

1985

GEM The extra measure of Professional Success [1985]

Nova University

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GEM

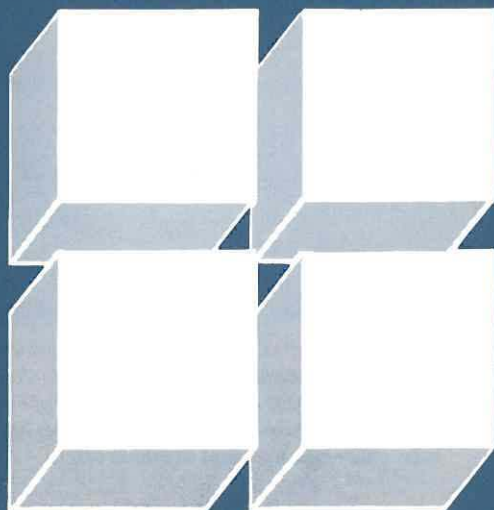
Graduate

Education

Modules

The extra measure
of Professional

Success



 NOVA UNIVERSITY

Center for the
Advancement of Education

Nova University's GEM Program is licensed by the Arizona State Board for Private Postsecondary Education and the Nevada Commission on Postsecondary Education. Nova University is chartered by the State of Florida, accredited by The Commission on Colleges, Southern Association of Colleges and Schools; and admits students of any race, color, and national or ethnic origin.

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GEM Site Locations



GEM Information

Come to Our Campus Offices or call a Toll-Free Number

8:30 AM-5:00 PM Monday-Friday

The Nova University main campus is located on a 200-acre site west of Fort Lauderdale at 3301 College Avenue in the town of Davie, Florida. It is 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's turnpike.

GEM Programs in The Center for the Advancement of Education

Call the University on a Toll-Free Number for Program Information

Broward County	475-7440
Dade County	940-6447, extension 7440 or Local 854-1341
Duval County	1-800-432-5021/22, extension 7440 or Local 389-6682 3:00 PM-5:00 PM Monday, Tuesday, Thursday, Friday
Palm Beach County	732-6600, extension 7440
All Other Florida Counties	1-800-432-5021/22, extension 7440
Nova University at Las Vegas 333 N. Rancho Dr., #625 Las Vegas, NV 89106 (702) 648-1971, 1972	Nova University in Arizona 4300 N. Miller Road Scottsdale, AZ 85251 Phoenix: (602) 947-2556

Nova University

Founded in 1964, Nova University is an independent university which is nonsectarian, nonprofit and racially nondiscriminatory.

Unusual among institutions of higher education, Nova is a university for all ages. Nova College provides undergraduate education. Numerous graduate programs in a variety of fields provide master's, doctoral, and postdoctoral education. Also nondegree, continuing education programs are offered. The University School, a private demonstration school, serves children from preschool through high school. The Family Center offers a broad array of programs to support the needs of the family.

Since its beginning, the University has been distinguished by its innovative outlook, its unique programs which provide nontraditional choices in educational programs, and its important research which is aimed at solutions to problems of immediate concern to mankind.

In 1970, Nova University joined in an educational consortium with the New York Institute of Technology, an independent, nonprofit institution with campuses in Manhattan, Commack, and Old Westbury, Long Island. This mutually beneficial relationship permits each institution to draw on the personal and physical resources of the other, giving maximal benefit to the students of each and to society in general.

With students studying in Florida, in 21 states and Washington, D.C., and in foreign countries, Nova University is a national—indeed, an international—university.

Nova University is accredited by the Southern Association of Colleges and Schools. Nova University admits students of any race, color, and national or ethnic origin.

The Center for the Advancement of Education

The Center for the Advancement of Education (CAE) at Nova University is dedicated to the training and support of teachers, administrators, and others working in education and related helping professions. Graduate students enrolled in CAE programs pursue additional areas of certification and endorsement, extension of certificates, Master's or Educational Specialist degrees in 23 major areas of study, Master's degrees in Speech and Language Pathology or in Childcare Administration, or Ed.D. degrees in Early and Middle Childhood. All CAE degree programs are described in the CAE bulletin.

General self-development of its students and the delivery of graduate degree programs of high quality are equally important elements of the center's mission. The center responds to the specific needs of educators and other helping professionals in Florida and a number of other states. A major aim of CAE is to provide its students with meaningful interaction with significant national leaders in education.

The GEM Programs

The GEM Programs, (Graduate Education Modules) provide opportunities for full-time professionals to pursue master's or educational specialist degrees in 23 major areas.* The focus is on the improvement of practice and the achievement of career objectives.

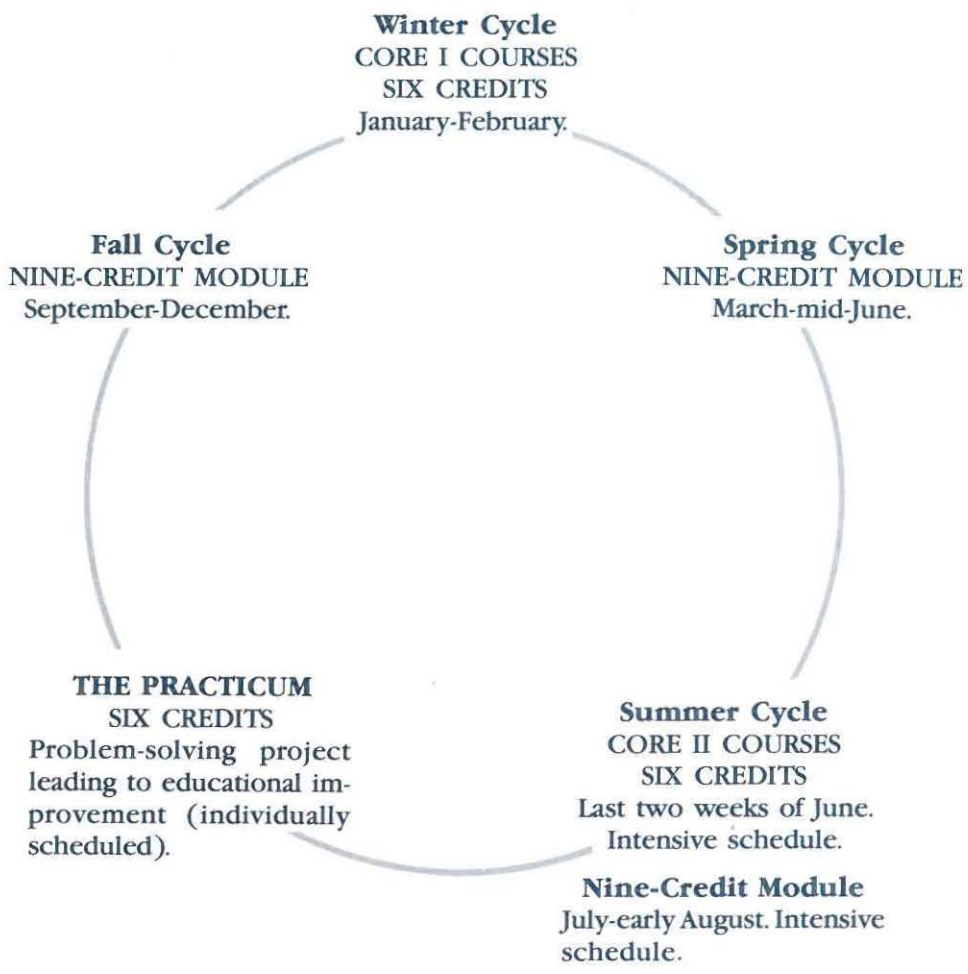
The programs are offered in locations which make it possible for students to complete a degree without interrupting their careers. Each GEM site is managed by a site administrator who is a local educational leader. The site administrator is responsible for advising students, providing program information and the overall leadership of the local site.

Requirements for Master's Degree or Educational Specialist Degree

A total of 36 credits is required for a master's degree. The educational specialist degree requires 36 credits beyond the master's. Through the GEM Program the practicing professional can complete all degree requirements in a year to fifteen months. Students may choose to extend their work over a longer period.

There are five academic requirements in each graduate degree program. These are two nine-credit MODULES, CORE I, CORE II and THE PRACTICUM. The graphic shows the five academic requirements for completion of a 36 semester -credit-hour GEM program. It is in circular form to indicate that entry into a program can occur at the beginning of any of these cycles during the year. A more detailed description of the requirements follows.

*The master's degree is one of the necessary academic prerequisites for application to the Ed.D. Program in Early and Middle Childhood. Please consult the CAE Bulletin for further information about entrance to this program.



The requirements are:

Two Nine-credit Modules	= 18 credits
Two Core I Courses	= 6 credits
Two Core II Courses	= 6 credits
The Practicum	= 6 credits
	36 credits

Although only *two* NINE-CREDIT MODULES are required for degree programs, the graphic shows that there are *three* times during the year when these are offered. The “extra” time for the modules is during the summer cycle in a five week intensive period in July and early August.

NINE-CREDIT MODULES contain three courses in specific areas of study, blended together in single, content-integrated, nine-credit learning experiences. The modules are taught by faculty teams of highly qualified local instructors who are themselves current practitioners in the fields they teach.

The CORE COURSES, two in Core I and two in Core II, contain topics of broad interest and importance to educators. Students in most GEM majors take the core courses together with students in other majors. Some GEM major programs include their own special core courses. (See Contents of Modules and Courses, pp. 9 -10).

Requirements for the educational specialist degree (36 credits beyond the master’s) differ from requirements for the master’s degree in two ways:

- Special core courses are required, parallel to the master’s core courses but at a more advanced level.
- Candidates must satisfy more stringent requirements for the practicum, sharing and disseminating their work with other GEM students and the educational community, producing an annotated bibliography and providing assistance at Practicum Orientation Workshops.

The practicum project can be initiated any time after the completion of the first nine-credit module. It can be completed while attending classes or after all class work has been taken. A local practicum advisor, an expert in the particular area of study, is assigned to provide individual guidance and assistance. A practicum orientation workshop is conducted at each GEM site at least two times per year. After a proposal is approved by the practicum advisor, the project is implemented during a 10-20 week period or longer. The final report documents the entire process and the results. Since the practicum project involves a substantial application of learning (in the major area of study) to the solution of a critical problem existing in the student's own work setting (e.g., a classroom), the resulting *improvement in educational practice* is an exciting aspect of the GEM Programs. Dissemination of excellent practicums by computerized network to educators across the country is now gaining national exposure for many GEM students. The final grade for the practicum is awarded by the director of practicums on the recommendation of the practicum advisor.

- The length of time varies for completion of all five requirements. Students who register for consecutive cycles and complete the practicum requirement while attending classes can finish a degree program in one calendar year. Many students take 15-18 months to complete all requirements. CAE permits up to four years to finish a degree program.
- All manuscripts prepared by students of the GEM Programs must follow the procedures set out in the *Publication Manual of the American Psychological Association*, — third edition.

The GEM Majors

The chart below shows the 23 major programs available and the two nine-credit modules required for each. An elective module is *any* other available module the student selects. Some majors require *both* nine-credit modules in the major field, usually to meet state certification requirements. In most cases either of the two modules may be taken first, i.e., the GEM Programs are designed so that there are no prerequisites for the modules and core courses.

Major	Module	Module
1) Administration of Children's Programs	ACP	EC
2) Administration and Supervision (K-12)	A&S-I	A&S-II
3) Adult Education	Adult Ed.	Elective Module
4) Bilingual Education	BLE/TESOL-I	BLE-II
5) Computer Application	CED I	CAP
6) Computer Education	CED I	CED II ¹
7) Computer Studies	CED I	CED II & CED III ²
8) Early Childhood	EC	Elective Module
9) Early Intervention Programs	EIP	EC
10) Elementary Education	Elem.Ed.	Elective Module
11) Emotional Disturbance ³	EH	Elective Module
12) English	ENG	Elective Module
13) Gifted Child Education	Gifted	Elective Module
14) Health Education	Health I	Health II, III or IV
*15) Learning Resources	LR-I	LR-II/Curriculum
16) Mathematics	MAT	Elective Module
17) Mental Retardation ³	MR	Elective Module
18) Physical Education	PED	Elective Module
**19) Reading	Read-I	Read-II
20) Science	SCI	Elective Module
21) Social Studies	SST	Elective Module
22) Specific Learning Disabilities ³	SLD-I	SLD-II
23) Teaching English to Speakers of Other Languages	BLE/TESOL-I	TESOL-II

1. Experienced programmers may substitute CED III for CED II. Those with extensive microcomputer experience, including PILOT, may replace CED I.
2. Transfers must match courses in the modules.
3. All students majoring in these areas **MUST** contact a student advisor and obtain an approved program outline.

NOTE: The contents of CED I have been approved by the Florida Department of Education to extend the teaching certificate of any Florida teacher, regardless of the current area of certification.

*For the LR Program, Core II must be taken prior to LR II.

**Because of Florida certification requirements, reading majors must confer with a student advisor before registering for Core I.

The Computer-Hyphenated Major

The special Computer-Hyphenated Major offers the student interested in the educational uses of microcomputers a combined program applying computer knowledge and skills to another major GEM area. All registrants for this major **must** confer with a student advisor before registering. The requirements are:

	Credits
2 MODULES in Computer Education Computer Applications, or Computer Studies	= 18
1 MODULE in any other GEM major	= 9
1 CORE COURSE (<i>suggested by a GEM counselor</i>)	= 3
THE PRACTICUM (<i>combining both major areas</i>)	= <u>6</u>
	36

Counseling Services

Student Affairs employs full-time counselors who are available in person and by telephone for information and advice to GEM students (The toll-free numbers from all GEM sites are listed on page iii). A number of other CAE staff members are also trained counselors. The site administrator at each GEM site provides local counseling and program information. A publication called the "Factsheet," containing program information, is distributed to all GEM students at least once each cycle.

Directed Study

In some cases, nine-credit modules needed to complete students' programs are not available in the normal classroom mode of instruction because of an insufficient number of registrations. In order to guarantee completion of GEM Programs when this occurs, the directed study format is offered for many modules. The same nine-credit module that would have been conducted in the classroom situation is completed on an individual basis during the same 15- or 16-week period. The instructors, based on the main campus at Fort Lauderdale, schedule bi-weekly telephone calls to directed study students, monitoring progress and providing feedback on the assignments which are completed and mailed to the CAE offices. Two examinations are required, both taken at the local GEM site and proctored by the site administrator. Curriculum materials and accompanying instructions are provided. A special fee is charged to directed study students (*see Fees on p. 16*) to cover costs of books, postage, telephone, and administrative expenses. The following policies apply to directed study work:

- Only *degree-seeking* students will be permitted to complete nine-credit modules using this format.

- Only students who have already completed *another* nine-credit module in the *regular classroom* format are eligible for directed study.
- No directed study is offered in Learning Resources, Administration and Supervision, Bilingual Education, any Computer Modules, or Health II, III, IV and TESOL.

Contents of Modules and Courses

The following is a list of all GEM courses contained singly or within nine-credit modules. After completion of nine-credit modules, grades are posted on transcripts with the courses listed just as they appear here. This listing is accurate as of August, 1985.

Core Courses*

(These core courses have been approved by The Florida Department of Education for extension of certificate in all fields.)

Master of Science:

M.S. Core I	M.S. Core II
CU 500 Modern Curriculum Design	EP 560 Survey of Exceptionalities
** CU 530 Measurement and Evaluation of Educational Systems	AS 516 School Law

Educational Specialist:

Ed.S. Core I	Ed.S. Core II
EDU 547 Teaching: Principles and Practices	AS 580 Administration of Exceptional Student Education
EDU 580 Educational Measurement	AS 616 Applications of School Law

*Health, Learning Resources, Bilingual, and TESOL special cores are listed on page 10. The above listed core courses may NOT be used toward a degree in Learning Resources.

**To meet Florida certification requirements, M.S. students majoring in Reading must take EDU 580 in Core I on the Ed.S. level instead of CU 530.

Health and Learning Resources Core Courses

Health and learning resources majors are available at selected sites. Completion of the learning resources major leads to Florida State Certification as a Media Specialist. These majors require completion of the following core courses. Other majors may take these courses in place of the regular M.S. or Ed.S. core courses with permission of a Counselor.

M.S./Ed.S Core I—Health

HE 500 Foundations of Health Education

HE 535 Program Development in Health Education

M.S. Core I—Learning Resources

LT 521 Innovative Operation of School Media Centers

LT 522 Analysis, Retrieval, and Dissemination of Information

Ed.S. Core I—Learning Resources

LT 621 Effective Functioning of School Media Centers

LT 622 Use of Modern Technology to Improve Bibliographic Control

M.S./Ed.S. Core II—Learning Resources/Health

CU 514 Utilization of Multi-Sensory Materials

CU 519 Design of Mediated Learning Materials

Bilingual Education/TESOL Core Courses

BLE/TESOL students take the regular Core I courses for the M.S. or Ed.S. degrees. However, they will take the following courses for Core II:

M.S./Ed.S. Core II—Bilingual/TESOL

BLE 546 Applied Curriculum Design in BLE/TESOL

BLE 547 Testing and Evaluation in BLE/TESOL

Nine-Credit Modules

- 1) **Administration of Children's Programs**
 - AS 500 Educational Resource Development (Budget)
 - AS 520 Professional Seminar in Administration and Supervision of Educational Systems
 - AS 550 Supervision of School Personnel
- 2) **Administration and Supervision — I**
 - AS 500 Educational Resource Development
 - CU 510 Survey of Educational Innovations
 - CU 545 Educational Theory Into Practice
- 3) **Administration and Supervision — II**
 - AS 509 Clinical Supervision of Teachers
 - AS 520 Professional Seminar in Administration and Supervision of Educational Systems
 - AS 550 Supervision of School Personnel
- 4) **Adult Education**
 - AS 610 Organization and Administration of Adult and Community Education
 - AS 630 Methods and Materials of Instruction for Disadvantaged Adults
 - AS 640 Community School Administration
- 5) **Computer Applications**
 - BED 500 Word Processing with Microcomputers
 - CED 521 Computer Assisted Instruction, Courseware Version
 - CED 721 Administrative Applications of Microcomputers
- 6) **Computer Education I**
 - CED 600 Teaching Computer Literacy
 - CED 617 Software Search and Evaluation
 - CED 726 Programming Microcomputers in PILOT
- 7) **Computer Education II**
 - CED 680 Teaching BASIC Programming
 - CED 725 Programming Microcomputers
 - CED 735 Advanced Programming of Microcomputers in BASIC
- 8) **Computer Education III**
 - CED 621 Computer Assisted Instruction
 - CED 728 Programming Microcomputers in Pascal
 - CED 729 Advanced Programming of Microcomputers in Pascal

- 9) Early Childhood Education**
EC 5281 Individualized Instruction in Early Childhood I
(Theory)
EC 5282 Individualized Instruction in Early Childhood II
(Practice)
HB 501 Child Development
- 10) Early Intervention Programs**
EC 552 Assessment in Early Childhood
EC 557 Early Intervention Programs
EC 558 Observation and Assessment of Young Children
- 11) Elementary Education**
ELE 541 Creativity in Elementary School Curriculum
ELE 542 Materials in the Teaching of Elementary
Arithmetic and Science
ELE 730 Reading in the Elementary School
- 12) Emotional Disturbance**
EP 529 Workshop in Educational Programming for the
Emotionally Disturbed and Socially Maladjusted
Child
EP 530 Workshop in Class Management: Methods and
Techniques for the Emotionally Disturbed and
Socially Maladjusted Child
EP 532 Precision Teaching and Behavior Modification
for the Emotionally Disturbed and Socially
Maladjusted Child
- 13) English**
ENG 620 Developmental Writing
ENG 630 English Workshop
ENG 640 Rhetoric: Fundamentals of Speech
Communication
- 14) Gifted Child Education**
EDU 550 Introduction to the Nature and Needs of the
Gifted Child
EDU 551 Educational Procedures for the Gifted Child
EDU 555 Seminar for the Guidance of Gifted Children
- 15) Health I**
HE 565 Human Sexuality in Health Education
HE 570 Gerontology and the Health Educator
HE 575 Drug Abuse in Health Education

16) Health II

- HE 526 Stress Management
- HE 545 Fitness Education
- HE 580 Behavioral/Medicine and Counseling

17) Health III

- HE 502 Implications of Environmental Health
- HE 505 Consumer Health Education
- HE 510 Social Support Systems

18) Health IV

- HE 530 Research and Evaluation of Health Problems
- HE 540 Health of the Community and Preventive Care
- HE 555 Marketing Health Care Systems

19) Learning Resources I

- CU 516 Operation of Media Centers
- CU 517 Bibliographic Methods for Learning Materials
- CU 518 Selection and Evaluation of Learning Materials

20) Learning Resources II*

- CU 643 Preparation of Learning Materials
- LT 511 Production of Instructional Television Programs
- LT 523 Planning, Production and Presentation of Mediated Materials

21) Mathematics

- MAT 610 Symbolic Logic
- MAT 620 Number Theory
- MAT 630 Probability Theory

22) Mental Retardation

- EP 501 Biological, Psychological and Sociological Foundations of Mental Retardation
- EP 504 Curriculum Development, Methods and Materials for the Trainable Mentally Retarded
- EP 508 Curriculum Development, Methods and Materials for the Educable Mentally Retarded

23) Physical Education

- PED 710 Programs for the Physically Handicapped in Mainstreamed Physical Education Classes
- PED 730 Physical Education Programs to Promote Future Healthy Adulthood
- PED 750 Problems of Negligence and Liability in Physical Education Programs

*Prerequisite: Specialized Core II

24) Reading I

- RED 500 Techniques of Corrective or Remedial Reading
- RED 554 Assessment in Reading
- RED 570 The Reading Process

25) Reading II

- RED 750 Literature for Children and Adolescents
- RED 5271 Reading Supervision and Curriculum Development I
- RED 5272 Reading Supervision and Curriculum Development II

26) Science

- SCI 610 Current Issues in Energy and Ecology
- SCI 620 Biology and the Human Affairs
- SCI 630 Scientific and Social Perspectives in the Physical Sciences

27) Social Studies

- SST 610 Political Thought and Analysis
- SST 620 Contemporary Theories in Behavioral Science
- SST 630 Contemporary Social Problems/Issues

28) Specific Learning Disabilities I

- EP 5261 Workshop in Learning Disabilities: Theory
- EP 5262 Workshop in Learning Disabilities: Practice
- EDU 558 Classroom Management of the Learning Disabled Child

29) Specific Learning Disabilities II

- EP 556 Educational Assessment for Exceptional Children
- EC 580 Speech and Language Development
- CU 665 Theories of Learning and Effective Teaching

30) Bilingual Education/Teaching English to Speakers of Other Languages I

- BLE 500 Foundations of Bilingual Education
- BLE 545 Classroom Principles in BLE and TESOL
- BLE 567 Applied Linguistics: Contrastive Analysis

31) **Bilingual Education II**

- BLE 542 Curriculum Development in Bilingual Education
- BLE 543 Methods of Teaching Bilingual Education
- BLE 563 Teaching the Culture of the Target Language

32) **Teaching English to Speakers of Other Languages II**

- TSL 515 ESOL Curriculum Development in Bilingual Programs
- TSL 562 Cultural and Cross-Cultural Studies
- TSL 569 Methodology of TESOL

General Information

Admission to Degree Candidacy

GEM students become *eligible for admission to degree candidacy* (Master's or Educational Specialist) after successful completion of their first nine-credit module. At this time the instructional team for the module recommends one of three actions to the CAE Candidacy Committee: a) unqualified acceptance, b) probationary status, or c) termination from the program. The requirements for *admission* are:

1. A 3.0 ("B") grade point average or higher in the GEM Program.
2. A positive recommendation from the instructional team.
3. A completed student file at CAE, including official copies of transcripts from previous degree granting institutions, a photocopy of the teaching certificate (if applicable) and three letters of recommendation from professional colleagues stating why, in their opinion, the student will be successful in the GEM Program. All items for the student file should be mailed directly to CAE or submitted in person to a CAE staff member.

After the Candidacy Committee has reviewed the file and recommendations, the student is informed of his or her status by mail.

Transfer of Credits

CAE will accept up to six semester-hours of graduate transfer credits into most GEM programs, provided the following conditions apply:

- CAE has received a Request for Transfer of Credit form. Forms are available at all sites.
- The credits were earned at a *regionally accredited, graduate* institution, within a *ten-year* period preceding the request for transfer.
- The grades assigned for the credits are either "A" or "B".
- An *official transcript* is on file to aid in the evaluation of the courses under consideration for transfer. Only graduate credits will be considered for transfer.

Credits transferred in will normally replace core courses and decrease the overall total of 36 credits required for the GEM degree program but will *not* be computed into the grade point average or considered part of the candidacy requirement. Certain GEM programs permit *only three* credits of transfer or *none*:

- Florida ADMINISTRATION and SUPERVISION students who wish to complete state requirements for administrative certification may transfer in *only three* credits since the entire program is needed with the exception of the Core II course EP 560 (Master's) or AS 580 (Ed. Specialist). (If, however, the student transfers in one of the courses required for Florida certification, six credits of transfer are acceptable.)
- The Learning Resources Program accepts *no* transfer of credits.
- Computer-Hyphenated Majors may transfer in *only three* credits since only one core course is included in the program.

Fees

Application Fee	\$30
... This is a one-time, nonrefundable fee for new students	
Tuition (no cash accepted)	\$95/credit

Nine-Credit Module

... Payment and registration *must be received* by CAE or by the Site Administrator at least one week before the first class session; otherwise, a \$25 late fee will be charged.

... For students wishing to make *three* payments, an initial payment of \$285 *must be received* at least one week before the first class session; otherwise a \$25 late fee will be charged. The second payment of \$285 is due no later than the fifth class session. The third payment of \$285 *must be received* no later than the ninth class session. A \$25 late fee will be charged if either the second or third payment is received after the due dates. All tuition payments may be submitted to the Site Administrator on or before the due dates or mailed to CAE in time to be *received* by the due dates. Students may register for a *minimum* of six of the nine credits.

Core Courses (*six credits*)

... Payment and registration *must be received* by CAE or by the Site Administrator at least one week before the first class session; otherwise a \$25 late fee will be charged.

... For students wishing to make two payments, an initial payment of \$285 *must be received* at least one week before the first class session; otherwise a \$25 late fee will be charged. The second payment of \$285 *must be received* no later than one week before the first class session of the *second* Core Course; otherwise a \$25 late fee will be charged. Since the second payment for Core II (intensive) Courses comes due just a few days after the initial payment due date, it is suggested that students submit the entire Core II tuition in one payment.

The Practicum \$570

... The full tuition or an initial payment of \$285 is due prior to commencement of the practicum requirement. For students wishing to make two payments, the second payment of \$285 *must be received* four weeks later; otherwise a \$25 late fee will be charged.

Graduation Fee \$20

...It is the student's responsibility to request a degree application form from the CAE records department at least two months prior to the projected date of completion of all requirements.

...An additional fee will be charged by the registrar's office of Nova University for cap and gown and for commencement announcements for those desiring to attend the commencement exercises in the summer at Fort Lauderdale.

Directed Study Fee \$80

...This fee covers the cost of textbooks, services, and learning materials and is due at the time of registration.

Local Fees

GEM is offered by Nova University in cooperation with local teacher organizations in Brevard, Dade, Duval, and Alachua counties in Florida. Students in those counties must either be members of the cooperating professional organization or pay a service fee to that organization.

Learning Materials

...Students are expected to purchase textbooks and other materials as required. Textbooks may be purchased on the first night of class. Payment for learning materials may require *two separate checks*. Receipts will be provided for those students who require them for reimbursement.

(All fees are subject to change without notice.)

Tuition Refund Policy

Fees other than tuition are not refundable. Students who wish to receive a tuition refund must notify, *in writing*, the director of the GEM Programs or the Site Administrator of their reason for withdrawal. Refunds will be based on the postmark date of written notification. Unless written notification of withdrawal is on file, students are assumed to be active participants and are responsible for tuition payments connected with their signed registration forms, whether or not an initial payment has been submitted. In the case of a refund, the following schedule applies to payments for each module or core course:

- For 100% refund: withdrawal in writing prior to the first class session
- For a 75% refund: withdrawal in writing before the second class session, regardless of class attendance
- For a 50% refund: withdrawal in writing before the third class session, regardless of class attendance
- No refunds after the third class session, regardless of class attendance

Grading

GEM students must maintain a grade point average of at least 3.0 ("B") for retention in the program. Incomplete grades (I) must be made up within four months or less, as stipulated by the instructors, of the final class meeting of the module or course: otherwise a grade of F will automatically appear in the permanent records.

A = Excellent achievement	D = Poor achievement
B = Good achievement	F = Failure
C = Below expectations for graduate work	I = Incomplete

Plus or minus grades are not used in the GEM programs.

Transcript Requests

Transcript requests must be made in writing, either by letter or by a request form which may be obtained from the Site Administrator. Please include complete information and send request directly to CAE.

Attendance Policy

GEM students are expected to attend all class sessions and must adhere to the scheduled class hours. If an unavoidable absence occurs, the student must take full responsibility for completing missed assignments and anything else needed in order to catch up. More than one absence during any module or course is cause for serious concern and the instructors *and* the CAE Student Affairs department must be consulted for counseling.

Grievance

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

Financial Aid

Information regarding financial aid and veteran's benefits can be obtained by using the toll-free telephone within Florida, extension 7410 or 7411, or writing to the Nova University Financial Aid Office.

Application and Registration

The official Nova University application form (yellow) and the \$30 fee will be accepted at an Open House presentation at a GEM site *or* may be submitted to the local Site Administrator at any time *or* can be mailed directly to CAE prior to registering for the first module or course. Receipt of the form and fee at the University establishes a student file on the computerized Student Information System. *Students are encouraged to apply as soon as possible after the decision has been made to enter a GEM Program.* All items *must* be completed on the *application form*, front and back.

A registration form (white) must be completed for each module or course taken and for the practicum.

A check for the entire tuition, or a partial tuition payment for a module, as indicated in the fees section, must accompany the registration form. To avoid the late fee, tuition must be paid on or before the deadline dates specified in the fees section.

Notes

Preregistration Form

Return this form to: Nova University
Center for the Advancement of Education
3301 College Avenue
Ft. Lauderdale, FL 33314

In addition to this form you must also submit an application for admission along with a \$30 application fee.

Name _____ Social Security # _____

Address _____
Street City State Zip

Telephone Numbers: (_____) _____

Program Goals: M.S. _____ Ed.S. _____

Special Student (non-degree seeking) _____

Major Desired: _____

I am registering for the following Module or Course

GEM Site (city)	Dates	Module or Course Name
-----------------	-------	-----------------------

An initial payment of \$285 (and a one-time \$30 application fee for new students) must accompany this form. This payment must be received in the CAE office or by the Site Administrator one week prior to the first session of the module or course; otherwise a \$25 late fee will be charged.

Official forms for these procedures will be sent to you on request or may be obtained from your Site Administrator.

A NINE-CREDIT MODULE requires a second payment of \$285 during the fifth session and a third payment of \$285 during the ninth session. The \$25 late fee will be charged if each payment is not received by the due date.

I do not wish to register at this time but would appreciate additional information regarding the _____ degree
in _____ major

My colleagues may want to receive information on the GEM Programs. Their names and addresses are:

_____	_____
_____	_____
_____	_____
_____	_____



 **NOVA UNIVERSITY**

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