the purpose of the follow-up investigation and disposition.

1. Individuals reporting the alleged incident must identify themselves and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.
2. A log of contacts shall be maintained by the investigator (Committee member) for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.
3. The investigator (Committee member) will attempt to determine within a reasonable time frame the validity of the complaint and ascertain the parties who are involved in this incident. The investigator is charged with providing the full Committee with adequate information to make a judgement on whether to continue to proceed with this case internally or to forward the case to an outside body i.e. local police, etc.
4. If the charges are found to be valid and a harassment has occurred, all parties are to be put on notice that an administrative resolution will be enforced.
5. Administration (the Executive Vice Chancellor's Office) will be informed of the harassment, the extent, individuals involved, and will be provided with adequate information so that administrative action can take place

in a timely fashion to the satisfaction of all parties.

**Guidelines for Investigating
Allegations of Sexual Harassment**

Formal and informal complaints related to allegations of sexual harassment should be followed up within 24-48 hours.

1. Interview of Complainant

This interview should focus on gaining factual information which will assist in determining whether or not an investigation should be instituted. At this point the complainant may decide to file a formal complaint or request assistance for resolution with an informal complaint. When possible, two Committee members, as well as any witnesses of the incident, should be involved in the initial interview of parties.

2. Documentation

All interviews, telephone calls, or any other administrative activities should be carefully documented in the case of a formal proceeding. The confidentiality of the reporting party will be observed provided it does not interfere with the institution's ability to investigate or take corrective action.

3. Record Keeping

All records of investigations related to sexual harassment shall remain in the locked possession of the investigating Committee member until a disposition has been reached. Once a case has been resolved the records then become the confidential files of the Executive Vice Chancellor or his designee.

4. Reporting of Findings

The Committee will report findings of any investigation (formal or informal) to the Executive Vice Chancellor or his designee. The findings may take two forms:

a. no violation of institutional sexual harassment policies

b. suspected or "probable cause" violation of institutional policy.

5. Formal Complaints:

Formal complaints must be made in writing to the Committee for the purpose of stopping the harassment and when the complainant wishes to pursue disciplinary action.

6. Informal Complaints:

Informal complaints are for the purpose of stopping the harassment in the most expedient fashion possible. The University cannot pursue disciplinary action without a formal complaint.

All parties involved are to be notified of the disposition of the case; if the complainant is dissatisfied with the decision he/she is to be informed of additional internal or external appeal routes.

Suggestions for Sanctions or Disciplinary Actions

Violations of policies on sexual harassment may lead to a variety of sanctions. Included in the list of possible disciplinary actions are written or oral reprimands, suspension (for employees, with or without pay), termination, or referral to the criminal justice system for possible sexual assault violation.

HEALTH AFFAIRS

Health Insurance

Because the Health Professions Division is concerned for the health and welfare of its students, a program of Student Health Insurance is required. The student has exclusive responsibility for his or her own medical bills. The University or Division assumes no responsibility to seek reductions or waivers.

The Division's Office of Student Affairs will provide information regarding health insurance policies.

Prior to receipt of diploma, students must be free from any outstanding medical financial responsibilities with any of our affiliated hospitals.

Health Care

Ambulatory medical, optometric and dental care is made available during regular business hours for the University family. When a student or a member of his or her immediate family (spouses and children) needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. These hours may be changed from time to time and changes will be posted. For urgent situations which do not meet the above, contact the University Health Service at 262-1030.

Consultation with specialists, when needed, will be arranged by the University Health Service and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by the University Health Service are strongly discouraged.

Examinations

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

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

b. Students may request that these examinations be done by the University Health Service after

matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept!

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

3. Any follow-up recommended in the examinations will be the financial responsibility of the student. The University Health Service will press for the completion of any recommendations and correction of any problems.

Immunization Requirements

The following immunization procedures are required of all students at the Health Professions Division:

Basic Immunizations

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

Hepatitis B Vaccine

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

Tuberculosis

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

Arrangements

The University Health Service will schedule appointments for students for the tuberculosis testing and for the Hepatitis B vaccination. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

AIDS Policy

The University has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare of its students, faculty and staff, as well as its responsibility to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). While the Division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. As an institution of medical learning, the Division provides each student/faculty/staff person knowledge to understand the AIDS problem including AIDS testing, treatment and counseling by community services. The Division provides an annual seminar to all students, faculty and staff. The Division recommends universal precautions in all laboratory and clinical settings. The Division reserves the right to alter this policy as new information on AIDS becomes available.

The following guideline should be used:

Students should consult their physician for HIV testing or treatment immediately following exposure.

Counseling and Psychological Services

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

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

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

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

Crisis counseling is available 24 hours a day.

MEDICAL BENEFITS

Since insurance is required, it must be submitted for health care. If any of these services are covered by individual insurance plans, or the Nova Southeastern University Health Professions Division insurance plans, reimbursements must be assigned to the University.

DRUG FREE WORKPLACE: POLICY STATEMENT

Nova Southeastern University Health Professions Division is deeply concerned about the issue of substance abuse and its effect on faculty, students, and staff. In addition, the University, as a recipient of Federal funding, is required, under the **Drug-Free Work Place Act of 1988**, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy, drug-free educational and work environment.

The Division believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The Division also provides specific protocols to assist in identification, intervention and assistance for all people associated with the Division

who have drug-related problems. In addition, as a training center for health care professionals, the institution accepts its responsibility to educate and assist the community, through our faculty and students, in the battle against drug abuse and addiction.

Although the Division wants to help its students, faculty, and staff, this assistance cannot be provided unless the impaired person is identified. Therefore, this first step rests with the individual or his or her classmates, teachers, associates, co-workers, family and friends.

If questions arise, they can be answered, **confidentially**, by contacting Daniel Shaw, Ph.D., Chair of the Department of Behavioral Medicine and Director of the Student Impairment Program, at his office in Room 1465, Terry Administration Building, (954) 262-1865.

Legal Consequence of Drug Use

The unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug are all subject to varying degrees of legal sanctions under various federal, state and/or local statutes. This may also be true of the inappropriate use of legal prescription drugs. A comprehensive listing of ALL federal penalties is available in **DRUGS OF ABUSE, 1989 Edition**, published by the U.S. Department of Justice, Drug Enforcement Administration.

Florida DUI (Driving Under the Influence) Law

Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes involve the ability of a police officer to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.10% to 0.08%.

The definition of "under the influence" applies to alcohol, any and all controlled substances, and other psychoactive drugs that may impair driving. A police officer can stop

any person who appears to be driving under the influence. Intoxication can be determined in the following manner:

1. Testing of urine and/or blood, when carried out in an appropriate manner.
2. Breath-o-lizer test for blood alcohol concentration.
3. Use of roadside sobriety test, with or without videotaping.
4. Any significant loss of psychomotor function or cognitive ability.

In Florida, permission for testing is considered to be implied when a person obtains a driver's license. Specimens of urine or blood are used for evaluation. If the driver is unable to provide a urine specimen, a blood sample may be used. Blood samples may be obtained by an approved, licensed physician, registered nurse, or laboratory technologist or technician. If death or severe injury has occurred as a result of an accident, "the law enforcement officer may use reasonable force to obtain blood." In addition, any driver that, in the opinion of the arresting officer, appears to have an impaired ability to drive, may be arrested.

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol; however, a level of 0.10% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

Based upon the new 1994 standards, a 180-pound man would be considered legally intoxicated after having 4 drinks (12 oz. beer, 5 oz. wine or 1 oz. proof liquor) within a period of one hour. A 120-pound woman requires only a little over 2 drinks to reach this blood alcohol level.

The second major change allows a law enforcement officer to suspend the driving privileges of a person who has been

arrested by taking his or her driver's license at the time of arrest. The officer will issue a seven-day temporary permit if that driver is otherwise eligible for driving.

Penalties for Conviction

All drivers convicted of driving while intoxicated will be required to attend and complete a court-appointed substance abuse course (DUI School). The Court may also require the driver to obtain an evaluation for drug dependency and/or treatment at a Court-approved treatment facility. The driver will be responsible for payment for the above.

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

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

1st Offense

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

2nd Offense

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

3rd Offense

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

B.A.L. of 0.2% and above

1st Offense

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

2nd Offense

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

3rd Offense

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

Damage to property or another person

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

The possession of an open alcohol container in a motor vehicle is prohibited.

Any opened container must be locked in a non-passenger (trunk, glove box, etc.) space. Although not a criminal charge, carrying an open container is considered a moving traffic violation. Individual counties or cities may provide more stringent rules and punishments.

Drug Free Workplace Awareness Program

Since prevention and education are the keys to the battle against drug abuse, the Division has established the following drug-free awareness program. The Division will make a good faith effort to continue to maintain a drug-free workplace through the implementation of this program.

The program is designed to inform all students of:

1. the dangers of drug abuse in the workplace
2. the Division's policy concerning maintenance of a drug-free workplace
3. the penalties that may be imposed for deviation from the policies, especially concerning the sale of illicit drugs, either on or off campus
4. the availability of the Division's intervention and assistance program

**ALL STUDENTS, AS A CONDITION OF
ENROLLMENT IN THE UNIVERSITY, MUST
AGREE TO ABIDE BY ITS DRUG FREE
WORKPLACE POLICY**

Drug Use Prohibition

The University's Health Professions Division prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug or inappropriate use of prescription or over-the-counter drugs or alcohol by its students, either on or off campus. In addition, the consumption of alcoholic beverages on campus, or the use of alcohol by persons under twenty-one, at any time, is strictly prohibited, except under direct supervision at approved social functions at the Rec-plex.

Any student who violates this prohibition will be subject to action by the University. Students identified as being drug dependent or addicted will be **REQUIRED** to participate and successfully complete a treatment program administered by the Division's impairment program. Those licensed under the various Professional Practice Acts that appear to be suffering from addictive disease (including alcoholism) or from other forms of impairment will be **confidentially** referred to the appropriate division of the Physicians Recovery Network (PRN). Other action will be determined on an individual basis but may include, though not limited to, reprimand, suspension, or dismissal.

Illegal Activity

Illegal drug related activity, within or beyond the University grounds, will not be tolerated. Any drug related criminal act that comes to the attention of the University, whether on or off campus, will be thoroughly investigated. If confirmed, the offender will be subject to disciplinary action up to and including dismissal. In addition, the University is legally obligated to report the activity to the appropriate federal, state or local authorities including the various licensing boards and agencies if indicated. Conviction of a drug-related activity that violates federal,

state or local law must be reported within five days. Students should report such incidents to Dr. Daniel Shaw, Chairman of the Impaired Students Committee, Room 1465 in the Terry Administration Building.

Impaired Students

Intervention Protocol

1. The Impaired Student Program (ISP) of the Health Professions Division is designed to provide students with assistance in dealing with one of the most severe disabling diseases known to medical science. The Program is designed to identify and treat students suffering from substance (including alcohol) abuse or addiction in a compassionate, non-punitive manner in keeping with the spirit of the tenets of the healing arts. In addition, the Program is available to evaluate students having other problems resulting in academic, professional, interpersonal or intrapsychic impairment.

2. All students in all classes will be informed of the availability of the Impaired Student Program.

- a. A description of the Program is listed below. The Program Director can be reached at the Terry Administration Building Room 1465, Ext. 1865.
- b. The ISP will be discussed during Freshman Orientation.
- c. Presentations by the Program Director and/or other appropriate speakers will be made each year to all classes when possible.
- d. Faculty, staff, administration, and clinical supervisors will be informed of the existence of the Program.

3. Goals of Intervention include:

- a. Offering help, not punishment, to the impaired student.
- b. Identification of students who:

- (1) Exhibit unusual or inappropriate behavior
 - (a) Erratic behavior
 - (b) Changes in personality
 - (c) Embarrassing behavior
- (2) Demonstrate changes in academic performance.
- (3) Have excessive absences from lectures, laboratory sessions, or clinical assignments.
- (4) Appear late repeatedly for any of the above assignments.
- (5) Are observed to appear to be intoxicated.
- (6) Present themselves for counseling.
- (7) Display repeated, unexplained illnesses or accidents.
- (8) Have major, unexplained relationship/family problems.
- (9) Have legal problems, including D.U.I.'s.
- (10) Are of potential danger to themselves or others.
- (11) Appear to have significant inability to cope with stress.
 - c. Assisting the student in knowing he or she is not alone.
 - d. Providing a supportive atmosphere in which the problem can be discussed clearly and rationally.

4. Initial information may come from:

- a. The student (self-reported)
- b. Faculty/clinical supervisors
- c. Spouse or "Significant Other"
- d. Peers
- e. Administration

5. All cases reported to the Program Director will be investigated to obtain corroborating documentation.

- a. Intervention will be carried out only after initial reports are confirmed.

- b. Anonymity will be maintained for both the student and the reporting source.
- c. Intervention will be carried out if "probable cause" can be confirmed. This will protect the suspected abusing student from harassment and the reporting person from abuse.

6. Intervention Technique

- a. Self-disclosure will be strongly encouraged.
 - (1) Students may contact the Director at (954) 262-1865.
 - (2) If suspected addictive behavior is noted by a number of people, it is appropriate to discuss these issues with the potentially impaired person, encouraging that person to self-disclose prior to the behavior being reported to the Director of the ISP.
 - (3) Anonymity will be maintained.
- b. In order to provide maximum protection to the student, initial intervention will be carried out by the ISP Director, Dr. Daniel Shaw, and/or his designee.
 - (1) Dr. Shaw will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.
 - (2) The student will be contacted personally by the ISP Director, indicating that he believes that a potential problem may exist.
 - (3) An appointment will be made and must be kept by the student within 24 hours of this initial contact. If necessary, the student may be instructed to miss a scheduled class.
 - (4) Urine and/or blood samples may be required at the ISP Director's discretion.

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

c. If all other attempts fail, the suspected dysfunctional student will be reported to administration which, if the student is confirmed as impaired, will have the option to take whatever action it deems necessary. The ability of ISC to intercede will be greatly reduced under these conditions.

(a) Administration will be briefed on a "need to know" basis.

(b) The ISC will act as the student's advocate. studies as soon as possible.

(5) If inpatient treatment becomes lengthy, it is understood that the student's ability to continue with his or her class may not be possible.

(6) The student will be allowed to continue his or her education at the earliest possible date.

Treatment Protocol

1. The goal of treatment is to assist the student who is disabled due to drug or alcohol abuse or dependency to return to full function physically, psychologically and academically.

a. The Committee will take appropriate action rapidly.

(1) Confidentiality will be maintained.

(2) An individualized treatment plan will be developed by the Committee.

(a) Actual treatment will be initiated as soon as possible.

(b) Consideration will be given to the use of all treatment modalities on both an inpatient and outpatient basis.

(3) Every attempt will be made to set up a treatment plan that will allow the student to stay in school without interruption.

(4) If inpatient treatment is necessary, the student will be assured that he or she will have every opportunity to continue his or her education without prejudice.

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

(1) Outpatient therapy

(2) Urine/blood tests

(3) Inpatient therapy

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

2. Resources

a. All forms of treatment available to physicians, physician assistants, pharmacists, optometrists, occupational therapists, physical therapists and dentists licensed in the State of Florida through the respective professional or governmental organizations will be open to our enrolled students.

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: the Florida Department of Business and Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network

Occupational Therapists: Program for Impaired Practitioners: 1-800-888-8776

Physical Therapists: Program for Impaired Practitioners: 1-800-888-8776

- b. Student involvement in the various self-help programs will be used as an integral part of treatment.

- (1) Alcoholics Anonymous: (954) 462-0265
- (2) Narcotics Anonymous: (954) 472-9297

Since, as with other chronic diseases, continued treatment does not guarantee continued remission, students suffering exacerbations while in treatment will not be subject to punitive action, and the student will receive full benefit of the Program.

- a. Failure to follow the prescribed course of treatment will result in a report to the administration.
- b. Drug-dealing will not be tolerated.
- c. The ISC will no longer be able to protect the student.
- d. The possibility of punitive action at this point, including expulsion, is up to the administration.

5. Successful treatment will be judged by:

- a. Abstinence.
- b. Successful return to all aspects of life.

MISCELLANEOUS INFORMATION

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, or public health. It is a violation of the law and contrary to the policy of this University for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

Alcohol on Campus

The Health Professions Division maintains a dry campus. No alcoholic beverages are allowed.

Firearms

The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles or knives is strictly prohibited on University property. Such action can be considered cause for disciplinary action. Infraction of these regulations will result in immediate suspension or expulsion of the violators.

Food in the Lecture Halls

FOOD, BEVERAGES AND TOBACCO ARE NOT PERMITTED IN THE LECTURE HALLS, LABORATORIES OR UNIVERSITY CLINICS. NO SMOKING IS PERMITTED INSIDE ANY DIVISION BUILDING.

Identification Badges

Identification badges must be worn by students at all times while on campus. I.D. badges are not transferable.

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

Lost and Found

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

Notices, Messages, Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations.

Other boards are provided for University or Division business only. Students are prohibited from posting, altering or removing notices or messages from these boards.

No notices, announcements, posters or any other papers may be posted anywhere, including doors, windows and elevators, except on bulletin boards provided for that purpose.

Photographs and Recordings

No one may take photographs in classrooms or laboratories without prior permission of the instructor. Absolutely no photographs may be taken in the Anatomy laboratories. Students wishing to tape record lectures must obtain permission from the instructor.

Responsibility for School Property

Students will be held responsible for damage to University property caused by their negligence or willful act, and may be subject to disciplinary action, dismissal and/or prosecution by law. Students must pay for damages within 15 days after receipt of invoice. The University is not responsible for personal possessions under any circumstances.

Social Events and Extra-curricular Activities

All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs and must be listed in order to avoid conflicting functions. A student or group of students may not officially represent the Division or the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisors affiliated with the group. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. Activities must be approved by the Division Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the Division Office of Student Affairs. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Employment

Due to the intensity of all academic programs, outside employment during regular school terms is strongly discouraged.

The University does have a work-study program for students who qualify. For more information, contact the Student Financial Aid Office, 262-3380, or the Coordinator of Student Employment, 262-8990.

Student Mail Boxes

Students are requested to receive their personal mail at home. Student mail boxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

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

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

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the Division office phones is not permitted under any circumstances.



College of Optometry

PART III

1997-1998

**NSU-College of Optometry
Academic Calendar
1997-1998**

| | |
|--------------------------|--|
| August 10, 1997 | Orientation and Fall Semester Registration, OD-1 |
| August 11, 1997 | Fall Semester Begins |
| August 12-13, 1997..... | NBEO Basic Science and TMOD examinations |
| September 1, 1997..... | Labor Day, no classes |
| September 22, 1997..... | OD-4 Second Clinical Rotations Begin |
| October 2, 1997..... | Rosh Hashanah, no classes |
| Nov. 26, 1997 | Thanksgiving Recess begins, 5 p.m. |
| December 2-3, 1997..... | NBEO Clinical Science and TMOD examinations |
| December 6, 1997..... | Fall Semester Ends |
| December 9-13, 1997..... | Fall Final Examinations |
| December 15, 1997..... | Winter Recess Begins 6 p.m. |
| January 5, 1998 | Spring Semester Begins |
| January 19, 1998..... | Martin Luther King, Jr., Day, no classes |
| January 19, 1998..... | OD-4 Third Clinical Rotations Begin |
| April 10, 1998..... | Good Friday, no classes |
| April 5, 1998 | Spring Recess begins, 5 p.m. |
| April 13, 1998..... | Classes Resume |
| May 1, 1998..... | Spring Semester Ends |
| May 4-8, 1998 | Final Examinations |
| May 21, 1998 | Senior Day, Graduation Rehearsal |
| May 23, 1998 | Senior Awards Dinner |
| May 24, 1998 | Graduation |

MISSION STATEMENT

The Mission of the College of Optometry is to educate and train optometric physicians to practice at the highest level of proficiency, integrity and professionalism, and to provide a multidisciplinary environment that encourages and supports lifelong learning, scholarship, and community service.

ACADEMIC AFFAIRS

Baccalaureate Degree

All students entering the program without a baccalaureate degree will earn a Bachelor of Science in Vision Science degree upon successful completion of the first two years of the course of study.

Curriculum

The Curriculum is divided into three categories: Basic Science, Optometric Clinical Science, and Clinic. The Basic Science and Optometric Clinical Science courses encompass the didactic portion of the academic program. The Clinic courses involve patient care activities and occur primarily in the third and fourth academic years.

Academic Affairs Committee

The Academic Affairs Committee (the "Committee") has the responsibility for evaluating student academic progress. The Committee meets regularly to review and evaluate the records and performance of students with academic difficulties.

The Committee shall make one of the following recommendations to the Dean for each student with academic difficulties:

1. Promotion after successful re-examination in specified courses.
2. Promotion subject to retaking failed course(s) successfully.
3. Repetition of the entire year.
4. Dismissal.

5. If the Committee decides the student is doing poorly because of extracurricular activities and/or employment, the Committee may recommend limitations on such activities and/or employment.

Grading Policies and Procedures

Academic performance is assessed using percentage grades in a majority of didactic courses. A qualitative pass/fail/pass with honor grading system is utilized in the clinical rotations and in certain didactic courses.

Grades are awarded as follows:

| |
|-----------------------|
| 90 - 100 = A |
| 80 - 89 = B |
| 70 - 79 = C |
| Below 70 = F |
| Incomplete = I |
| Pass with Honors = PH |
| Pass = P |
| Fail = F |

Grade Point Average

The grade point average (GPA) is calculated using a standard percentage system, with weighting based upon credit hours. In calculating GPA, the final grade received shall be used. Pass/Fail course grades are not used to calculate GPA. In the event of successful re-examination in a course, a standard grade of 70% is awarded and used in GPA calculations. When a student repeats a course the new grade received will be used in calculating the GPA.

Grade Disputes

A student disputing a grade must first give notice of the dispute to the course instructor. If the student disagrees with the instructor's final decision, an appeal must be made within five days of such decision by giving written notice thereof to the Dean or his designee. Please see the instructions provided in the section on Student Appeals.

Chancellor's List

Students receiving a 95% GPA or better are placed on the Chancellor's List for that semester.

Dean's List

Students receiving a 90% through 94% GPA are placed on the Dean's List for that semester.

Incomplete Course Work

A student receiving an "Incomplete" (I) in any course must complete the course requirements within the semester immediately following receipt of the Incomplete grade or the grade will become a Fail (F). If a student repeats a course, the new grade is awarded and permanently recorded in the student's transcript with a notation indicating that the course was repeated.

Advisors

Each student will be assigned a faculty advisor for academic counseling. Incoming students meet with their advisors during orientation. Students are encouraged to meet periodically with their advisors in order to avoid any academic problems.

Each student is also assigned an upper-class student as a student advisor. The student advisor will provide information and assistance. New students meet with their student advisors during orientation and are encouraged to meet throughout the year.

Academic Promotion

Promotion is defined as progression from one semester to the next. Students must have satisfactorily completed all courses required in the preceding semester in order to move to the next semester.

A student shall be promoted if such student has:

1. Maintained a cumulative GPA of 70% or better; and
2. Passed all courses in that semester.

Classroom courses are considered prerequisites for clinical rotations. As such, no student with an incomplete or failing grade in any classroom course will be allowed to proceed with clinical rotations.

Re-examination and Remediation Policy

In the event of course failure, the student's academic performance and any additional relevant information is reviewed by the Academic Affairs Committee. The Committee shall make a recommendation to the Dean on academic penalty. Academic penalties include, but are not limited to, repetition of the entire year or dismissal from the program. Academic Affairs Committee recommendations and academic guidelines are subject to modification and implementation at the discretion of the Dean or his designee.

Basic Sciences and Optometric

Clinical Science Courses

Students receiving a failing grade may be entitled to a re-examination. The re-examination will be administered no later than three weeks following the conclusion of the semester following the failure. If the student passes the re-examination, the student will receive a grade of 70%. This re-examination grade is shown on the transcript and is used in calculating the GPA.

Doctor of Optometry degree candidates should be advised:

1. Re-examinations are limited to a maximum of four during the student's entire program. Any student needing more than four re-examinations during the program will be dismissed from the program.
2. Students are entitled to two re-examinations in one academic year. In the event of additional course failure in that academic year, the student will not be entitled to further re-examination, and will be dismissed from the program.

3. Students will not be permitted to enter or continue in the clinical program holding a failing grade in a Basic Science or Optometric Clinical Science course.

4. Students failing any re-examination will be required to repeat the year in its entirety, or be dismissed from the program.

5. Students repeating an academic year will be considered to be on probation for that year. During this probationary period:

- a. A failure of any course will result in immediate dismissal.
- b. No re-examinations will be permitted
- c. No further appeals will be considered
- d. Extracurricular activities must be limited and the student will not be permitted to represent the College or hold office in any organization
- e. The student should refrain from obtaining employment

6. Repetition of didactic course work may delay progression in the professional program.

Clinic Courses

It is imperative that students demonstrate proficiency in various optometric procedures prior to admission into the third-year Clinical Education Program. In the interest of patient safety and quality eye care, students must pass the clinical skills proficiency examinations prior to taking clinic courses.

Any faculty in the clinic program may recommend to the Chair of the Department of Clinics the removal of a student from direct patient care during a clinic course if he or she reasonably determines that the student's performance is unacceptable and may be detrimental to the health and welfare of the patients. In the event the recommendation is upheld, the student will receive a failure for the course.

Protocol regarding failure of a clinic course and the clinic remediation program is documented in the Optometry Clinic Manual.

Doctor of Optometry Degree candidates should be advised:

1. Remediation or repetition of a clinic course may delay progression in the professional program.
2. Any failure and subsequent successful completion of a clinic course will be reflected on the student's academic transcript.
3. Failure of more than one clinic course will result in dismissal from the program.
4. Failure of Clinic Remediation will result in dismissal from the program.
5. Failure of a clinic course for a second time will result in dismissal from the program.

Student Academic Appeals

A student may request a review of any actions of the Dean by submitting written notice within five working days of receipt of notification. The Dean may interview the student and will render a decision in a timely fashion. For any decision of the Dean, after rehearing, the student may appeal that decision to the Executive Vice Chancellor by submitting a letter to the Executive Vice Chancellor within five working days of receipt of the notification of the Dean's decision. The student may be interviewed and will be notified of the Executive Vice Chancellor's decision in a timely fashion. A student may request a re-hearing on any actions of the Executive Vice Chancellor by submitting a letter to the Chancellor within five working days of receipt of notification. The student may be interviewed and will be notified of the Chancellor's decision in a timely fashion.

Course and Instructor Evaluation

Each student has a responsibility in his or her professional development to provide constructive evaluation for each course, clinical rotation, and instructor in the curriculum. This responsibility will be met by participation in course and clinical rotation evaluations that are routinely administered by the College.

For clinical rotations in the third and fourth years, students are provided with special evaluation forms to be used in independently assessing each rotation at their completion. These evaluations will be forwarded to the Office of the Dean for appropriate tabulation.

Student Examinations

Students will participate as patients for fellow student examiners throughout their career in optometry school. This is necessary in order for students to master clinical techniques. It is also important to experience the same procedures to which patients will be subjected.

Some individuals have ocular conditions that place them at risk for complications as a result of frequent testing. If students know of any conditions that testing may exacerbate, please notify the Dean in writing. If any conditions are discovered during laboratory sessions, the student will be informed at once.

If there is a condition that places a student at risk from the type of testing done in laboratories, that student will be required to be examined by a health professional of the Dean's choice, who shall render an opinion on the safety of testing. This opinion shall form the basis of a decision to continue or discontinue participation in certain laboratories. As in all such situations, the student has the right to appeal this decision.

Requirements for Graduation

The degree (s) of Bachelor of Science in Vision Science and the Doctor of Optometry are awarded to candidates who have

demonstrated to the faculty their ability to meet the standards of the optometric profession. The degree(s) will be conferred on all candidates who have satisfactorily completed all course and eligibility requirements.

In order to be eligible for the degree of Bachelor of Science in Vision Science, each student shall:

- a. Be of good moral character.
- b. Have not obtained a previous baccalaureate degree.
- c. Have satisfactorily completed the program of study required for the degree with a minimum overall GPA of 70%.
- d. Have satisfactorily discharged all financial obligations.

In order to be eligible for the degree of Doctor of Optometry, each student shall:

- a. Be of good moral character.
- b. Have satisfactorily completed the program of study required for the degree, including all assignments.
- c. Have satisfactorily discharged all financial obligations.
- d. Have taken the National Board of Examiners in Optometry Basic Science (Part I) and Clinical Science (Part II) Examinations.
- e. Have obtained a baccalaureate degree.
- f. Attend in person the rehearsal and commencement program at which time the degree is conferred.

Graduation With Honors

Students receiving their O.D. degree are eligible for the following honors:

1. Students receiving a 90% - 94% GPA will graduate with HONORS.

2. Students receiving a 95% or better will graduate with **HIGHEST HONORS**.

CODE OF BEHAVIORAL STANDARDS

The Dean of Nova Southeastern University College of Optometry hereby issues the following Code of Behavioral Standards (the "Code"), which shall apply to all students enrolled in the College.

Students enrolled at Nova Southeastern University College of Optometry are expected to adhere to behavior consistent with the high standards of the optometric profession. Compliance with institutional rules and regulations as well as city, state, and federal laws is expected.

Optometry students shall act honorably and ethically and shall not tolerate dishonest, unethical actions, or inappropriate conduct. It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a student's status as a student osteopathic physician or a student's ability to practice after graduation. The following, however, are general rules and policies which shall apply to students.

1. Every student shall dress in a manner appropriate for the optometric profession and for an optometric physician in accordance with the Health Professions Division dress code.
2. No student shall use, possess or distribute illegal or controlled drugs or substances, unless prescribed by a licensed physician.
3. No student shall consume or possess alcoholic beverages in any form on Division-controlled property.

4. No student shall use, display, possess or distribute a firearm or other weapon, or any implement which may be considered a weapon, on University-controlled property, including housing, or at any university-sponsored event.
5. No student shall commit disorderly conduct, including public intoxication, or lewd, indecent or obscene conduct or expression on the campus premises or at any college-sponsored or supervised function or event.
6. No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the college community or any visitor to the campus premises.
7. No student shall commit a dishonest act of any nature, and shall comply with all University, Division and College policies.

Every member of the College community has the duty to file a complaint with the Committee On Behavioral Standards (the "Committee") whenever it is felt a substantial violation of the Code has occurred. Failure to report a violation of the Code is itself a violation.

Committee on Behavioral Standards

The Committee on Behavioral Standards (CBS) shall be appointed by the Dean. Candidates for the CBS will be recommended by the student body and the faculty to the Dean. The CBS is comprised of two faculty members, two students from each of the first three optometry classes, and six students from the fourth-year optometry class. An additional third-year student shall be appointed by the Dean as Chair of the CBS and as such, will not vote in CBS decisions.

The CBS shall have the nonexclusive authority to determine all charges of student misconduct, whether didactic, moral,

professional or ethical, for students in their didactic studies. For students in their clinical rotations, any alleged violations of the Code shall be handled by Administration, and not by the CBS.

Proceedings to determine whether a student has violated a Rule of Conduct shall conform to the following procedure:

1. Nothing shall limit the right of Nova Southeastern University College of Optometry, or any of its authorized representatives, to remove immediately a student who has been accused of a violent act or any act which constitutes a violation of a state, local or federal criminal law, subject to further proceedings consistent with these rules. A student who has been removed from campus premises shall not re-enter until that student has been given written permission to do so by the Dean.
2. Nothing shall prevent the Dean from taking action deemed necessary, including removing a matter from the CBS's consideration.
3. Nothing shall limit the right of the College, or any of its representatives or students, to file a report with any civil or criminal agencies when such reporting is appropriate.
4. Any member of the college community may file a written complaint with the CBS Chairperson, setting forth specific charges that a student has violated the Code.
5. The status of a student charged with violation of the Code shall not change until final disposition of the charges, except as provided in paragraphs 1 and 2 above.
6. The CBS Chairperson shall notify the College of Optometry Dean and the student charged, upon receipt of the alleged code violation. The Dean will appoint an appropriate faculty member, excluding Behavioral Standards Faculty Representatives, to conduct a preliminary investigation to determine probable cause within five school days after receiving the complaint.
7. At the conclusion of the inquiry, the faculty investigator shall deliver a copy of the written charges and findings of the investigation to the Dean, to the CBS Chair and to the charged student.
8. In the event there is probable cause to believe the student has violated the Code, a disciplinary hearing will be implemented at the discretion of the Dean or the Dean's designee and executed by the Hearing Committee (HC). The Hearing Committee will consist of seven members of the CBS: the CBS Chair, the two faculty representatives, and four CBS student representatives as designated by the Dean. CBS student members may differ for the various Hearing Committees convened to handle particular violations of the Code.
9. Initial meetings of the Hearing Committee shall be held within ten school days of the determination of probable cause.
10. The CBS Chair shall deliver written notice of the time, place and subject of the hearing to all involved parties at least five school days prior to the hearing, unless the CBS waives that time period for good cause.

Disciplinary Hearing Procedure

Protocol

1. The student charged shall be entitled to be present at the disciplinary proceedings.
2. The student charged shall be entitled to hear and question adverse witnesses.
3. The student charged shall have the right to have a faculty advisor present, for the purpose of counseling the student. The advisor will not directly question any member of the Hearing Committee or witnesses.
4. The Hearing Committee shall consider only evidence presented at the disciplinary hearing in determining whether the student charged has violated the Code.
5. The Hearing Committee proceedings shall include the student charged, the student's advisor, if any, and members of the Committee. Any witness who may be called, including the person who has filed the written charge of violation of the Code, shall remain in the hearing when requested by the Hearing Committee.
6. At the conclusion of the hearing, the members of the Hearing Committee who were present at the proceeding and heard all of the evidence shall meet privately to consider the evidence presented.
7. The Hearing Committee shall determine by a vote of the majority whether the student charged has violated the Code. In the event of a tie vote, the Hearing Committee Chair will be empowered to vote to break the tie.
8. After the Hearing Committee has made a determination of violation, the Committee shall

conduct further proceedings and take additional evidence or testimony as deemed necessary and appropriate. Prior discipline shall be considered an aggravating circumstance.

9. The Chairperson shall cause the Hearing Committee's decision, the supporting facts, and the recommendation of an appropriate penalty to be set forth in writing to the Dean of the College of Optometry within five school days after the conclusion of the disciplinary proceedings.
10. The Dean of the College of Optometry shall deliver written notification of determination of violation and any penalty to the student charged within five school days following receipt of the Committee's decision, unless the Dean or the Dean's designee waives this time period in the event of extenuating circumstances.

Discipline

The Hearing Committee may recommend to the Dean the following penalties:

Warning — Oral notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties.

Censure — Written reprimand for violation of specific rules with the warning that any other violation of the Code, within a stated period of time, may be cause for more severe disciplinary penalties.

Loss of Privileges — A period of time continuing during the current academic term and extending to the next full academic term during which the student is prohibited from: (1) Participating in student activities; (2) Holding an office; and (3) Being elected to any honorary organization, and during

which the student is required to refrain from any further violation of the Code, and to perform such community services, or comply with any other requirements intended to rehabilitate the student.

Restitution — Payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time.

Suspension — Removal from academic enrollment, and revocation of all other privileges or activities and from the privilege of entering the campus premises for a period of time not to exceed two years.

Expulsion — Permanent termination of student status and academic enrollment.

Such recommendations are not binding on the Dean, who has the discretion to accept, reject, or modify such recommendations. Penalties shall be imposed only upon further recommendation of the Dean.

Appeal Procedures

1. Except for a student charged with violent conduct, any penalty assessed for violation of the Code shall be suspended during pendency of any appeal procedure.
2. Any student found to have violated the Code may request review of that determination, or review of the penalty imposed, as outlined in the student appeals process in the Student Handbook.

If no appeal is undertaken, the penalty imposed by the Committee shall take effect immediately upon the expiration of the time to deliver a request for review to the Dean. If an appeal is taken, the penalty, if any, imposed at the last step of

the appeals process shall become effective upon notification to the student.

Student Records

The proceedings of the Committee on Behavioral Standards shall be maintained in the files of the Dean for not less than three years following termination of the student's academic program, either by graduation or dismissal. A record of suspension or expulsion and the date of each determination shall be placed in the student's permanent records.

NATIONAL BOARD EXAMINATION

All students must take Parts I & II of the examinations of the National Board of Examiners in Optometry prior to graduation, documented by sending a copy of the test scores to the Office of the Dean. For statistical purposes, Part III scores taken prior to graduation must also be sent to the Office of the Dean. Filing procedures can be obtained through the Office of the Dean. Part I must be taken after the completion of the second year. Part II must be taken during the fall semester of the fourth year.

STUDENT ACTIVITIES

Student Organizations Officially Recognized By the University:

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

Health Professions Division

Health Professions Division Student Government

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

College of Optometry

Student Council

Student Council is the official voice for all students. The organization is open to all students and welcomes proposals and participation from the entire student body.

The responsibilities of Student Council include: Collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the entire student body, promoting optometry, supporting club and class activities, and working to improve the quality of life for all students at NSU-COO.

Four voting representatives are selected from each class. In the spring of each year, Student Council Officers — President, Vice President, Secretary and Treasurer — are nominated from this pool of representatives.

American Optometric Student Association (AOSA)

This is the international professional student organization for optometric students. The AOSA consists of over 4,700 optometry students from 17 schools and colleges of optometry in the United States, Canada and Puerto Rico.

AOSA sponsors annual conferences which enable students to meet and gain knowledge through lectures, presentation and exhibits.

Beta Sigma Kappa

Beta Sigma Kappa is an international optometric honor fraternity which has chapters at the 17 accredited schools and colleges of optometry in the United States, Puerto Rico and Canada.

This is a fellowship of members who work jointly to promote academic and scientific excellence as well as high moral standards in the profession of optometry. The fraternity members

“stand for an active, sympathetic interest in public welfare, particularly, for the conservation of vision, the prevention of blindness, and for using their influence to further the best standards of professional education and practice.”

(The BSK Creed)

Activities include tutoring, guest lecturers, vision screenings, fund raising events, and banquets.

College of Optometrists in Vision Development (COVD)

The College of Optometrists in Vision Development is a full-scope optometric care organization dedicated to the enhancement of vision. It brings together those optometric students who have demonstrated professional interest and proficiency in helping people to develop and enhance scholastic achievement, vocational competence, social interaction, and emotional well-being.

National Optometric Student Association (NOSA)

The National Optometric Student Association is the professional organization dedicated to increasing minority participation in optometry. Membership is open to individuals of all races, colors, and creeds. The local chapter provides service to schools and churches in minority communities in the form of vision screenings and presentations.

**Volunteer Optometric Services
to Humanity (VOSH)**

The mission of the Volunteer Optometric Services to Humanity is to provide optometric services in underdeveloped countries. The student body has recently organized a student VOSH chapter.

CHANGES IN THE STUDENT HANDBOOK

Changes may be made in the contents of this student handbook at any time by University or Division Administration. Adequate notice will be given to all students of any anticipated changes, whenever possible.

This Student Handbook supersedes all previous handbooks and previous directives where they may be in conflict.

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