

2007

2007-2008 Graduate Student Handbook

Nova Southeastern University

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Farquhar College of Arts and Sciences

Graduate Student Handbook

2007–2008



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The Farquhar College of Arts and Sciences' Graduate Student Handbook is a resource for information about academic program and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to an graduate career at Nova Southeastern University (NSU).

The Graduate Student Handbook is published twice each year, in the fall and winter semesters. Students are bound by policies published in the handbook in effect the semester they enter the university, unless an agreement is made with appropriate NSU administration officials allowing them to abide by policies published in a later handbook. Policies and requirements, including fees, are subject to change without notice at any time at the discretion of the NSU administration. NSU reserves the right to change curriculum, course structure, calendar, graduation requirements, and costs during the life of this publication. Students are also bound by the *NSU Student Handbook* and should be familiar with its contents.

The Graduate Student Handbook is published by the Farquhar College of Arts and Sciences Office of Information Services (OIS). For questions and comments about the handbook, contact:

Office of Information Services
Nova Southeastern University
Farquhar College of Arts and Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8185
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Farquhar College of Arts and Sciences

Graduate Student Handbook 2007–2008

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Nondiscrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, and Title IX), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

NSU Accreditations

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: (404) 679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.

Introduction to the Farquhar College of Arts and Sciences

Dean's Message



Welcome to the Farquhar College of Arts and Sciences at Nova Southeastern University. In our exceptional graduate program, we are pleased to offer a challenging curriculum that will support careers in journalism, communications, marketing, and creative writing. The college holds our graduate students in great esteem, as you bring a diverse spectrum of experiences and perspectives to your courses. We draw from these varied backgrounds, giving you the tools necessary to directly enter the workforce after graduation.

The Farquhar College of Arts and Sciences is proud to maintain an outstanding faculty and state-of-the-art learning resources to support you throughout your educational pursuits. Our small class sizes ensure that you will receive individualized attention and detailed feedback from your professors. With a focus on practical training and advanced knowledge, our courses facilitate the development of critical thinking, both of which are needed for professional success. Students hone specialized skills, so that they may graduate with an array of exciting career opportunities available to them.

The Farquhar College of Arts and Sciences and Nova Southeastern University are committed to providing graduate students with an exceptional educational experience. On behalf of our faculty and staff, I extend best wishes for a successful academic year and continued progress toward your personal and professional goals.

Don Rosenblum, Ph.D.
Dean, Farquhar College of Arts and Sciences

Farquhar College of Arts and Sciences' Mission Statement

The Farquhar College of Arts and Sciences at Nova Southeastern University provides foundational study in core and emerging disciplines and technologies to prepare students for graduate and professional study, career development, and responsible citizenship.

About the College

The Farquhar College of Arts and Sciences provides a comprehensive interdisciplinary education that prepares students for:

- Professional careers
- Further exploration through graduate and professional study
- Responsible citizenship

The college houses 18 undergraduate majors, 38 undergraduate minors, five certificate programs, and one graduate program organized in three divisions: the Division of Humanities; the Division of Math, Science, and Technology; and the Division of Social and Behavioral Sciences.

Academic Calendar

Fall 2007

Activity	Date
FALL 2007 (200820)	Mon., Aug. 20–Sat., Dec. 15, 2007
Registration	
Late Registration Begins (\$100 Fee)	Fri., Aug. 10, 2007
Graduate Students (via Academic Advisor or Web)	Mon., Mar. 19–Sun., Aug. 19, 2007
Last Day to Pay Fall Tuition to Avoid Late Fee (\$50)	Tues., Sept. 18, 2007
University Student Services Fee (\$250)	Fee for Fall assessed upon registration
Drop and Withdrawal Dates	
Fall Semester	
Drop Prior to 1st Day of Semester in Which the Class Begins (100% refund)	Sun., Aug. 19, 2007
Drop During the First 7 Days of Semester (75% refund)	Mon., Aug. 20–Sun., Aug. 26, 2007
Last Day to Add Classes	Sun., Aug. 26, 2007
Drop During the 8th Through 14th Days of Semester (50% refund)	Mon., Aug. 27–Sun., Sept. 2, 2007
Last Day to Drop Classes	Sun., Sept. 2, 2007
Last Day to Withdraw	Sun., Oct. 21, 2007
Thesis	
Final Thesis Proposal Approval	Mon., Oct. 1, 2007
Exams	
Fall Semester Class Dates	Mon., Aug. 20–Sat., Dec. 15, 2007
Mid-Term Exam Dates	Mon., Oct. 8–Sat., Oct. 13, 2007
Final Exam Dates	Mon., Dec. 10–Sat., Dec. 15, 2007
University Holidays and Special Events	
Labor Day (University Closed)	Mon., Sept. 3, 2007
Convocation	Tues., Sept. 4, 2007
Rosh Hashanah (University Closed)	Thurs., Sept. 13, 2007
Yom Kippur (University Closed)	Sat., Sept. 22, 2007
No Classes	Wed., Nov. 21, 2007
Thanksgiving (University Closed)	Thurs., Nov. 22, 2007
University Closed	Fri., Nov. 23, 2007
No Classes	Sat., Nov. 24, 2007
Winter Break (No Classes)	Sun., Dec. 16, 2007–Sun., Jan. 6, 2008

Winter 2008

Activity	Date
WINTER 2008 (200830)	Mon., Jan. 7–Sat., May 3, 2008
Registration	
Late Registration Begins (\$100 Fee)	Fri., Dec. 28, 2007
Graduate Students (via Academic Advisor or Web)	Mon., Oct. 29, 2007–Sun., Jan. 6, 2008
Last Day to Pay Winter Tuition to Avoid Late fee (\$50)	Tues., Feb. 5, 2008
University Student Services Fee (\$250)	Fee for Winter assessed upon registration
Drop and Withdrawal Dates	
Winter Semester	
Drop Prior to 1st Day of Semester in Which the Class Begins (100% refund)	Sun., Jan. 6, 2008
Drop During the First 7 Days of Semester (75% refund)	Mon., Jan. 7–Sun., Jan. 13, 2008
Last Day to Add Classes	Sun., Jan. 13, 2008
Drop During the 8th Through 14th Days of Semester (50% refund)	Mon., Jan. 14–Sun., Jan. 20, 2008
Last Day to Drop Classes	Sun., Jan. 20, 2008
Last Day to Withdraw	Sun., Mar. 16, 2008
Thesis	
Final Copies of Thesis Due	Sat., Mar. 1, 2008
Final Presentations Scheduled	Tues., Apr. 1–Mon., Apr. 7, 2008
Exams	
Winter Semester Class Dates	Mon., Jan. 7–Sat., May 3, 2008
Mid-Term Exam Dates	Mon., Feb. 25–Sat., Mar. 1, 2008
Final Exam Dates	Mon., Apr. 28–Sat., May 3, 2008
University Holidays and Special Events	
Martin Luther King (University Closed)	Mon., Jan. 21, 2008
Spring Break (No Classes)	Sun., Mar. 2–Sun., Mar. 9, 2008
Good Friday (University Closed)	Fri., Mar. 21, 2008
Registration for Fall 2008 (200920)	
Graduate Students (via Academic Advisor or Web)	Mon., Mar. 24–Sun., Aug. 17, 2008

Summer 2008

Activity	Date
SUMMER 2008 (200850)	Mon., May 5–Sat., Aug. 2, 2008
Registration	
Late Registration Begins (\$100 Fee)	Fri., Apr. 25, 2008
Graduate Students (via Academic Advisor or Web)	Mon., Mar. 24, 2008–Sun., May 4, 2008
Last Day to Pay Summer Tuition to Avoid Late Fee (\$50)	Tues., June 3, 2008
University Student Services Fee (\$250)	Fee for Winter assessed upon registration
Drop and Withdrawal Dates	
Drop Prior to 1st Day of Semester in Which the Class Begins (100% refund)	Sun., May 4, 2008
Drop During the First 7 Days of Semester (75% refund)	Mon., May 5–Sun., May 11, 2008
Last Day to Add Classes	Sun., May 11, 2008
Drop During the 8th Through 14th Days of Semester (50% refund)	Mon., May 12–Sun., May 18, 2008
Last Day to Drop Classes	Sun., May 18, 2008
Last Day to Withdraw	Sun., June 22, 2008
Exams	
Summer Classes	Mon., May 5–Sat., Aug. 2, 2008
Final Exam Dates for Night Classes	Mon., July 28–Sat., Aug. 2, 2008
Final Exam Dates for Day Classes	Wed., July 30–Sat., Aug. 2, 2008
University Holidays and Special Events	
Memorial Day (University Closed)	Mon., May 26, 2008
Commencement Exercises	Tues., June 10, 2007
Independence Day Observance (University Closed)	Thurs., July 4, 2008

NSU Contacts

Farquhar College of Arts and Sciences

Office of the Dean

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Fort Lauderdale, Florida 33314-7796
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Office of Academic Advising

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Nova Southeastern University
Mailman-Hollywood Building, Third Floor
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-7990
Fax: (954) 262-3709

Division of Humanities

Marlisa Santos
Director/Associate Professor
Farquhar College of Arts and Sciences
Nova Southeastern University
Parker Building, Suite 380
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8200
Fax: (954) 262-3881

University-Wide Services

Office of the Registrar (One-Stop Shop)

Nova Southeastern University
Horvitz Administration Building
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-7200
Fax: (954) 262-3256

Office of Student Financial Assistance

Nova Southeastern University
Horvitz Administration Building
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-3380
Fax: (954) 262-3966
Email: finaid@nsu.nova.edu

Academic Resources and Procedures

Academic Advising

Academic advisors provide students with confidential academic, social, and developmental advising to ensure they receive the individual attention they need to succeed. It is strongly recommended that all students entering a program, changing specializations/concentrations, requesting transfer of credits, or attempting to meet specific renewal or certification requirements contact an academic advisor before registering for classes. Academic advisors additionally serve as liaisons and referral agents by helping students gain needed assistance from other NSU divisions or from the community.

Students should maintain regular contact with their academic advisors throughout their academic career at NSU. Students are encouraged to consult with an academic advisor if they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, program administrators, and directors. For current academic advisor assignments, call or visit the website of the appropriate college or school.

Office of Academic Advising

Telephone: (954) 262-7990

Academic Requirements and Progress

To remain in good academic standing, students must maintain the required minimum grade point average (GPA) or higher on all credits attempted. Students receiving financial aid should also refer to the Office of Student Financial Assistance for information about minimum GPA requirements for financial aid programs. Some scholarship opportunities listed in *Scholarships and Grants for Graduate Students* may also have minimum GPA requirements.

Full-time graduate student status in the master of arts in writing program is six or more credits per semester. Graduate students are allowed a maximum of five years to complete the master of arts in writing program.

Students must earn a minimum grade of “C” in each master’s degree course in order to earn academic credit for the course. Master’s degree students must maintain a cumulative grade point average of 3.0 throughout the program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for one semester. Students on probation who fail to raise their GPA to 3.0 or higher will not be permitted to continue the degree program.

For the master of arts in writing, a maximum of six transfer credits will be accepted toward the degree program, subject to approval of course equivalency. Only courses with grades of “B” or higher will be considered for transfer credit.

Course Evaluations

Course evaluations facilitate the collection of feedback from students about their classes—how they feel about course content, instructors' effectiveness, appropriateness of textbook selection, and other aspects. All evaluations are confidential and anonymous. Students are urged to be honest and constructive in their remarks. The course evaluation process is conducted completely online. Students must have an NSU email account to access the course evaluation website. Students may fill out online course evaluations beginning 14 days prior to the start of the session, term, or semester’s exam week. Evaluations remain open to students for seven days.

Disability Services

Student Disability Services in the Office of Student Affairs provides information and individualized accommodations for students with identified disabilities. To be eligible for disability-related accommodations, students must have a documented disability as defined by applicable federal and state laws. Accommodations are available to students whose disabilities include, but are not limited to:

- Attention Deficit/Hyperactivity Disorders (ADHD)
- Learning Disabilities
- Psychological Disorders
- Visual Impairments
- Hearing Impairments
- Mobility Impairments
- Chronic Health Disorders

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations for individuals with a documented disability. It is the mission of the Office of Student Disability Services to provide accommodations, support services, and auxiliary aids to qualified students with disabilities to ensure equal and comprehensive access to University programs, services, and campus facilities.

For information about Student Disability Services, call (954) 262-7189 (800-541-6682, ext. 7189) or go to www.nova.edu/disabilityservices, where students may submit inquiries by selecting “Contact Us.”

Dropping and Adding Classes

During the drop and add periods, students may modify their schedule by changing classes. Students may withdraw from a class after the drop period has ended. However, the class will remain on their permanent transcript (see *Withdrawal*). Dropping a course may result in a refund for tuition paid and will not negatively affect GPA. However, this action may drop a student below half-time or full-time status, which may affect eligibility for grant aid, loans, and scholarships awarded prior to the drop. This may cause a reduction in certain types of financial aid, which may result in a higher balance due. If any refunds have been disbursed before a change of enrollment status, the student should speak to a financial aid officer about the financial obligations of the change. Student athletes should contact the athletic compliance officer. For refund policies related to courses dropped, refer to the *Tuition* section of this handbook.

Dropping All Courses Prior to the Semester

Students who intend to drop all of their courses for an upcoming semester may not process the full drop through WebSTAR. Students must contact their academic advisor to process the full drop.

Drop and Add Periods

The first two weeks of each term comprise the drop and add periods. During the drop and add periods, an academic advisor is required to process all transactions. During the first week, students may add and drop courses. Students who add classes after they have started are responsible for all course requirements. During the second week, students may only drop classes. Students who intend to drop all courses for a semester must meet with their academic advisor to process the full drop.

Grading System

Grading Scale

Instructors assign grades based on criteria established in course syllabi.

Letter Grade	Description	GPA Equivalent
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	
I	Incomplete	
P	Pass	
NG	No Grade (not assigned by instructor)	
AU	Audit	

Grade Point Average and Quality Points

A student's academic standing for a specific semester or term is indicated by grade point average (GPA). The GPA is calculated based on letter grades and attempted credits. Overall academic standing is indicated by the cumulative GPA (CGPA). GPA calculations include NSU coursework only, based on the following formulas and definitions.

- Quality points = A letter grade's numerical GPA value MULTIPLIED BY the number of credits assigned to the course
- GPA hours = Attempted credits, excluding withdrawals, successfully-completed pass/fail courses, and incompletes
- Current semester or term GPA = The total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term
- Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

Grade Reports

Student grades are disseminated online via WebSTAR at www.webstar.nova.edu. Legal provisions prohibit the release of personally identifiable information to anyone other than legally authorized persons. Students are permitted to inspect, review, and challenge such information as provided by law.

Incomplete

An incomplete grade (I) is awarded only in unusual circumstances. An incomplete grade may be given only when a student has satisfactorily completed the majority of the work in a course and when all remaining requirements can be completed within an agreed upon amount of time following the end of the course. In no event may such time exceed 16 weeks. If the student does not complete the coursework within the agreed upon time period, the

incomplete automatically changes to the grade earned based on the work accepted by the instructor to date. A grade of zero will be factored in for any missing work. A student who is absent at the final examination without prior approval is normally not eligible to receive an incomplete grade.

Incomplete grades will be awarded before the end of the course upon the satisfaction of the following conditions:

1. The student has made a request of the instructor.
2. The student, the instructor, and the academic director/assistant dean have signed the contract for removal of an incomplete grade or agreed on its conditions via email.

Graduation—Degrees, Diplomas, and Commencement

Degree Conferral

Students are eligible for graduation when they meet the requirements listed in the student handbook in effect when they entered the university, unless a prior request to follow a more recent handbook has been approved. Degrees are conferred once per month, by the university's Board of Trustees once students have met all the criteria for graduation. Once degrees have been conferred, transcripts and diplomas showing the awarding of the degree are sent to students by mail.

Commencement

Commencement is held once per year in June. It is not necessary for students to attend Commencement to have their degrees conferred. Degrees are conferred throughout the year.

Honor Societies

Sigma Tau Delta

Alpha Lota Nu is NSU's chapter of Sigma Tau Delta, the international English honor society. This honor society is open to both undergraduate and graduate English students. Sigma Tau Delta's goals are to recognize academic excellence of students of the English language and literature, as well as the accomplishments of professional writers. In order to be eligible for membership, students must be an English major or minor, have a minimum of a B average in English courses, rank at least in the highest thirty-five percent of their class, and have completed at least three semesters of college work. Contact the Farquhar College of Arts and Sciences' Division of Humanities.

NSU Student Handbook

The NSU Student Handbook addresses general university policies for NSU students, including student life, student rights and responsibilities, university policies and procedures, and NSU resources. The NSU Student Handbook is located at www.nova.edu/cwis/studentaffairsforms/ustudenthandbook.pdf.

Online Resources

Nova Southeastern University handles much of its business online. The NSU Web site www.nova.edu provides links for current students to access most of the NSU services.

WebCT

Some courses require online interactive learning methods involving web-based course materials, the electronic library, and online activities that facilitate frequent student-professor interaction. Faculty members and students may interact via online forums using threaded discussion boards, chat rooms, and email. Students may submit

assignments through the web-based learning environment WebCT. WebCT is the university's online course management system for developing and delivering interactive courses and its components over the Web. Students are granted access to WebCT based on registration for online courses. Students must use their NSU email login and password in order to log in to their courses posted on WebCT.

WebMail

All official NSU business, such as information on accounts, financial aid, class emails, etc., is done through students' NSU email accounts. Once students are officially accepted into the program they must request an NSU email account online by visiting the NSU Office of Information Technology Web site at www.nova.edu/cwis/oit/services.html, clicking on the link "Create Your Email" and following the directions to request a new email account.

WebSTAR

WebSTAR provides students with online access to check on course availability, register, check their grades, or check their accounts NSU also maintains student contact information through WebSTAR at, including current mailing address and telephone number. Students use their student ID and receive a special Personal Identification Number (PIN) to access WebSTAR at www.webstar.nova.edu. Students can change their PIN to a password of choice if desired. Students may also set a password reminder. Students should update their records in WebSTAR and notify their academic division if there is a change in their name and/or contact information.

Technical Help

The Online Computing Help Desk of NSU's Office of Information Technology provides telephone and email support to NSU students, faculty, and staff. Support services include assistance with connecting to NSU's online computing systems; navigating through the WebCT system; resolving Personal Identification Number (PIN) issues; supporting wireless computing on campus; and configuring various software programs such as Microsoft Outlook, Netscape Navigator, and Internet Explorer. Contact the Help Desk at (954) 262-4357 (800-541-6682, ext. 4357) or help@nsu.nova.edu.

Problem Resolution Procedures

Nova Southeastern University is committed to maintaining policies and procedures supportive of the student community. Students must follow specific policies and instructions described in this handbook, in the NSU Student Handbook, and in course schedules, program brochures, information sheets, and periodic special mailings.

Formal problems or grievances fall into three categories: harassment or discrimination grievances, academic grievances, and administrative grievances. Detailed instructions on how to submit an academic or administrative grievance are described below by each college or school. Student athletes should refer to the NSU Student Athlete Guidelines for additional information about athletics-related problem resolution procedures.

Types of Grievances

Harassment or Discrimination

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university.

In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, the student should contact the appropriate academic or administrative director, not to the person

providing the service or instruction. Students may also contact the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280.

Academic Grievances

For more information on academic grievance procedures, refer to the appropriate college or school's policy below.

Grade Disputes

Instructors handle academic grievances involving the fairness of a grade. Students unable to settle the grade dispute with an instructor should contact the academic director or assistant dean of the division responsible for the course, who will make a final decision on the fairness of the grade. Grade disputes will not be permitted to proceed any further unless evidence of discrimination or a violation of rights can be shown.

Other Academic Disputes

Academic grievances are related to classroom and instructor activity. Students should make every effort to document their claim. For academic matters, students should follow the academic grievance process of the college or school offering the course. For more information on the academic grievance process, refer to the appropriate section of this handbook.

Administrative Grievances

Administrative grievances are related to academic policies and college or school administrative actions. For more information on administrative grievance procedures, refer to the appropriate college or school's policy.

Grievance Time Limitation

Grievance procedures must be initiated in a timely fashion within the term that the student, instructor, or administrator became aware of the grievance issue. The student may forfeit all rights under the grievance procedure if each step is not followed within the prescribed time limit.

Grievance Process—Farquhar College of Arts and Sciences

Procedures for academic and administrative grievances relating to the Farquhar College of Arts and Sciences are outlined below. Grievances brought to the Office of the Dean without previously going through the appropriate academic or administrative grievance procedure will be referred to the appropriate step in the process, thus delaying problem resolution. Students who are not sure of the appropriate university employee to contact about an academic or administrative issue should communicate with their academic advisor. If their academic advisor is unavailable, students should contact the Office of Operations at (954) 262-8143 (800-338-4723, ext. 8143) or email saf@nsu.nova.edu using their official NSU email account.

For information on the types of grievances, grievance time limitations, and how to issue a formal complaint of harassment or discrimination, refer to the beginning of this *Problem Resolution Procedures* section.

Academic Grievance

Academic grievances involve course-related issues originating from classroom or instructor activity. When formal grievance steps are perceived necessary, students have a right to a fair process and hearing without fear of retribution. Because grievances can often seem adversarial, it is recommended that students pursue local or departmental resolution to problems and discuss problems with appropriate parties before resorting to formal grievance steps. Academic difficulties in a class, for example, should always be discussed first with the instructor teaching the class.

Problems that cannot be resolved through the instructor, or academic issues that are more broadly based, should be discussed with an academic advisor, who may be able to help students solve or mediate problems.

If the issue concerns the fairness of a grade, students should refer to *Grade Disputes*, under *Types of Grievances*, previously discussed in this Problem Resolution Procedures section.

Step One: Meet with the instructor

Students should discuss their grievance with the appropriate instructor within the academic term of the grievable issue.

Step Two: Meet with the academic advisor

Students who feel that their grievance was not satisfactorily resolved after meeting with the instructor or director should meet with their academic advisor for guidance in submitting a formal complaint in writing, using a Student Action Form (SAF).

Prior to submitting the form, students should carefully read and be aware of any consequences if the grievance involves changes in enrollment status. It is also essential that students maintain copies of any relevant documentation (emails, medical documents, etc.) sent to academic advisors or other NSU personnel. For detailed instructions on submitting a SAF, students should visit www.undergrad.nova.edu/currentstudents/saf.cfm.

After receiving, reviewing, and signing the SAF, the academic advisor will send it to the Office of Operations. The Office of Operations will then forward the SAF to the appropriate academic or administrative director for review. Students will receive a letter in their NSU email account confirming the receipt of their SAF form by the appropriate office. Once a decision has been made, students will receive a second email indicating that the reviewed and signed SAF, with the director's decision, will be mailed to the student's address on record.

Step Three: Appeal to the associate dean

After receiving the decision of the director, if students feel that based on their expectations the issue was not satisfactorily resolved, they may appeal in writing to the associate dean of the Farquhar College of Arts and Sciences. The Office of Operations should be contacted by calling (954) 262-8143 or emailing saf@nsu.nova.edu for guidance in appealing to the college's Office of the Dean.

After contacting the Office of Operations, students will be sent a letter outlining the information to be compiled and included in the appeal to the associate dean.

After the appeal is reviewed, students will be sent a written reply with the associate dean's decision to their address on record.

Step Four: Appeal to the dean

Students who feel that their issue is still unresolved after receiving the associate dean's decision may then appeal in writing to the dean of the Farquhar College of Arts and Sciences. The dean's decision is final and binding and cannot be appealed.

Administrative Grievance

Step One: Meet with the appropriate administrator

Students should discuss their grievance with the appropriate administrator within the academic term of the grievable event.

Step Two: Meet with the academic advisor

Students who feel that their grievance was not satisfactorily resolved after meeting with the administrator should meet with their academic advisor for guidance in submitting a formal complaint in writing, using a Student Action Form (SAF).

Prior to submitting the form, students should carefully read and be aware of any consequences if the grievance involves changes in enrollment status. It is also essential that students maintain copies of any relevant documentation (emails, medical documents, etc.) sent to academic advisors or other NSU personnel. For detailed instructions on submitting a SAF, students should visit www.undergrad.nova.edu/currentstudents/saf.cfm.

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After receiving the decision of the director, if students feel that based on their expectations the issue was not satisfactorily resolved, they may appeal in writing to the associate dean of the Farquhar College of Arts and Sciences. The Office of Operations should be contacted by calling (954) 262-8143 or emailing saf@nsu.nova.edu for guidance in appealing to the college's Office of the Dean.

After contacting the Office of Operations, students will be sent a letter outlining the information to be compiled and included in the appeal to the associate dean.

After the appeal is reviewed, students will be sent a written reply with the associate dean's decision to their address on record.

Step Four: Appeal to the dean

Students who feel that their issue is still unresolved after receiving the associate dean's decision may then appeal in writing to the dean of the Farquhar College of Arts and Sciences. The dean's decision is final and binding and cannot be appealed.

Registration

All students must have at least provisional admission status, be officially registered, and pay tuition and fees in order to attend class and receive a grade. Students should register for the fall, winter, and summer semester during the open registration period. Students should register for all courses they intend to complete within a semester and not wait until the semester has started to register for part of a term. Registering for the entire semester allows the NSU Office of Student Financial Assistance to properly process and disperse the student's financial aid. An official grade will not be recorded and credit will not be given for anyone who attends class as an unregistered student. For information on dropping, adding, or withdrawing from classes, refer to the *Dropping and Adding Classes* or *Withdrawal from Classes* sections of this handbook.

Online vs. In-Person Registration

Web registration is available through WebSTAR at www.webstar.nova.edu. Students may register online with WebSTAR unless they are athletes, new students, NSU employees, returning students on academic probation, or students with additional holds. A valid NSU Personal Identification Number (PIN) is required to participate in online registration. To receive a PIN, students should call (954) 262-4850 (800-541-6682, ext. 4850) or visit www.nova.edu/cwis/technology.html.

Students ineligible for online registration and students who choose not to use online registration must meet with their academic advisor to register for classes and provide appropriate written documentation indicating their schedule choices.

Registration Schedule

Open Registration

Each semester at NSU consists of two terms or sessions, but only one open registration period (see *Academic Calendars* for dates). Open registration ends ten calendar days before the start of a semester. During open registration students should meet with their academic advisor to review class schedules. Timely registration ensures availability of seats in required classes, reduces the risk of financial aid problems, and decreases demand for last-minute advising appointments.

Late Registration

Open registration ends ten calendar days before the start of the semester. Students who initially register for semester classes after the open registration period are considered to be registering during late registration and must pay a late registration fee. The late registration fee applies to all courses and all terms within the semester. However, it does not apply to schedule adjustment (drop/add) changes during each term's drop and add periods. The late registration fee will be waived for students newly enrolled that semester. Dropping courses does not result in a refund of late fees. Special permission from the academic division is required for any registration after the start of the term. Students who register late for classes are responsible for all course requirements.

Appealing the Late Registration Fee—Farquhar College of Arts and Sciences

Students of the Farquhar College of Arts and Sciences who wish to appeal the late registration fee should send an email to saf@nsu.nova.edu from their NSU email account. Students should provide their name, NSU ID number, major, term, name of any other individuals contacted, and a detailed explanation of why they feel they should not have to pay this fee. Upon receipt, students will receive confirmation that their email has been received and any additional information needed will be requested at that time.

Each appeal will be reviewed according to the following criteria:

1. Is the student a new student?
2. Did the student register for any courses, for the relevant term, prior to the deadline?
3. Does the student have a valid reason for being unable to register prior to the deadline?

Appeals will be reviewed by the director of the Office of Operations. Appeals that fail to meet minimum criteria will be denied and the student will be notified by email. Students may appeal a decision to the dean by providing additional written justification for reversal to the Office of Operations. The decision by the dean is final. Students will receive notification, via NSU email, if a petition for reversal has been approved.

Closed Classes

Enrollment capacity for each class is carefully determined to reflect the physical limitations of the classroom or lab as well as the subject's most effective learning and teaching environment. Once a class has been filled and closed to further registration, students should meet with their academic advisor for help adjusting schedules and choosing alternative classes that meet degree program requirements.

Students may appeal to register for closed classes under exceptional circumstances. Student appeals must be made in writing to the academic director of the division in which the course is offered via the student's academic advisor. Appeals should not be directed to course instructors. Academic directors review appeals and may consult instructors when considering such requests. All appeals must explain why no alternative class will support the student's degree requirements, explain why the student was unable to register for the class when space was available, and include a written endorsement from an academic advisor (e.g., by email).

Appeals will only be considered up to the date of the first class meeting. If a student appeal is granted, the academic director will authorize the student's academic advisor in writing (e.g., by email) to register the student. However, the registration must be processed within 24 hours of the director's notification. If the registration is not processed within that time period, the authorization is removed and the student's space in the closed class may be released to another student.

Repeated Courses

Subject to availability, students may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. All enrollments and grades will remain on the transcript and will have a notation that the course has been repeated. If students repeat a course, the highest grade will be counted in the student's GPA. After the course has ended, students must complete a repeated course form available from their academic advisor.

Scholarships and Grants for Graduate Students

Scholarships and grants are available to students from various sources within the university, as well as from external public and private organizations, such as the Florida Independent College Fund.

The first step for students interested in financial aid of any kind is to contact the NSU Office of Student Financial Assistance for information about deadlines for the FAFSA and other necessary financial aid applications. NSU's Office of Student Financial Assistance administers government financial aid grant and loan programs as well as university-wide financial aid programs that include NSU grants, loans, scholarships, and student employment. The Office of Student Financial Assistance also maintains resources to help students locate funding and plan the financial aspects of their education. For more information about the Office of Student Financial Assistance, call (954) 262-3380 or go to www.nova.edu/cwis/finaid.

All college and university scholarships and grants are combined with other federal and state financial aid programs to help meet students' financial needs. Eligibility requirements vary. Students should note that changes in enrollment during a semester may affect eligibility for awards with minimum course load requirements (e.g. that require students to be enrolled full time).

The following directory details scholarships and grants offered to graduate students of the Farquhar College of Arts and Science.

NSU Graduate Scholarships

Barnes and Noble Book Scholarship

Amount: \$500

Contact: Office of Student Financial Assistance at 800-541-6682

Broward International Women's Club Scholarship

Amount: Varies

Contact: Zoe Leal at (954) 262-2110 or (954) 262-5352, email zoeleal@nsu.nova.edu

Electronic Funds Transfer Scholarship

Amount: \$2,000

Contact: Office of Student Financial Assistance at 800-541-6682

Gold Circle Scholarship Fund

Amount: \$2,000

Contact: Office of Student Financial Assistance at 800-541-6682

Howard Dunbar Scholarship

Amount: \$1,000

Contact: Office of Student Financial Assistance at 800-541-6682

Nicole Robinson Scholarship

Amount: \$500

Contact: Terry Morrow in the Office of Student Affairs at (954) 262-7290

Residential Life Scholarship

Amount: \$6,210 (varies)

Contact: Office of Residential Life and Housing at (954) 262-7061 or visit www.nova.edu/reslife/rainfo.html.

Trustee Scholarship Fund For Students

Amount: \$2,500

Contact: Office of Student Financial Assistance at 800-541-6682

Independent Colleges and Universities of Florida (ICUF) Scholarships

NSU participates in scholarship programs administered by the Florida Independent College Fund (FICF), a nonprofit foundation that supports members of the Independent Colleges and Universities of Florida (ICUF). FICF and its corporate partners are dedicated to providing financial assistance to students attending Florida's independent colleges and universities.

Eligibility and availability of FICF scholarships are subject to change without notice. Applications for FICF scholarships are first processed by the Office of the Dean. Students should review eligibility requirements and deadlines for available FICF scholarship opportunities at www.ficf.org and then for information and application, contact Student Services in the Farquhar College of Arts and Sciences Office of the Dean at scholarships@nsu.nova.edu.

Student Conduct—Academic Integrity

Students should refer to the NSU Student Handbook's full Code of Student Conduct and Academic Responsibility. Conduct standards, supplementary standards, and university policies and procedures are handled by the NSU Office of the Dean of Student Affairs or by the individual colleges and schools, as deemed appropriate.

Academic Conduct versus Other Conduct

Nova Southeastern University has established clear expectations regarding student conduct and academic responsibility. When these standards are violated, significant disciplinary action can be expected, including expulsion from the university. Students are expected to abide by all university, college, school, and program rules and regulations as well as all federal, state, and local laws. Students are also expected to comply with the legal and ethical standards of their chosen fields of study. Violations of academic standards are handled by the Office of the Dean in individual colleges and schools.

Academic Integrity in the Classroom

Instructors are charged with the responsibility to manage and evaluate academic integrity within their classrooms. If a student has violated standards of academic integrity, the instructor will assign an academic sanction (including failing the course) and will notify the appropriate administrative office, which may consider additional disciplinary action based on the severity of the infraction and whether there has been previous academic misconduct.

Violations of academic standards may result in a complaint filed against a student. Deans, associate deans, or directors, at their discretion, may immediately suspend students pending a hearing on charges of violations. Sanctions may include disciplinary probation, suspension, or expulsion, including notation on the student's academic transcript.

Tuition and Fees

Students should refer to the NSU Student Handbook for more information about tuition payment policies and health insurance requirements.

Tuition and Fee Chart 2007–2008

Application fee	\$50
Registration fee (per semester)	\$25
Late registration fee (per semester)	\$100
Tuition deferment/Late payment fee (per semester)	\$50
Student services fee (per semester)	\$125 (one 1-4 credit class OR multiple classes with 3 or fewer total credits) \$250 (one 5 credit class OR multiple classes with 4 or more total credits)
Graduate program tuition (per credit hour)	\$425
Materials fee	variable where applicable
Application for degree processing fee (diploma only) (Seniors only)	\$75
Transcript fee	\$5
Cap and gown rental fee	Assessed at time of graduation
Room rate per semester (varies based on occupancy and residence hall)	\$1,940–\$4,140
Meal plan per semester (declining balance)	\$1,200 (Goodwin Hall and The Commons residents)

Tuition Deferment / Late Payment Fee

Students with any balance unpaid by the thirtieth day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/ her that failure to resolve his/ her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall:

- Identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- Notify those students of their failure to pay
- Forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.

Tuition Refund Policies

Refunds of Tuition and Fees

Pro-rated tuition refunds are limited to the first two weeks of each term (during the add/drop period) according to the policies outlined for each program. All fees will be refunded to students prior to the first day of classes for a semester. Non-attendance does not constitute an official drop. Students must formally drop courses in order to be eligible for a refund. Contact an academic advisor for assistance.

Processing of Refunds

For tuition refund requests to be considered, students must provide written notification to their academic advisor. Refund amounts are based on the date of written notification, such as the date of sent email (must be from an NSU email account) or postmark for mailed requests. For general registration, drop/add, and withdrawal policies, refer to *Academic Policies and Procedures*.

Refunds for Expelled Students

Students who are expelled from NSU will not receive tuition refunds.

Refunds for Course Cancellations

The university reserves the right to cancel any course or section when registered enrollments are low. The university will refund 100 percent of tuition and any associated class fees for courses that are cancelled. If a student registered for only one course, the registration fee and student services fee will also be refunded.

Exceptions to Refund Policies

Refunds or credits to student accounts may be considered after the drop period if proof of exceptional circumstances exists. Students should contact their academic advisor with questions about exceptional circumstances. Requests for refunds must be made during the same semester in which courses are scheduled.

It is the student's responsibility to provide all necessary documentation. Academic advisors will forward requests to appropriate directors for consideration. See also the *Problem Resolution Procedures* section in *Academic Resources and Procedures*.

Graduate Refund Policy

Tuition for M.A. in writing students is charged on a per-credit basis. Refunds for dropped classes are given according to the following schedule based on calendar days:

- Drops prior to first day of term in which the class begins: 100 percent
- Drops during the first seven days of term: 75 percent
- Drops during the eighth through fourteenth days of term: 50 percent
- Withdrawals after the fourteenth day of term: no refund

Veterans' Benefits

Standards of Progress

A student receiving veterans' benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain and maintain satisfactory progress by the end of the probationary period (one evaluation period), the student's Department of Veterans Affairs (VA) educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an I (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the academic dean for that program. An NG (no grade) designation for a course must be converted to a credit grade counting toward graduation, of a failing grade, by the end of one regular semester unless permission for a delay is granted by the academic dean for that program.

Grade/Progress Reports

Each student who has VA benefits will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for all courses in which the student is currently enrolled.

Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training in that it is mandatory for all veterans' benefit recipients to report either prior education and/or training. A student receiving veterans' benefits who has previous postsecondary educational training/experience must request official transcript(s) to be sent to the school. If the transcript has not been received prior to the end of the student's second term at Nova Southeastern University, the student can not be certified for veterans' benefits for the upcoming term. The student can be certified for veterans' benefits only after the transcript has been received.

The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the tuition and training time will be reduced proportionately, with the student eligible for veterans' benefits and VA so notified.

Student Conduct

All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

Withdrawal from Classes

Students may withdraw from a class after the drop and add periods have ended. For information about the drop and add periods, see *Dropping and Adding Classes*. For the tuition refund schedule during drop and add periods, refer to the *Tuition and Fees* section. Contact the appropriate office (i.e., Financial Aid, Bursar's Office, Loan Disbursing Office) to determine the exact nature of how changes will affect financial and academic standing.

Students may initiate a withdrawal from a course after the first two weeks from the start of the course. Students may withdraw from a course with no financial refund or credit up until the end of the week following the halfway point of the semester or term, depending on the course length. Students may withdraw up until the end of the ninth week of a semester for a 16-week course. For exact dates, refer to the *Academic Calendars* section.

There is no financial refund if a student withdraws from a course. Total credits attempted are not reduced by course withdrawals, nor does this action affect current term financial aid. Withdrawing from a course limits the number of possible credits earned, which may affect future required academic progress.

Not attending classes does not constitute official withdrawal. A student who stops attending classes will receive grades based on course requirements and work completed.

Withdrawals cannot be processed in WebSTAR; students who plan to withdraw from a course must notify their academic advisor. Withdrawal forms must be received and processed by academic divisions prior to withdrawal deadlines.

International Students

Changes in enrollment status may affect eligibility for student visas and immigration status.

Withdrawal from the University and Leaves of Absence

Students who plan to withdraw from all courses during a semester and leave the university must contact their academic advisor before withdrawing. Students who withdraw from the university must formally apply to be considered for readmission at a later date.

Leaves of Absence

Students who require a leave of absence for less than one year may return and continue their programs without reapplying to the university. If students have not registered for coursework for more than one year, they must reapply for admission and their major program's required curriculum will be reevaluated according to the most recent requirements as listed in the most current NSU Graduate Student Handbook. Students should note that any leave of absence may affect eligibility for financial aid.

If there is an interruption in studies of more than one calendar year from the end of the last semester enrolled, the student must abide by the NSU Graduate Student Handbook in effect upon return, or to requirements approved by the student's academic program director.

Master of Arts in Writing Program

Degree Requirements

The master of arts degree in writing gives students a background in both professional and creative writing, as it allows students to further develop the writing skills that they acquired as undergraduate students and to develop specialized writing skills such as business, technical, and journalistic writing. An M.A. in writing prepares students for careers in publishing, education, public relations, and advertising, as well as for careers as professional writers for magazines, newspapers, and businesses.

Master of Arts in Writing Learning Outcomes

The successful M.A. in writing graduate is expected to:

1. Write in multiple genres for diverse audiences using professional-level conventions;
2. Create texts employing professional-level rhetorical strategies;
3. Conduct professional-level research;
4. Produce a master's thesis of publishable quality.

Master of Arts in Writing Curriculum

Students must complete four required courses (12 credits), four elective courses (12 credits), and 6 credits of a Master's Thesis for a total of 30 credits.

Major Requirements (30 credits)

Core Courses (12 credits)

WRIT 5000	Professional and Public Writing (3 credits)
WRIT 5300	Grammar in English Writing (3 credits)
HUMN 5000	History and Theory of Rhetoric (3 credits)
LITR 5060	History of the English Language (3 credits)

Elective Courses (12 credits)

Select 12 credits from the following courses:

WRIT 5020	Poetry Writing Workshop (3 credits)
WRIT 5030	Fiction Writing Workshop (3 credits)
WRIT 5040	Screenwriting Workshop (3 credits)
WRIT 5050	Autobiography and Memoir Workshop (3 credits)
WRIT 5060	Writing Literary Nonfiction (3 credits)
WRIT 5100	Teaching Writing (3 credits)
WRIT 5400	Technical Writing (3 credits)
WRIT 5500	Writing for Journals & Magazines (3 credits)
WRIT 5600	Science & Nature Writing (3 credits)
WRIT 5700	Travel Writing (3 credits)
WRIT 5800	Editing, Layout, and Design (3 credits)

Thesis (6 credits)

WRIT 6000	Master's Thesis (3–6 credits)
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Master of Arts in Writing Thesis Guidelines

The M.A. in Writing Thesis

As the culmination of the student's work in the Master of Arts in Writing program, the successful thesis represents the student's skill in shaping a substantial body of research toward a clear purpose or achieving excellence in a creative writing form. Completing the thesis demonstrates that the student can work both independently and in response to feedback, which is required of a professional writer.

Thesis Credits

The successful thesis process generally takes two semesters and is the equivalent of 6 credits. Students should register for WRIT 6000 Master's Thesis beginning in the semester that they intend to begin their thesis work; thesis proposal approval should occur during the first semester of thesis work. Students must continue to enroll in WRIT 6000 while they are working on their thesis. The thesis process generally takes two semesters (minimum of six credits of WRIT 6000), but students may repeat WRIT 6000 a maximum of four times (12 credits maximum).

Page Length

The thesis text, not including bibliography, should be at least 50 typed, double-spaced pages in length. Font size should be 12 pt., page numbers should appear in the upper right-hand corner of each page (numerals only, and excepting first page), and margins should be one inch all around.

Students wishing to request an exception to the 50-page text requirement must do so during the proposal stage; such an exception would need to be part of the approved proposal.

Phase One: Selecting a Committee and Writing a Proposal

Advising Committee

For guidance throughout the research and writing process, the student selects two members of an advising committee, one of whom will serve as the thesis advisor. The thesis advisor must be a full-time member of NSU's M.A. in Writing graduate faculty; the second faculty member may be any full-time faculty member in the Farquhar College of Arts and Sciences. Ideally, the thesis adviser should have expertise in the relevant field. The advisor meets regularly with the student to set goals, review drafts, and ensure progress. Both committee members give feedback on the proposal and the final draft and evaluate the Thesis Presentation.

Writing a Proposal

After selecting a committee, the student writes a one-two page proposal that describes the thesis project and submits it to his or her committee for approval. The topic might be in an area with which the student has some familiarity from a previous paper or study. However, the thesis scope should represent a significantly more ambitious and developed approach than earlier work.

The thesis proposal may take one of the following forms:

Argumentative: delineates topic area, clarifies need for the study, and advances a tentative thesis.

Creative Portfolio: identifies genre and anticipates nature and direction of the completed work; presents a professional "pitch" (Who is the main character? What does he/she want? Who/what prevents that from happening? What does he/she do to resolve the issue?).

Professional Portfolio: defines project scope, clarifies the professional purpose.

Under consultation with the committee, the proposal is revised to ensure feasibility, clear focus, and potential for development.

When the proposal has been approved by the committee members, the student and committee members sign the Thesis Proposal Approval Form. The student then submits the **Thesis Proposal Approval Form** to the director of the Division of Humanities for review and approval.

Final proposal approval must be confirmed by May 1 to finish in the Fall Semester and by October 1 to finish in the Winter Semester.

Phase Two: Planning and Writing

Planning

Formulating plans for gathering data, organizing, re-organizing, and conceiving of an overall design to the thesis characterizes this phase. The student should meet with his or her thesis advisor regularly and be prepared to submit relevant documents showing consistent progress of the following:

Argumentative Article: outline of major premises and supports, planned methods, research directions, proposed works cited, annotated bibliography;

Creative Portfolio: Extended Fiction (novel, novella, or memoir)—chapter outline; Short Fiction (story/story collection)—narrative summaries, character sketches, statements of thematic unity; Poetry—draft verses, plans for unifying themes, imagery, or forms; stated vision for progression of chapbook.

Professional Portfolio: Social Science Research—survey/questionnaire designs, descriptions of target audience, distribution plans, data measurements and assessments; graphics or graphics plans; Science—experimental design and practical timetable, test parameters, list of methods and materials, quantitative measures and tools of assessment; Business/Technical Projects—feasibility studies, working budgets, marketing plans, short- and long-term financials; Grant Applications—purpose statements, demographics, assessments, timetables, proposed budgets and materials.

Writing

The student's thesis should ultimately convey original concepts of value, weight, and/or significance to the field.

Revision is finished when additional changes mean minimal improvement. In the latter stages of writing, spot revisions or line edits should strive to make the writing clear, readable, and grammatically correct. Documentation should be accurate and conform to the most recent updates of documentation style required of the discipline.

The Final Thesis

The student should submit three final copies of the project that are in publishable or camera-ready form. Each committee member and the division director should receive a copy.

Final copies of the thesis are due by November 1 in the Fall Semester and by March 1 in the Winter Semester.

Phase Three: Thesis Presentation

After the student has submitted final copies of the thesis, he or she may then schedule a Thesis Presentation of the project. This presentation will be before the graduate faculty and an audience of other students and invited guests. During the event, the student summarizes the scope of the project and presents his or her major findings. If appropriate, the student may give a reading. The student and the thesis advisor should discuss appropriate

presentation of the project prior to the presentation. After the student presents his or her work, the thesis committee members ask the student questions about the work. The student's presentation of the project and answers to these questions will comprise the overall assessment of the thesis project. After the committee finishes asking questions, audience members will have the opportunity to ask questions of the student.

After the Thesis Presentation, the committee members will assess all parts of the project and decide whether or not to recommend approval of the thesis. If approval is recommended, they will complete the signature page, for final approval by the division director. The student will then submit two copies of the final thesis to the Division of Humanities, one to be filed in the Division of Humanities and one for the University Library.

Final Thesis Presentations should take place during December 1–7 in the Fall Semester and April 1-7 in the Winter Semester.

Important Deadlines:

	Fall Semester	Winter Semester
Final Thesis Proposal Approval	May 1	October 1
Final Copies of Thesis Due	November 1	March 1
Final Presentations Scheduled	December 1–7	April 1-7

Course Descriptions

HUMN—Humanities

HUMN 5000 History and Theory of Rhetoric (3 credits)

A survey of both theories and practices in rhetoric from the classical Greek and Roman eras to the present. The course will study rhetorical theorists ranging from Plato, Augustine, Aristotle, and Quintilian to Toulmin, Foucault, Derrida, and Kristeva, emphasizing the influences and trends in rhetoric over time.

LITR—Literature

LITR 5060 History of the English Language (3 credits)

A study of the structure and development of the English language from Old English to Modern English, including changes in word forms, meanings and sounds, syntax and grammar.

WRIT—Writing

WRIT 5000 Professional & Public Writing (3 credits)

This course offers an advanced study of professional writing strategies for public documents, including documentation and research, proposals and reports, argument and persuasion, layout and design, and writing and etiquette within electronic media.

WRIT 5020 Poetry Writing Workshop (3 credits)

An advanced poetry writing workshop focusing on the art and craft of poetry within a collaborative, peer-review environment. Development of metaphorical structure and metrical language exploration of the universal in individual human experience will be particularly emphasized.

WRIT 5030 Fiction Writing Workshop (3 credits)

An advanced fiction writing workshop focusing on the art and craft of fiction within a collaborative, peer-review environment. Students will hone the techniques and tools of the fiction writer, such as a plot, narrative strategy, character, and motif.

WRIT 5040 Screenwriting Workshop (3 credits)

This workshop style class will examine the narrative structure and mechanics of the screenplay, as well as its creation and history. Particular emphasis will be on idea generation, plot development, screenplay format, writing treatments, scene construction, dialogue, and character development.

WRIT 5050 Autobiography and Memoir Workshop (3 credits)

This workshop style course focuses on the art and craft of autobiographical and memoir writing, by reading representative authors, understanding strategies used to represent the self in memory, and writing autobiographical/memoir pieces.

WRIT 5060 Writing Literary Nonfiction (3 credits)

This course focuses on reading and developing writing strategies for true-life stories in the nonfiction tradition exemplified by such writers as Agee, McPhee, Didion, Krakauer, and Sedaris, with particular emphasis on understanding and experimenting with the boundaries on non-fiction prose.

WRIT 5100 Teaching Writing (3 credits)

An introduction to teaching composition on the secondary and college undergraduate levels; methods of teaching composition based on modern theories of rhetoric, reading, language acquisition, and pedagogical strategies.

WRIT 5300 Grammar in English Writing (3 credits)

A systematic study of the evolution of English grammar from its beginnings to the present, focusing on grammatical analysis and grammatical theory in the teaching of composition.

WRIT 5400 Technical Writing (3 credits)

This course focuses on developing techniques for writing reports, descriptions, instructions, graphic arts, and other types of writing in formats appropriate to the scientific or technical working world. Students will practice explaining technical issues to various audiences, analyze technical objects and processes, and write reports, technical manuals, and user instructions. The course will emphasize writing understandable, concise language, integrating text and graphics, and designing documents.

WRIT 5500 Writing for Journals and Magazines (3 credits)

A course that develops the range of skills necessary for magazine and journal writing, focusing on elements of concept, information gathering, research, style, humor, and audience.

WRIT 5600 Science and Nature Writing (3 credits)

This course focuses on the particular genre of science and nature writing. Students research, write, and understand marketing for articles on subjects

such as astronomy, genetics, health, and the environment for newspapers, magazines, e-zines, and journals.

WRIT 5700 Travel Writing (3 credits)

This course focuses on the particular genre of travel writing, focusing on the history and forms of the literary travel essay and writing about travel for the book and magazine market.

WRIT 5800 Editing, Layout, and Design (3 credits)

This course focuses on the acquisition of skills for editing and layout of print and electronic publications,

such as marketing materials, newsletters, magazines, and websites. These skills include copyediting, desktop publishing, project management, graphic design, typography, and layout using relevant software.

WRIT 6000 Master's Thesis (3 credits)

Research and writing for M.A. in Writing thesis. Repeatable up to 12 credits. Prerequisite: written permission of division director.