

1996

# College of Osteopathic Medicine Student Handbook

Nova Southeastern University

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# Student Handbook

Health Professions Division  
1996-1997  
Academic Year

College of Osteopathic Medicine



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# Nova Southeastern University

PART I

## **PREFACE**

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

This handbook is divided into three parts. The first section is University information for all students. The second section (pages 10-42) consists of information relating to the entire Health Professions Division and is applicable to all students. The third section, starting on page 43 contains material that is applicable only to the students of a specific college. Such material may differ from College to College.

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

## **MISSION STATEMENT NOVA SOUTHEASTERN UNIVERSITY**

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

## **STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES**

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

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

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

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

# GENERAL INFORMATION

## ADDRESS CHANGES/NAME CHANGES

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

## BOOKSTORE

Books and diagnostic equipment (stethoscopes, blood pressure cuffs, ophthalmoscopes, otoscopes, etc.) should be purchased prior to your first class at:

Nova Books Rosenthal Student Center, 1st Floor

Phone: 476-4750 or 800-509-BOOK

Fax: 476-4759

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

Hours: Mon-Fri 8:30 a.m.-6:15 p.m.,

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

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

## CAMPUS PUBLIC SAFETY

The Public Safety Department is an independent unit providing protection and service for all students 24 HOURS A DAY. Reach them by calling their office at 476-8999. Public Safety should be called in all emergencies, to report a theft, or to report a suspicious person or dangerous situation. Public Safety also provides services such as: vehicle battery jump starts, auto lockouts and entry into buildings or offices when locked out. The "NOVALERT" number is 476-8999 (8999 on campus phones).

## E-MAIL ACCOUNTS

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

Students will be provided a personal account on the University's Unix-based Sun Sparc server, called "HPD," upon request. With this account, students may communicate via E-Mail with faculty and other students, both at the University and at other locations around the world. Full Internet access is provided via a user-friendly, Lynx-based, online menu system. If you wish to sign up for a class, please call 723-1058 to schedule a class and to receive an application form and instructions.

## HOUSING

Nova Southeastern University campus housing is available to full time Nova Southeastern University students. The residential facilities are Leo Goodwin, Sr. Residence Hall, Founders Hall, Farquhar Hall, Vettel Hall and CLC (Cultural Living Center). The University offers various types of accommodations. Limited housing for married couples is also available. For information, contact the Office of Residential Life at 475-7052.



## HURRICANE POLICY

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

### Radio Stations

WFTL - AM (1400)

WIOD - AM (610)

BIGG-FM (105.9)

WJQY - FM (106.7)

WHYI - Y-100

### Television Stations

WTVJ - CHANNEL 6

WSVN - CHANNEL 7

WPLG - CHANNEL 10

## Emergency Evacuation Procedures

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

## LIBRARIES

There are four libraries available for use:

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

Monday - Thursday	8:30 a.m. - 11:00 p.m.
Friday	8:30 a.m. - 9:00 p.m.
Saturday	8:30 a.m. - 7:00 p.m.
Sunday	12:00 noon - 9:00 p.m.

For further assistance, please call (954) 475-7496.

**The Health Professions Division Library** is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 S. University Drive. It contains card and computerized catalogs of holdings, more than 12,000 book titles, 1,100 active journals, more than 1,000 audio and video tapes, and a current file of pamphlets and news clippings. Five coin-operated duplicating machines are available for Library patrons. The HPD library is a member of DOCLINE, which is the National Library of Medicine's online interlibrary loan service coordinating with medical libraries in the United States. Full membership in the Miami Health Sciences Library Consortium permits free exchange of materials among local medical libraries for all patrons. Membership in the Association of

Visual Sciences Librarians includes a cooperative lending relationship, so patrons have free access to nearly all vision-related resources. Students now have check-out privileges at the other NSU libraries and access to free interlibrary loans for materials that are not owned by NSU campus libraries. The hours of service are:

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

For further assistance, please call (954) 723-3106.

**The Oceanographic Center Library** is located at 8000 N. Ocean Drive, Dania FL, in the Forman Building. The hours of operation are:

Monday - Friday	9:00 a.m. - 5:00 p.m.
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For further assistance, please call (954) 920-1909

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

Monday - Thursday	8:00 a.m. - 12:00 Midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	9:00 a.m. - 9:00 p.m.
Sunday	10:00 a.m. - 12:00 Midnight

For further assistance, please call (954) 452-6202.

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

## MEAL PLAN

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

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

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

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

Jamaican Me Crazy Cafe, located in the Parker Building. Service includes sandwiches, pizza and beverages. Hours are Monday - Friday, 8:00 a.m. - 5:00 p.m.

Summer semester hours for all locations are on a reduced schedule. For information, contact Residential Life at 475-7052.

## MICROCOMPUTER LABORATORY

MicroLab computer facilities are located in the Parker Building (1st, 2nd, and 3rd floors), Goodwin Residence Hall, the Sonken Building, in a modular unit located in front of the Parker Building, and the Health Professions Division Library. MicroLabs are also located at the East Campus. Most are networked to the University's online computer systems. The online connectivity provides access to the Campus-Wide Information System, the Electronic Library, and the Internet. Computer platforms and systems provided in most laboratories include MS-DOS, Windows and Macintosh. Text and graphic scanners are available for student use. All systems are networked to a laser printer. Multimedia stations with CD-ROM drives are also available. An extensive collection of software is housed in the laboratory for student use.

A current student I.D. is required for access to the laboratories. The facilities, except those at the Health Professions Division Library, are available seven days a week, from 8:00 a.m. to 11:00 p.m., Monday to Thursday; 8:00 a.m. to 9:00 p.m. on Friday; 8:00 a.m. to 7:00 p.m. on Saturday; and from 12:00 noon to 9:00 p.m. on Sunday.

The Microcomputer Laboratory located in the Health Professions Division Library contains five printers and 30 computers equipped with Windows, Microsoft, and WordPerfect. Computer-assisted instruction programs are also available. The Microcomputer Laboratory in the Health Professions Division Library is open 12:00 noon to 8:30 p.m., Monday through Friday.

## **PARKING ON CAMPUS**

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

## **PUBLICATIONS**

Official Publications produced by Nova Southeastern University include:

- Nova Southeastern University
- Health Professions Division Catalog
- Health Professions Division Student Handbook
- At A Glance
- In Brief

Student Publications are:

- The Nova Knight (University)
- Signs and Symptoms (Health Professions Division)

## **RECREATION AND ATHLETICS**

### **Nova Southeastern University Recreation Complex (RECPLEX)**

The new sports-recreation complex consists of a pool, tennis courts, basketball courts and a fitness center. Full locker-rooms are also provided. Reservations for usage are not necessary, facilities are available on a first-come, first-served basis. Students must show their student I.D. in order to use these facilities. All fees for usage for HPD students have been paid for by the administration of the Health Professions Division for the 1996-1997 academic year.

Hours of operation are:

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

For more information, please call Tom Vitucci at (954) 476-4786.

### **Campus Sports and Recreation Program**

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

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

Intramural Sports	Outdoor Recreation
Special Events	Informal Sports
Instructional Clinics and Classes	

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

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

Flag Football	Golf	Volleyball
Co-ed Bowling	Darts	Basketball
Chess	Co-ed Softball	Singles Tennis
Volleyball	Doubles Tennis	Billiards
Soccer	Softball	

If not specifically noted, all sports offer men's, women's and co-ed divisions. Campus champions are recognized and awards are given for each sport. Check bulletin boards, the Student Activity Calendar and other postings for the deadlines for submitting entries. For more information, call 476-4786.

### **Intercollegiate Athletics**

Undergraduate students who meet the academic requirements - a minimum GPA of 2.5 in core courses and a minimum score of 850 on the SAT test - may be eligible to participate in the Athletic Program. The Athletic Program at NSU consists of:

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

NSU's Athletic Program starts in the Fall semester and runs through Spring. All students who are interested in competing on any of the teams can get more information by calling Corey Johnson at 475-7345.

### **Facility Use**

If a college-recognized student organization wishes to use the sports fields for an activity, please contact Corey Johnson at 475-7345. If a college-recognized student organization wishes to use a section of the recreational complex, please contact Tom Vitucci at 476-4786. Student organizations wishing to borrow sports equipment for an activity should also contact Tom Vitucci at 476-4786.

### **STUDENT CENTER**

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

### **STUDENT I.D. CARDS**

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

## WHERE TO GO

### ACCOUNTS (Student)

Bursar's Office, Horvitz Administration Building  
First Floor (475-7614)

### ATHLETICS

Director of Athletics, Athletic House (475-7345)

### BOOKS (and supplies)

Nova Books, Inc., Rosenthal Student Center  
First Floor (476-4750)

### CHANGE OF VITAL INFORMATION

(Name, Address, Telephone)  
Office of the University Registrar,  
Horvitz Administration Building, First Floor  
(475-7400)

### FINANCIAL PLANNING AND RESOURCES

Director of Student Financial Aid, Horvitz  
Administration Building, First Floor  
(452-3380 or 800-522-3243)

### I.D. CARDS (Student)

Office of the University Registrar, Horvitz  
Administration Building, First Floor (475-7400)

### LIBRARIES

Einstein Library - Parker Building -  
First Floor - (475-7496)

Health Professions Division Library -  
Library/Laboratory Building - First Floor -  
(723-3106)

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

The Law Library - Shepard Broad Law Center -  
Second Floor - (452-6202)

### RADIO STATION - WNSU 92.9 Cable FM

NSU Radio, Rosenthal Student Center -  
Second Floor (424-5763)

### SECURITY - NOVALERT 476-8999 (24 Hours)

### STUDENT EMPLOYMENT

Student Financial Aid, Horvitz Administration  
Building, First Floor (476-8990)

### TRANSCRIPTS (Official and Student Copies)

Office of the University Registrar, Horvitz  
Administration Building, First Floor (475-7400)

### WORK STUDY EMPLOYMENT OPPORTUNITIES

Student Financial Aid, Horvitz Administration  
Building, First Floor (476-8990)



## Health Professions Division

PART II

## **POLICY OF NON-DISCRIMINATION**

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

## **STUDENTS WITH DISABILITIES**

Any student who has a disability will be provided with reasonable accommodations as required by the Americans with Disabilities Act, if, with the accommodations, the student will be able to perform the essential functions of the academic program. Each program has developed and published Core Performance Standards, published on the following pages. These describe those essential functions of each program which every student must be able to meet, with or without reasonable accommodations. Questions should be directed to Morton T. Smith, D.O. in Room 4409 of the Terry Administration Building. Any student having a disability must contact Dr. Smith.

## **CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESS**

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

Regarding disabled individuals, the University will not discriminate against such individuals who are otherwise qualified but will expect applicants and students to meet certain minimal technical standards (core performance

standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the University believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually care for. The standards reflect what the University believes are reasonable expectations of health care students and personnel in performing common functions.

The holder of health care degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

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

### **Intellectual, Conceptual, Integrative, and Qualitative Abilities**

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

### **Interpersonal**

Candidates and students should be able to interact with and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

### **Motor Skills**

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

### **Strength and Mobility**

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

### **Hearing**

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

### **Visual**

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



## **Tactile**

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures.

## **Behavioral and Social Attributes**

Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and education processes.

## **HEALTH PROFESSIONS DIVISION ON-CAMPUS DIVISION PERSONNEL**

**Morton Terry, D.O.**

**Chancellor**

**Room 1507/Ext. 1500**

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

**Arnold Melnick, D.O.**

**Executive Vice-Chancellor and Provost**

**Room 1508/Ext. 1500**

The Executive Vice-Chancellor and Provost is the chief administrative and educational officer of the Health Professions Division.

**Fred Lippman, R.Ph.**

**Vice-Chancellor for Professional Affairs**

**Room 1506/Ext. 1500**

The Vice Chancellor for Professional Affairs coordinates and supervises all research and external affairs including marketing, communications and publications for the Health Professions Division. In addition, he supervises the activities of the development and alumni affairs office, as well as institutional advancement and planning.

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

**Vice Chancellor for Academic Affairs**

**Room 1504/Ext. 1500**

The Vice Chancellor supervises all academic programs in the Division in cooperation with the Deans of the Colleges, including Continuing Education, as well as all distance learning programs of the Division.

**Johnathan Rose, M.H.S.A.**  
**Vice Chancellor for Operations**  
**Room 1505/Ext. 1500**

The Vice Chancellor supervises all non-professional operations of the Division, including personnel, plant, engineering and construction, purchasing, housekeeping, telecommunications and development and business operations of the clinical centers.

**Stanley Cohen, Ed.D.**  
**Vice Provost**  
**Room 1522/Ext. 1023**

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

**Marla Frohlinger, M.H.S.A.**  
**Assistant Vice Chancellor for**  
**Student Services and Professional Coordination**  
**Room 1514/Ext. 1047**

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

**Sara Schoninger, B.S.**  
**Assistant Vice Chancellor**  
**for Medical Communications and Marketing**  
**Room 1511/Ext. 1694**

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

**Mr. Donald Simmons**  
**Assistant Vice Chancellor for Administration**  
**Room 1513/Ext. 1390**

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

**Steven Weinstein, C.P.A.**  
**Comptroller**  
**Room 1516 / Ext. 1516**

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

**Jay Tischenkel, R.Ph.**  
**Director of Institutional Advancement**  
**Room 1502 / Ext. 1500**

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

**Janice Gottlieb, M.A., M.L.S.**  
**Library Director**  
**Library/Laboratory Building, Ext. 3106**

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

### COLLEGE OF OSTEOPATHIC MEDICINE

**Matthew Terry, D.O.**

**Dean**

**Room 1401 / Ext. 1772**

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

### COLLEGE OF PHARMACY

**William Hardigan, Ph.D.**

**Dean**

**Room 1300 / Ext. 1072**

The Dean is the chief academic officer of the College of Pharmacy. Any matters not readily handled by the Associate or Assistant Deans or their department heads should be referred to this office.

### COLLEGE OF OPTOMETRY

**Terrence Ingraham, O.D.**

**Interim Dean**

**Room 1412 / Ext. 1412**

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

### COLLEGE OF ALLIED HEALTH

**Raul Cuadrado, Dr.P.H.**

**Dean**

**Room 1600 / Ext. 1205**

The Dean is the chief academic officer of the College of Allied Health and serves as Director of the M.P.H. Program.

### COLLEGE OF MEDICAL SCIENCES

**Harold E. Laubach, Ph.D.**

**Dean**

**Room 1303 / Ext. 1301**

The Dean is the chief academic officer of the College of Medical Sciences.

### COLLEGE OF DENTAL MEDICINE

**Seymour Oliet, D.D.S.**

**Dean**

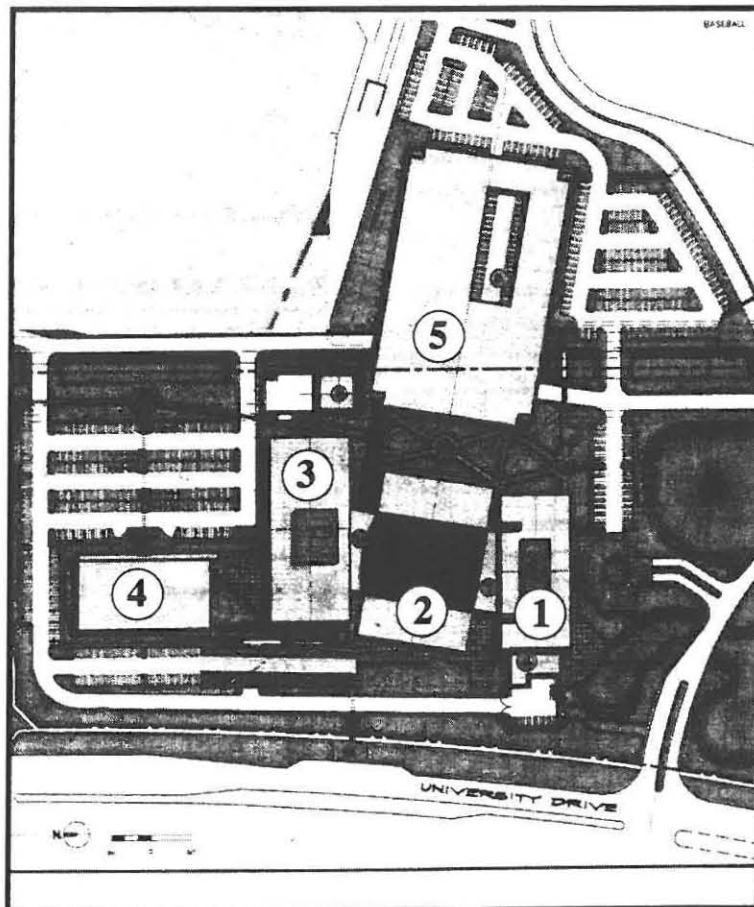
**Room 1212 / Ext. 1613**

The Dean is the chief academic officer of the College of Dental Medicine.

# Finding Your Way Around The Health Professions Division Campus

The Health Professions Division Campus occupies over 21 acres and contains approximately over 900,000 square feet. The Division is home for the Colleges of Osteopathic Medicine, Pharmacy, Optometry, Allied Health, Medical Sciences, and Dental Medicine. While there appears to be five separate buildings, these facilities are attached and interconnected. All student activities, laboratories, and classrooms are concentrated in the first and second floors, minimizing travel and commute time.

For your convenience, we've provided a floor by floor directory of the Division's Departments and Colleges.



## 1. TERRY ADMINISTRATION BUILDING

### 1ST FLOOR

Admissions & Student Affairs  
HPD Cafeteria

### 2ND FLOOR

College of Allied Health  
O.T., P.T., P.A., M.P.H.  
College of Dental Medicine

### 3RD FLOOR

College of Pharmacy  
College of Medical Science

### 4TH FLOOR

College of Osteopathic Medicine  
College of Optometry

### 5TH FLOOR

HPD Administration

## 2. ASSEMBLY BUILDING

Central Auditorium - 500 Seats  
Hull Auditorium - 250 Seats  
8 Lecture Halls - 125 Seats  
Seminar Rooms

## 3. LIBRARY AND LABORATORIES

### 1ST FLOOR

HPD Library  
Student Computer Laboratory  
Harvey Cardiac Simulation Room

### 2ND FLOOR

Student Lounge  
Physical Therapy Laboratory  
Occupational Therapy Laboratory

### 3RD FLOOR

Gross Anatomy Laboratories  
Basic Science Laboratories  
Pharmacy Laboratories

## 4. HEALTH CENTER/CLINIC

### 1ST FLOOR

Medicine  
Pediatrics  
X-Ray  
O.T., P.T., P.M.R.

### 2ND FLOOR

Optometry Clinic

### 3RD FLOOR

Specialties

## 5. PARKING GARAGE

## BUILDING HOURS

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

## LIBRARY

The Health Professions Division Library is located on the first floor of the Library/Laboratory Building. It contains both card and computerized catalogues of holdings, over 12,000 book titles, 1100 active serials, more than 1000 audio and video tapes, and a current file of pamphlets and news clippings, as well as a microcomputer laboratory. Five coin-operated copying machines are available for library patrons.

By observing all the rules and regulations, students can derive the utmost benefit by using the library for learning, study and research. Guides to serials and new books are provided near the library entrance.

### Library Hours

Weekdays: 8:00 a.m. to 12:00 midnight,  
Monday through Thursday  
8:00 a.m. to 11:00 p.m.,  
Friday

Weekends: 10:00 a.m. to 10:00 p.m.,  
Saturday and Sunday

### Holiday and Vacation Hours Will Be Posted

Health Professions Division students now have check-out privileges at the other NSU libraries and access to free interlibrary loans for materials that are not owned by NSU campus libraries.

## Library Rules and Regulations

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

## Circulation Policy

1. Students and staff who wish to borrow library materials must show NSU identification.
2. Students and staff in good standing may borrow circulating books and library materials for specified periods of time.
3. Circulating books must be returned in person to a member of the library staff.
4. Library materials will not be renewed by telephone.

5. Reserve books, audio and video tapes, and class notes must be requested and checked out at the circulation desk.
6. Time period for reserve materials is three hours unless otherwise designated by the librarian.
7. Reserve materials may be renewed hourly as long as there is no request for them by another person.
8. No periodicals, reserve, or reference material will leave the library at any time unless authorized by the librarian or designee.
9. Library materials are expected to be returned on or before the time due.
10. Repeated overdues may cause revocation of library privileges.
11. Cost of replacing lost library materials will be charged to the patron.

## **LEARNING RESOURCES (COMPUTER) LABORATORY**

The Health Professions Division Learning Resources Laboratory is located in the library to the right of the front desk. It contains five printers and 30 computers equipped with Windows, Microsoft, and Wordperfect. Computer-assisted instruction programs are also available. The Laboratory operates under the auspices of the University Library.

### **Laboratory Hours**

12:00 Noon to 8:30 p.m.      Monday through Friday

## **Rules and Regulations**

1. NSU identification is required for admittance.
2. Smoking is prohibited.
3. No food or beverages are permitted in the Laboratory.
4. Laboratory staff will not be responsible for personal items, books, or disks left unattended.
5. Patrons must surrender identification to the attendant on duty and sign the register in order to use computer and software.
6. Computer usage is to be for the purpose of:
  - a.) completion of classroom and computer assignments
  - b.) computer-assisted instruction
7. If user is waiting, patron use of computer is limited to one hour.
8. Computer time may be reserved up to three days in advance. Computer will then be held for 10 minutes past the hour.
9. If computer has not been reserved, usage is first come, first served.
10. Scheduled classes have priority for use. Professors must sign up to reserve the Laboratory at least three days in advance.
11. Files created by students should not be stored on the computer hard drives. The computers will be periodically checked and files not belonging on the hard drives will be erased.

## STUDENT LOUNGE

Students who wish to relax may utilize the student lounge on the second floor of the Library/Labratory Building during their free hours.

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

## MAILBOX AND MESSAGE CENTER

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

## FINANCIAL AFFAIRS

### Division Fees and Expenses

Student Activities Fee (all students)	\$100.00 yearly
Graduation Fee (Seniors only)	\$200.00
Graduation Fee (B.S./Vision Science)	\$25.00
I.D. Replacement	\$5.00
Diploma Replacement	\$25.00
Official Transcripts	\$1.00

### Late Registration

Students who have completed one full year at the University and who cannot satisfy their financial obligations by the first day of class are considered late registrants.

The following will apply:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.

2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months. Interest will be assessed at 1% per month during the delinquent period, except for those cases confirmed by divisions of the Armed Forces of the United States of America.

### Tuition Refund Policy - Voluntary Withdrawals

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

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

### NO REFUNDS WILL BE MADE THEREAFTER.

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

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

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

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

### **Florida Residency**

Eligible students must request in-state tuition on application. For tuition purposes, students' Florida residency status (in-state or out-of-state) will be determined based upon initial admission and will remain the same throughout the entire enrollment of the student at NSU. Accordingly, tuition will not be adjusted as a result of any change in residency status after initial enrollment registration.

## **STUDENT FINANCIAL AID**

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

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

The Division attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for

education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office located in the Horvitz Administration Building is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Thursday, 8:30 a.m. to 7:00 p.m., 8:30 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 12:00 noon on Saturday. Appointments are accepted, but not necessary.

### **Short-Term Emergency Loans**

The Division has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications can be secured from the Health Professions Division Administrative Office on the fifth floor of the Terry Administration Building.

### **ALL FINANCIAL OBLIGATIONS MUST BE SATISFIED PRIOR TO OR AT THE TIME OF REGISTRATION.**

## **ATTENDANCE, DRESS CODE AND CONDUCT**

### **ATTENDANCE**

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



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

### 1. Excused Absences

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

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

### 2. Unexcused Absences

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

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

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

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

### 3. Clinical Rotations

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

### 4. Tardiness

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

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

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

### 5. Religious Holidays

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

## DRESS CODE

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

1. All students must have two short, white student jackets. A white jacket is to be worn daily over the prescribed attire.
2. Identification badges will be issued through the Office of the University Registrar and must be worn at all times when the student is on campus or clinical rotation.
3. Professional attire for men includes trousers, shoes and socks, shirt, necktie and white consultation jacket. Professional attire for women includes: dresses of appropriate length, or slacks, skirts with blouses and white consultation jacket and shoes.
4. Students may not wear the following:
  - a.) shorts
  - b.) cut-offs
  - c.) mini-skirts (higher than mid-thigh)
  - d.) jeans
  - e.) see-through clothing or halter-tops
  - f.) sandals, thongs, flip-flops or sneakers
  - g.) t-shirts (as the outer shirt)
  - h.) jogging or exercise clothing

These guidelines apply from 8:00 a.m. - 5:00 p.m., Monday through Friday.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision

shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrubs in anatomy laboratory) it will be the only exception to the dress code allowed during that time.

## CONDUCT

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

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

## ACADEMIC HONOR

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

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any matter and material will not be tolerated. Examples include copying

answers from another student's test paper; using notes or answers during a test without approval of the instructor; sending another student to take your examination; and submitting a paper without proper citations for another's ideas or quotations. These are only several examples of academic dishonesty and students are required to acquaint themselves with the specific course requirements and regulations of the Division and the University.

Instructors have the authority to give a failing grade for the test and/or course to students who demonstrate academic dishonesty. Administration department heads and the Dean may enforce additional penalties ranging up to expulsion from the program.

## **POLICIES AND PROCEDURES**

### **Leave of Absence**

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted and the conditions under which the student may return to school.

### **Withdrawal from the University**

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

### **Acceptance of Professional Fees**

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, or public

health. It is a violation of the law and contrary to the policy of this University for any unlicensed person to attempt to engage in the professional practice of health care.

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

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

The University does have a work-study program for students who qualify. For more information, contact the Student Financial Aid Office, 452-3380 or the Coordinator of Student Employment, Lenny Jacobskind, 476-8990.

### **Social Events**

A student or group of students may not officially represent the Division or the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisors affiliated with the group. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the Division Office of Student Affairs.

### **Transcripts**

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

## STUDENT RECORDS POLICIES AND PROCEDURES

### Definitions:

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

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

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

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Health Clinic if the records are used only for treatment of a student and made available only to those persons providing the treatment.
4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

### Annual Notification

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

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

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

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

### Procedure to Inspect Education Records

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

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

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

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

**Right of University to Refuse Access**

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

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

**Refusal to Provide Copies**

The University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

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

**Fees for Copies of Records**

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

**Types, Locations and Custodians of Education Records**

- Type: Admission Records  
Location: Admissions Office  
Custodian: Mrs. Marla Frohlinger
- Type: Cumulative Academic Records  
Location: Horvitz Building, Office of the University Registrar  
Custodian: Mr. Stanley Cross
- Type: Health Records  
Location: Health Center, University Health Services Office  
Custodian: Myron Howell, D.O.
- Type: Student Financial Records  
Location: Horvitz Building, Finance Office  
Custodian: Tamela Orefice
- Type: Cumulative Records  
Location: Respective Dean’s Office  
Custodian: Respective Dean
- Type: Student Financial Aid Records  
Location: Horvitz Building/  
Student Financial Aid Office  
Custodian: Gerri Castora

**Disclosure of Education Records**

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

No consent is needed for the following:

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

**A school official is:**

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

A person elected to the Board of Trustees.

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

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

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

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

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

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

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

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

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

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

7. To accrediting organizations to carry out their functions.

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

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

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

**Record of Requests for Disclosure**

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

**Directory Information**

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

### **Correction of Education Records**

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

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

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

### **VISITS TO OTHER INSTITUTIONS**

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

### **MOTOR VEHICLE AND PARKING REGULATIONS**

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

All vehicles are parked at owner's risk. The University or Division assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. Bicycles are not to be placed anywhere else on school property.

### **SEXUAL HARASSMENT POLICY**

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

**Definition:**

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

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

**PART I**

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

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

**PART II**

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

No University employee or student shall behave toward another institutional employee or student in any of the following ways:

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

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

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

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

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

**PART III**

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

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



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

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

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

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

#### **PART IV**

Demeaning verbal and other expressive behavior in instructional settings.

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

1. Definitions for Purposes of Part IV:

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

b. Expressive behavior related to subject matter.

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

2. Protected Expressive Behavior

a. A faculty member's selection of instructional materials shall not be a basis for discipline unless an authorized hearing body finds that the faculty member's claim that the materials are germane to the subject of the course is clearly unreasonable.

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

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

#### **PART V**

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

#### **PART VI**

##### **Retaliation**

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

### **Consensual Relationships**

Consenting intimate relationships between faculty and student, or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client intimate relationships. The professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student's actual freedom of choice should favors of an intimate nature be included among the professor's other, legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship, in regard to the academic efforts of both faculty member and student. A faculty member who enters into an intimate relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

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

### **The Health Professions Division's Sexual Harassment Committee:**

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

The Committee will consist of four individuals appointed by the Executive Vice Chancellor: their function will be to (1) investigate all allegations of sexual harassment that involve students, faculty and staff; (2) report those findings

to the Executive Vice Chancellor for disposition of the case; and (3) act as advocates and conduits for the resolution of the case.

### **Committee Members:**

Daniel E. Shaw, Ph.D., Chair

Room 1465, Terry Administration Building  
Edye Groseclose, Ph.D.

Room 1325, Terry Administration Building  
Suze Dudley, Ph.D.

Room 1237, Terry Administration Building  
Terrence N. Ingraham, O.D.

Room 1404, Terry Administration Building

### **Reporting Allegations of Sexual Harassment**

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

1. The individual or individuals reporting the alleged incident must identify him/herself and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.
2. A log of contacts shall be maintained by the investigator (Committee member) for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.
3. The investigator (Committee member) will attempt to determine within a reasonable time frame the validity of the complaint and ascertain the parties who are involved in this incident. The investigator is charged with providing the full Committee with adequate information to make a judgement on whether to continue to proceed with this case internally or to forward the case to an outside body i.e. local police, etc.

4. If the charges are found to be valid and a harassment has occurred, all parties are to be put on notice that an administrative resolution will be enforced.

5. Administration (the Executive Vice Chancellor's Office) will be informed of the harassment, the extent, individuals involved, and will be provided with adequate information so that administrative action can take place in a timely fashion to the satisfaction of all parties.

### **Guidelines for Investigating**

#### **Allegations of Sexual Harassment**

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

#### **1. Interview of Complainant**

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

#### **2. Documentation**

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

#### **3. Record Keeping**

All records of investigations related to sexual harassment shall remain in the locked possession of the investigating committee member until a disposition has been reached.

Once a case has been resolved the records then become the confidential files of the Executive Vice Chancellor and his designee.

#### **4. Reporting of Findings**

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

- a. no violation of institutional sexual harassment policies
- b. suspected or "probable cause" violation of institutional policy.

#### **5. Formal Complaints:**

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

#### **6. Informal Complaints:**

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

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

#### **Suggestions for Sanctions or Disciplinary Actions**

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

## HEALTH AFFAIRS

### Health Insurance

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

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

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

### Health Care

Ambulatory medical and optometric care is made available during regular business hours for the University family. When a student or a member of his/her immediate family (spouses and children) needs to see a doctor, he/she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. These hours may be changed from time to time and changes will be posted. For urgent situations which do not meet the above, contact the University Health Service at 723-1030.

When needed, written prescriptions will be issued by the University Health Service. Sample medication will be dispensed only in limited cases when available.

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

### Examinations

1. A complete physical examination and a comprehensive eye examination, consistent with the standard University form, are required of every student prior to or upon entrance to the University.

2. The student may have these done by his personal physician or by his personal eye doctor (optometrist, ophthalmologist). Forms will be distributed by the Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

3. Students may substitute for either or both of these forms a signed request for the examinations to be done after matriculation, through the University Health Service.

4. Arrangements will be made and appointments issued to the students in as timely a manner as possible. Appointments, once made, are an obligation and must be kept!

5. Reports of the two examinations (whether done privately or by the University) will be filed in the students' medical files.

6. Any follow-up recommended in the examinations will be the financial responsibility of the student, except where the needed services fall into the categories provided by the University Health Service. However, the University Health Service will press for the completion of any recommendations and correction of any problems.

### **Immunization Requirements**

The following immunization procedures are required of all students at Nova Southeastern University:

#### **Basic Immunizations**

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

#### **Hepatitis B Vaccine**

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

#### **Tuberculosis**

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

#### **Arrangements**

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

### **AIDS Policy**

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

The following guideline should be used:

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

#### **Counseling and Psychological Services**

The Center for Psychological Studies is cooperating with the Health Professions Division for providing psychological counseling. Students who need assistance should feel free to call the center, located in the Maltz Psychology Building. The Program Coordinator for the Health Professions Division is Dr. Michael Hammond, who can be reached at 475-7557. The hours of the center are:

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

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

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

Crisis counseling is available 24 hours a day.

## NOVA SOUTHEASTERN UNIVERSITY HEALTH PROFESSIONS DIVISION MEDICAL BENEFITS

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

*Students, faculty (F/T), staff, employees, and immediate family (spouse, children):*

(If the insurance reimbursement is less than the courtesy rate, the Division will accept the insurance as payment in full.)

### **Medicine**

- \* Ambulatory office care at the University Health Service, Monday - Friday, 8:30 a.m. - 5:30 p.m. - FREE. Call 723-1030 for an appointment.
- \* Vaccines and other supplies at cost of materials.
- \* Visits to specialists at the Clinical Center are FREE when arranged by the Division, but at full fee when arranged by the patient.
- \* Outside referrals are the patient's responsibility.
- \* Emergency room visits are the patient's responsibility.

### **Pharmacy**

- \* Average wholesale price plus \$2 per Rx (generic.)
- \* Over the counter drugs - 10% discount.

### **Optometry**

- \* Comprehensive eye examination, one per year - FREE. Call 916-4200 for an appointment.
- \* Contact lens professional care and initial lenses - \$ 30 (Replacement lenses at cost)
- \* Spectacles - 25% discount.

### **Diagnostic Tests**

- \* X-rays, tests and other procedures at a discount from customary charges.

### **Occupational Therapy and Physical Therapy**

- \* Offered at reduced rates, if ordered by the University Health Service.

The Health Professions Division reserves the right to make changes in this schedule, as needed, but will attempt to give students at least 30 days' notice of changes.

**NOVA SOUTHEASTERN UNIVERSITY  
HEALTH PROFESSIONS DIVISION  
DRUG FREE WORKPLACE:  
POLICY STATEMENT**

Nova Southeastern University Health Professions Division is deeply concerned about the issue of substance abuse and its effect on faculty, students, staff, and employees. In addition, the University, as a recipient of Federal funding, is required, under the **Drug-Free Work Place Act of 1988**, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy, drug-free educational and work environment. The Division believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The Division also provides specific protocols to assist in identification, intervention and assistance for all people associated with the school who have drug related problems. In addition, as a training center for health care professionals, the institution accepts its responsibility to educate and assist the community, through our faculty, and students, in the battle against drug abuse and addiction.

The Division advocates the disease concept of addiction and strives to assist all students and other personnel with issues associated with chemical dependency. The Division's Drug Abuse Prevention and Education Task Force can provide general information and education, as well as intervention and assistance in this area.

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

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

**Legal Consequence of Drug Use**

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

**Florida DUI Law**

Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes involve the ability of a police officer to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.1% to 0.08%.

The definition of "under the influence" applies to alcohol, any and all controlled substances, and other psychoactive drugs that may impair driving. A police officer can stop any person who appears to be driving under the influence. Intoxication can be determined in the following manner:

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

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

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol, however, a level of 0.1% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

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

The second major change allows a law enforcement officer to suspend the driving privileges of a person who has been arrested by taking his or her driver's license at the time of arrest. The officer will issue a seven day temporary permit if that driver is otherwise eligible for driving.

#### **Penalties for Conviction**

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

Driver with blood alcohol level of 0.1% (0.08% after 1/1/94) or higher or impairment due to other scheduled or illicit substances:

#### **Penalties**

##### **1st Offense**

**B.A.L. between .08% and .2%**

Fine \$ 250 - \$ 500

Prison up to 6 months

##### **2nd Offense**

**B.A.L. between .08% and .2%**

Fine \$ 500 - \$ 1000

Prison up to 9 months

##### **3rd Offense**

**B.A.L. between .08% and .2%**

Fine \$ 1000 - \$ 2500

Prison up to 12 months

##### **1st Offense**

**B.A.L. of .2% and above**

Fine \$ 500 - \$ 1000

Prison up to 9 months

##### **2nd Offense**

**B.A.L. of .2% and above**

Fine \$ 1000 - \$ 2000

Prison up to 12 months

##### **3rd Offense**

**B.A.L. of .2% and above**

Fine \$ 2000 - \$ 5000

Prison up to 12 months



Damage to property or another person  
misdemeanor of first degree is a misdemeanor  
of the first degree.

Fourth offense ..... third degree felony  
Serious injury ..... third degree felony  
Death ..... DUI manslaughter -  
second degree felony

A complete set of current DUI Florida statues are available  
in Dr. Cohen's office, Room 1523.

### **POSSESSION OF OPEN ALCOHOL CONTAINER IN A MOTOR VEHICLE IS PROHIBITED.**

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

### **DRUG FREE WORKPLACE AWARENESS PROGRAM**

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

The program is designed to inform all students of:

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

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

#### **Drug Use Prohibition**

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

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

#### **Illegal Activity**

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

should report such incidents to Dr. Shaw, Chairman of the Impaired Students Committee, Room 1465 in the Terry Administration Building.

### **Impaired Students**

#### **Intervention Protocol**

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

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

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

3. Goals of Intervention include:

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

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

4. Initial information may come from:

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

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

- a. Intervention will be carried out only after initial reports are confirmed.
- b. Anonymity will be maintained for both the student and the reporting source.

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

## 6. Intervention Technique

### a. Self-disclosure will be strongly encouraged.

- (1) Students may contact the Director at any time night or day.
- (2) If suspected addictive behavior is noted by a number of people, it is appropriate to discuss these issues with the potentially impaired person, encouraging that person to self-disclose prior to the behavior being reported to the Director of the ISP.
- (3) Absolute anonymity will be maintained.

### b. In order to provide maximum protection to the student, initial intervention will be carried out by the Director, Dr. Shaw.

- (1) Dr. Shaw will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.
- (2) The student will be contacted personally by the Director, indicating that he believes that a potential problem may exist.
- (3) An appointment will be made and must be kept by the student within 24 hours of this initial contact.
  - (a) If necessary, the student may be instructed to miss a scheduled class, provided no examinations are at this time.
  - (b) Evening appointments will be provided whenever possible.

(4) Urine and/or blood samples may be required at the Director's discretion.

(5) If this procedure is followed, the Director, Dr. Shaw, will be the only person who will know the actual identity of the person being evaluated.

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

### c. Secondary Intervention

- (1) Anonymity from school administration will still be maintained.
- (2) The entire Impaired Student Committee (ISC) will be involved.
- (3) Additional resources, including peers, spouses, and other family members may be involved.
- (4) All other protocols, as stated above, will apply.

### d. Tertiary Intervention

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

## Treatment Protocol

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

(a) The Committee will take appropriate action rapidly.

(1) In most cases, the Director will refer to the student **BY NUMBER ONLY** when discussing the case with Committee members.

(a) This will assure anonymity.

(b) The same technique will be used when discussing Committee issues with the administration.

(c) Only the Director will know the actual names of students who are following the recommendations of the Committee.

(2) An individualized treatment plan will be developed by the Committee within 48 hours of diagnosis.

(a) Actual treatment will be initiated within 72 hrs.

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

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

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

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

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

(c) The student will be allowed to return to his/her studies as soon as possible.

(5) If inpatient treatment, especially lasting more than 28 days, is considered necessary, it is understood that the student's ability to continue with his/her class may not be possible.

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

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

(1) Outpatient therapy

(2) Urine/blood tests

(3) Inpatient therapy

## 2. Types of Treatment

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

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: The Florida Department of Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network

Occupational Therapist:

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

Physical Therapists:

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

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

- (1) Alcoholics Anonymous: 305-642-2805
- (2) Narcotics Anonymous: 305-949-8809
- (3) Alanon (for "significant others" or close family members): 305-642-2805

c. Inpatient, short-term, therapeutic community programs.

- (1) Duration of treatment: 28-56 days.
- (2) Specific programs approved by the FMA/FOMA Impairment Program or other professional group. In addition, programs may be approved by the ISC.
- (3) Financial issues will be determined prior to admission.

d. Inpatient, long-term programs: 3-6 months.

- (1) These programs will be used on a limited basis.

e. Outpatient supervision and psychotherapy will be used in conjunction with the self-help approach.

- (1) All outpatient care will be supervised by a qualified, approved therapist.
- (2) A supervisor may be selected from a list of "approved" therapists.
- (3) The student may select a therapist not on the list with the approval of the Committee.
  - (a) Therapy must be on at least a weekly basis.
  - (b) Students will be expected to make appropriate financial arrangements for this treatment.

f. Drug-testing may be carried out at any time during treatment.

- (1) Testing will be carried out on a random basis.

(2) The student's name will not appear on laboratory work in order to maintain anonymity.

g. Chemotherapy will be used where indicated.

3. Aftercare and supervision will continue for a period of two years.

a. Continued involvement on a regular basis in self-help groups (A.A., N.A., etc.) will be required.

b. Regular contact with the Supervisor will continue.

c. The student will continue to remain in contact with the ISC.

d. Random drug-testing may be requested.

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

a. Failure to follow the prescribed course of treatment will result in a report to the administration.

b. Drug-dealing will not be tolerated.

c. The ISC will no longer be able to protect the student.

d. The possibility of punitive action at this point, including expulsion, is up to the administration.

5. Successful treatment will be judged by:

a. Abstinence.

b. Successful return to all aspects of life.

## MISCELLANEOUS INFORMATION

### **Student Mail Boxes**

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

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

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

### **Notices, Messages, Posters**

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

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

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

### **Extra-curricular Activities**

All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the University Student Affairs office and must be listed in order to avoid conflicting functions. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Office of Student Affairs at least two weeks in advance. Activities must be approved by the Office of Student Affairs before a room can be assigned by

the Coordinator of Educational Support and no meeting announcements may be made until approval is made.

### **Identification Badges**

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

I.D. badges are issued through the Office of the University Registrar. These badges are given to the student at no charge except for replacement.

### **Telephone Calls**

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

### **Lost and Found**

Lost and Found services are administered by the NOVALERT Security Personnel located on the first floor of the Horvitz Administration Building. The phone number is: 476-8999.

### **Alcohol on Campus**

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

### **Firearms**

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

### **Food in the Lecture Halls**

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

### **Pictures and Recordings**

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

### **Responsibility for School Property**

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



## College of Osteopathic Medicine

### PART III



**NSU-College of Osteopathic Medicine  
Academic Calendar  
1996-1997**

July 29, 1996 .....	Sophomore Classes Begin
August 11 .....	Fall Orientation and Registration
August 12 .....	Freshman Classes Begin
September 2 .....	Labor Day, No Classes
September 14 .....	Rosh Hashanah, No Classes
September 23 .....	Yom Kippur, No Classes
November 27 .....	Thanksgiving Recess Begins 10:30 p.m.
December 2 .....	Classes Resume
December 20 .....	Winter Recess Begins, 5:00 p.m.
January 6, 1997 .....	1st & 2nd year Classes Resume
January 20 .....	Martin Luther King Day, No Classes
March 24 .....	Spring Recess Begins, 5:00 P.M.
March 31 .....	Classes Resume
May 16 .....	Sophomore Classes End
May 22 .....	Senior Day/Graduation Rehearsal
May 24 .....	Senior Awards Dinner
May 25 .....	Graduation
May 26 .....	Memorial Day, No Classes
May 30 .....	Freshman Classes End
June 17 .....	Sophomore Re-examinations Begin
June 21 .....	Sophomore Re-examinations End
July 15 .....	Freshman Re-examinations Begin
July 19 .....	Freshman Re-examinations End

## COLLEGE OF OSTEOPATHIC MEDICINE PERSONNEL

**Matthew Terry, D.O.**

**Dean**

**Room 1401/Ext. 1772**

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

**Tamara S. Terry, M.B.A.**

**Executive Director for Administration**

**Room 1401/Ext. 1772**

The Executive Director for Administration is responsible for all administrative matters pertaining to the College.

**Cyril Blavo, D.O.**

**Associate Dean for Academic Affairs**

**Room 1483/Ext. 1879**

The Associate Dean for Academic Affairs is the coordinator for clinical sciences instruction offered by the College of Osteopathic Medicine.

**Howard Neer, D.O.**

**Associate Dean for Alumni Affairs**

**Room, 1455/Ext. 1849**

The Associate Dean is responsible for all relations with the alumni - communications, function and all other aspects.

**Ronald Berezniak, Ph.D.**

**Associate Dean for Clinical Education**

**Room 1487/Ext.1050**

The Associate Dean for Clinical Education coordinates the clinical rotations component of the curriculum.

**Morton T. Smith, D.O.**

**Associate Dean for Osteopathic Student Affairs**

**Room 4409/Ext.1701**

The Associate Dean is responsible for all non-academic student affairs including representing the Osteopathic Medical College with all student activity groups. He enforces all student policies of the College.

**Steven Zucker, D.M.D.**

**Associate Dean for Community Affairs**

**Room 1471/Ext.1754**

The Associate Dean for Community Affairs is Director of the Area Health Education Center (AHEC) Program for the College of Osteopathic Medicine. He maintains liaison with community health centers, cooperating hospitals and other universities and colleges.

## **MISSION STATEMENT:**

**To train primary care physicians, with an emphasis on family physicians, to meet the needs of underserved rural and urban areas within the State of Florida.**

## **ACADEMIC AFFAIRS**

### **Academic Promotion**

Promotion is defined as progression from one academic year to the next. To be making satisfactory academic progress, students must have satisfactorily completed all courses required in the preceding academic year in order to move to the next academic year.

Freshmen courses are considered prerequisites for sophomore courses. This means that no sophomore courses may be taken until all freshman courses are satisfactorily completed. Similarly, classroom courses are considered to be prerequisites for clinical rotations. As such, no student with an incomplete or a failing grade in **any** classroom course will be allowed to proceed with clinical rotations.

Problems regarding a student's professionalism, maturity of thought, and/or academic performance will be considered by the appropriate Department Chair, Associate Dean for Academic Affairs or Associate Dean for Clinical Education, and Associate Dean for Osteopathic Student Affairs.

Upon review, these individuals will either forward the matter to the Student Progress Committee or, if it is felt that more immediate action is necessary, forward a report to the Dean. The Dean will either take action he deems appropriate or refer the matter to the Student Progress Committee.

### **Academic Standing**

Each student's academic achievement is reviewed each semester, and a transcript is compiled by the Registrar. A copy of this transcript is sent to the student, Dean's Office, Student Progress Committee, and Financial Aid Office where applicable.

The transcript includes:

- Grades earned.
- Deficiencies  
(incompletes, failures, probation, etc.).
- Semester G.P.A. and Cumulative G.P.A.
- Honors (Chancellor's List, Dean's List, etc.).
- Withdrawals.

### **Academic Advisors**

Prior to the start of classes, every new student is assigned to a faculty advisor for academic counseling. Incoming students meet with their advisors during Orientation. They also are encouraged to meet periodically with their advisors to review classwork in order to avoid academic problems.

Each incoming medical student is also assigned a student advisor. The role of the student advisor is to inform entering students about life in the program. Matriculants meet with their student advisors during Orientation and are encouraged to meet throughout the year.

### **Alternative Education Program**

A special Alternative Education Program is available to those students for whom it is desirable to reduce the total course load during years one and two of their program. This is accomplished by spreading the first academic year over two calendar years.

Students in the Alternative Education Program are subject to the same promotion, probation, and re-examination policies as those students in the traditional program. As such, they are held to identical standards, and are ranked in the class with which they graduate.

Students must request entry into the program, in writing, to the Associate Dean for Academic Affairs. Tuition adjustment will be made while the student is enrolled in the Alternative Education Program. Students pay full tuition thereafter.

#### **Course and Instructor Evaluation**

Each student has a responsibility in his/her professional development to provide constructive evaluation for each course, clinical rotation, and instructor in the curriculum. This responsibility will be met by participation in course and clinical rotation evaluations that are routinely administered by the College. The College would hope that each student would sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input can facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist faculty by providing them with constructive input that may aid them in making improvements in their teaching strategies.

The course/instructor evaluation system is designed to be a process in which students, through their individual class curriculum committees, will assist not only in providing input but in working with faculty and administration in the implementation and coordination of the evaluation system. At the beginning of each of the first two academic years, the Associate Dean for Osteopathic Student Affairs will work with the officers of each class to establish student curriculum committees to participate in this process.

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

#### **Academic Curriculum Committee**

The Academic Curriculum Committee:

1. Reviews and evaluates all curricular schedules and other related materials presented by the Associate Deans for Academic and Clinical Affairs
2. Makes recommendations for any curricular modifications after seeking appropriate input from the Associate Deans for Academic and Clinical Affairs, other ex-officio committee members, individual faculty, student evaluation reports and any other pertinent resources
3. Forwards final recommendations for curricular scheduling and content to the Dean for approval

#### **Academic Evaluation Committee**

The Academic Evaluation Committee serves as a subcommittee of the Academic Curriculum Committee to develop effective methods and instruments for course and instructor evaluation. The Committee works closely with the Office of Academic Services in developing evaluation instruments and implementing evaluation processes.

#### **Faculty Credentials Committee**

The Faculty Credentials Committee serves to review and authenticate the credentials of all full-time and part-time faculty. On the basis of credentials assessment, the Committee recommends to the Dean the appropriate initial ranking for all faculty appointments. The Committee meets regularly, or as needed, to conduct its business.

#### **Student Progress Committee**

The Student Progress Committee has the responsibility for evaluating the academic progress of each student and making recommendations to the Dean regarding student promotion. The Committee meets regularly to review and evaluate the records and performance of students with academic difficulties and to develop recommendations to assist them in the remediation of academic deficiencies.

When appropriate, the Committee may meet with students to gain more in-depth understanding of the basis for academic difficulties and work with them to provide academic counseling or other types of assistance that may be of value.

### **Graduation Requirements**

Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought and proficiency. In other words, degrees are not awarded upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations.

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

- Have exhibited the moral, ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine
- Have satisfactorily completed the program of study required for the degree, with a minimum of 275 semester hours of coursework, with a minimum grade of 70
- Have satisfactorily met all financial and library obligations
- Have taken Parts I and II of the National Osteopathic Board examinations
- Participate, in person, in the rehearsal and commencement program at which time the degree is conferred

### **Grading Policies and Procedures**

At the completion of each course, the Course Coordinator shall have the responsibility for completing and signing the computer grade roster sheet provided by the Registrar, listing all students in the course and their grades.

Within ten working days following completion of the course, the course grade roster sheet will be forwarded directly under confidential cover to the Office of the Dean.

After signature by the Dean or his designee, course grade roster sheets will be forwarded, under confidential cover, to the Office of the University Registrar for official recording on the student's transcript within five working days of receipt from the Course Coordinator.

The Associate Dean for Academic Affairs shall notify students, through written communication, of any unsatisfactory grade (e.g. F, I) and the procedures for remediation or other recourse as may be appropriate.

A copy of the student communication will be sent, under confidential cover, to the Dean, Associate Dean for Academic Affairs, Registrar, and Chair of the Student Progress Committee for retention in the student's individual files, and any other action if appropriate.

### **Freshman and Sophomore Grades**

Grading for freshman and sophomore medical students will be based on the following: Seventy or above is passing; below 70 is failing.

A = 90 to 100	WP = Withdrawal Passing
B = 80 to 89	WF = Withdrawal Failing
C = 70 to 79	AU = Audit
F = Below 70	P = Pass
I = Incomplete	F = Fail

A student who earns a course grade lower than 70% , or an "F," may be given the opportunity to be re-examined or to repeat each such course. Any student failing to receive at least 70% in a re-examination may have to repeat the entire course before being promoted to the next academic year.

### **Junior and Senior Grades**

Grades for the junior and senior years of clinical rotations will be recorded as PH - "Pass with Honors," P - "Pass," or F - "Fail."

A detailed explanation of clinical rotations grading may be found in the Clinical Training Manual, which is presented to sophomore medical students just prior to starting their clinical rotations.

When a clinical site dismisses a student from a rotation, the student receives a grade of "Failure" for the clinical rotation course.

If a student - within 30 days after completing a rotation - fails to submit either a clinical case log or clinical site evaluation form, for any specific rotation, the student will receive a grade of "Incomplete" for the course. If the log or form is 60 or more days late, the student receives a "Failure" for the rotation.

### **Auditing a Class**

Provided that there is no disruption or interference with a class, as it is presented to those students required to be present, individuals may be given permission to audit a class. To do this, the auditing individual must receive permission from the Associate Dean for Academic Affairs. It is understood that no earned grade will be given to the auditing student for his/her presence in the classroom. In addition, an examination may be given to the auditing student only with permission from the instructor, but such an examination will not be graded.

## **Grade Disputes and Appeal Policy**

### **Academic Matters**

Academic matters shall include all concerns related to specific grades received or processes by which grades are determined.

A student seeking to appeal a decision that has been established regarding any academic matter, should first consult with the Associate Dean for Osteopathic Student Affairs to see if the problem can be resolved without resorting to more extensive procedures. If the matter is not resolvable to the student's satisfaction, then the Associate Dean for Osteopathic Student Affairs shall assist the student in seeking solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. Course Instructor
2. Course Coordinator or Director
3. Department Chairperson
4. Associate Dean for Academic Affairs or Associate Dean for Clinical Education  
(if a clinical rotation is involved).
5. Dean

The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable administrative steps will be carried out as expediently as possible. In general, every effort should be made to see that an appeal, at any given administrative level, is completed within five school days.

If either party is not satisfied with the decision given, he/she may appeal to the next administrative level. If he/she chooses to continue the appeal, he/she must do so in writing within three school days of the decision given. Following a decision from the Dean, if satisfactory solution is not reached, the student may appeal to the Provost, and then the Chancellor, of the Health Professions Division.

### **Incomplete Course Work**

When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of "I" (incomplete).

An "I" will be changed to an earned grade upon a student's satisfactory completion of the course or rotation requirements.

A change from an incomplete to an earned grade must occur prior to the beginning of the next academic year, or it will automatically convert to an "F."

### **Re-Examinations and Remediation**

Students failing up to three courses will be allowed one opportunity to take a re-examination in each of the courses failed. All re-examinations for M-1 and M-2 students will be scheduled at the end of the summer vacation period approximately one week before the start of classes for the next academic year. Requests for re-examination at any other time of the year must be presented to the Associate Dean for Academic Affairs for consideration.

During the clinical years, M-3 and M-4 students will have the opportunity to remediate **only one** clinical rotation. A student failing one rotation during the junior year (a core rotation), will have the opportunity to remediate that rotation using his/her vacation month in the senior year. A student failing a senior rotation must remediate that rotation during the month of June following the commencement exercises. In this case, the student will be allowed to participate in the graduation ceremonies but will not receive his/her diploma until the rotation is satisfactorily remediated.

If a student fails a rotation of greater than one month (i.e., a 3-month Internal Medicine rotation or a 3-month rural clinic rotation), an individual decision will be made by the Dean in conjunction with the Associate Dean for Clinical Education. Options, include, but are not limited to, repeating the rotation on a month-by-month basis at the end of the senior year (therefore delaying graduation by at least two months), repeating the entire year, or dismissal from the College of Osteopathic Medicine.

Re-examination and remediation grades will be forwarded directly, under confidential cover, within two working days after the examination to the Associate Deans for Academic Affairs or Clinical Education. After signature by the Dean or his designee, grades will then be forwarded, under confidential cover, to the Office of the University Registrar within two working days of receipt, for official recording on the student's transcript.

The Associate Dean for Academic Affairs or Clinical Education shall notify students of their grades through written communication and, in cases of failure, the procedure which will be used for remediation of the involved deficiency.

Following the re-examination or remediation period, all students with prior deficiencies will be reviewed, along with the results of any re-examinations or other remedial procedures taken. All students who have satisfactorily remediated deficiencies will be recommended for promotion. All students still having remaining deficiencies resulting from unsatisfactory remediation will not be promoted, and the Committee will designate the remediation requirements that must be satisfied during the coming academic year.

Committee recommendations for promotion and remediation of ongoing deficiencies for students reviewed will be forwarded to the Associate Deans for Academic Affairs or Clinical Education, who shall notify the Registrar and involved students through written communication. No student with an academic deficiency will be registered for the next academic year until the Registrar has received written communication of the student's status from the Office of the Dean.

### **Transcript Notations**

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and

subsequently passed on re-examination, a grade of 70% (the highest possible grade on re-examination) will be recorded with notation on the transcript that the course was passed by re-examination. The re-examination grade of 70 will be used to calculate all grade point averages.

In the event a course and the re-examination are failed, the original course grade shall be recorded on the transcript. If a course and the re-examination are failed and the course is subsequently repeated and passed, it will be noted on the transcript that the course was repeated. Both the initial (failure) grade, and the subsequent (passed) grade will be used in calculating all future grade point averages. Once passed, a course may not be repeated.

#### **Withdrawal from a Course**

Students in their freshman or sophomore years may withdraw from a course and receive the notation of "WP" (withdraw passing) or "WF" (withdraw failing) on their transcript. They must request this in writing to the Dean prior to the course being 50% completed. A course will be considered 50% completed when half of all the lectures have been delivered. In the case of a withdrawal, the student must repeat the course in its entirety the following year, and will receive his or her earned grade. While a course is being repeated, the student may not progress to the next academic year. Once the course is more than 50% completed, no withdrawals will be allowed and the student will receive his or her earned grade.

### **Student Affairs**

#### **Classroom Behavior**

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behavior.

Hats, other than religious cover, may not be worn in the classroom.

#### **Dress Code**

Students must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the main campus, or at any off-campus educational site.

The Dress Code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, it is in force - Monday through Friday from 8:00 a.m. until 5:00 p.m. - in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or the campus.

#### **The following constitute acceptable and professional attire:**

1. **For male students:**
  - a. Slacks or pants
  - b. Dress shirt
  - c. Shoes and socks
  - d. Necktie
  - e. Matching scrubs in lieu of "a" and "b"  
(when appropriate, e.g. anatomy laboratory)
  - f. White clinic jacket
2. **For female students:**
  - a. Slacks, pants, or skirt with blouse
  - b. Dress
  - c. Shoes
  - d. Matching scrubs in lieu of "a" or "b"  
(when appropriate, e.g. anatomy laboratory)
  - e. White clinic jacket



Students may not wear the following:

1. Shorts or cut-offs
2. Mini skirts (higher than mid-thigh)
3. Jeans
4. See-through clothing or halter tops
5. Sandals
6. Tee-shirts (as the outer shirt)
7. Jogging or exercise clothing
8. Inappropriately mismatched garments

### **Attendance**

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all osteopathic medical students. Each Course Director, however, has the responsibility for determining how attendance is monitored (how roll is taken) and for communicating to students, early in the course, their individual policies regarding attendance within that course, including his/her policy and penalties for unexcused absences. If laboratories, assignments, or examinations missed are to be made up, they will be done at the direction and discretion of the Course Director.

The Associate Dean for Osteopathic Student Affairs will make the determination as to whether an absence is "excused" or "unexcused."

For attendance policies while on clinical rotations, please refer to the Clinical Training Manual. This Manual is distributed to students in their sophomore year prior to the start of clinical rotations.

### **Leave of Absence**

A student desiring a voluntary leave of absence must first submit a written request to the Associate Dean for Osteopathic Student Affairs. The Dean of the College or his designee will then determine whether or not the leave of absence is to be granted, and the conditions under which the student may return to school. In making such a request,

the student understands that he/she cannot return to school before the next academic year.

### **Code of Behavioral Standards**

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

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

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

1. Every student shall dress in a manner appropriate for the medical profession and for an osteopathic physician.
  - a. Students must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on university grounds, or in classes or laboratories, or on an experiential rotation or program.
  - b. Identification badges must be worn at all times when the student is on campus or clinical rotation.
  - c. Short white clinic jackets must be worn at all times on campus.

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

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

**Committee on Behavioral Standards**

The Committee on Behavioral Standards shall be comprised of four second-year and three first-year students elected from their respective classes during the first week of

September, and two faculty members selected by the Dean. A second year student shall be elected as Chair by majority vote of the Committee members. Five members and the Chair shall constitute a quorum.

The Committee shall have the nonexclusive authority to determine all charges of student misconduct, whether didactic, moral, professional or ethical, for students in their didactic studies. For students in their clinical rotations, any alleged violations of the Code shall be handled by Administration, and not by the Committee.

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

1. Nothing shall limit the right of Nova Southeastern University College of Osteopathic Medicine, or any of its representatives, to remove immediately a student who has been accused of a violent act or any act which constitutes a violation of a state, local or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from campus premises shall not re-enter until the student has been given written permission to do so by the Dean or the Dean's designee.
2. Nothing shall prevent the Dean from taking action deemed necessary, including removing a matter from the Committee's consideration whenever, in the Dean's judgment, such action may prevent harm to the health, safety and welfare of any individual or school property, or the integrity of the educational process.
3. Nothing shall limit the right of the College, or any of its representatives or students, to file a report with any civil or criminal agencies when such reporting is appropriate.

4. Any member of the college community may file a written complaint with the Chairperson, setting forth specific charges that a student has violated the Code.
5. The status of a student charged with violation of the Code shall not change until final disposition of the charges, except as provided in paragraphs 1 and 2 above.
6. The Chairperson shall notify the student charged and have the Associate Dean for Osteopathic Student Affairs conduct a preliminary investigation to determine probable cause within five school days after receiving the complaint.
7. At the conclusion of the investigation the Committee shall deliver a copy of the written charges and findings of the investigation to the student by witnessed personal delivery or certified mail, return receipt requested, in the event there is a determination that there is probable cause to believe the student has violated the Code.
8. Meetings of the Committee shall be held within ten school days of the determination of probable cause.
9. The Committee shall deliver written notice of the time, place and subject of the hearing to all interested parties at least five days prior to the hearing, unless the Committee waives that period of time for good cause.
10. If no probable cause is determined, the student shall be notified and the matter terminated.

## Hearing Protocol

### Protocol

1. The student charged shall be entitled to be present during every stage of the disciplinary proceedings. The student charged shall have the right to have a faculty advisor present. The advisor may not speak to or question any member of the Committee or witnesses. The advisor may only counsel the student charged.
2. The student charged shall be entitled to hear and question adverse witnesses.
3. The Committee shall only consider evidence presented at the disciplinary hearing in determining whether the student charged has violated the Code.
4. Proceedings before the Committee shall exclude everyone except the person who has filed the written charge of violation of the Code, the student charged, the student's advisor, if any, and members of the Committee. Any witness who may be called shall remain in the hearing only during that witness's presentation of information.
5. At the conclusion of the hearing, the members of the Committee who were present at the proceeding and heard all of the evidence shall meet privately to consider the evidence presented.
6. The Committee shall determine by a vote of the majority whether the student charged has then violated the Code.
7. The Chairperson shall set forth in writing the Committee's decision as to whether the student charged has violated the Code together with the

facts found by the Committee to support their determination.

8. After the Committee has made a determination of violation, the Committee shall make a separate determination of the appropriate penalty, conduct further proceedings and take additional evidence or testimony as the Committee deems necessary and appropriate. Prior discipline shall be considered an aggravating circumstance.
9. The Committee shall cause its determination of an appropriate penalty to be set forth in writing, delivered to the student charged, by witnessed hand-delivery or certified mail, return receipt requested, within five school days after the conclusion of the disciplinary proceedings.

### **Discipline**

The Committee shall have the right to impose the following penalties:

- Warning - Oral notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties
- Censure - Written reprimand for violation of specific rules with the warning that any other violation of the Code, within a stated period of time, may be cause for more severe disciplinary penalties
- Restitution - Payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time

- Loss of Privileges - A period of time continuing during the present academic term and extending to the next full academic term during which the student is prohibited from: (1) Participating in student activities; (2) Holding an office; and (3) Being elected to any honorary organization, and during which the student is required to refrain from any further violation of the Code, and to perform such community services, or comply with any other requirements intended to rehabilitate the student

### **The Behavioral Standards Committee may recommend to the Dean:**

- Suspension - Removal from the academic enrollment and revocation of all other privileges or activities and from the privilege of entering the campus premises for a period of time not to exceed two years
- Expulsion - Permanent termination of student status and academic enrollment. (This shall be imposed only upon further recommendation of the Dean, and approval of the Chancellor of the Health Professions Division of Nova Southeastern University. An order of expulsion shall set forth in writing the conditions which will permit re-admission, if any.) Such recommendations are not binding on the Dean, who has the discretion to accept, reject, or modify such recommendations.

### Student Records

The determination of the Behavioral Standards Committee including allegations shall be maintained in the files of the Dean for not less than five years.

The record of suspension or expulsion and the date of each determination shall be placed in the student's permanent records.

### Appeal Procedures

1. Except for a student charged with violent conduct, any penalty assessed for violation of the Code shall be suspended during pendency of any appeal procedure.
2. Any student found to have violated the Code may request review of that determination, or review of the penalty imposed or recommended by the Committee, by delivering a written request to the Dean not later than five school days after the Committee has served a copy of its final determination upon the student.
3. Upon the receipt of the request for review, the Dean shall obtain a copy of the summary of the disciplinary proceedings, the determination of violation, and the determination of penalty, if any, from the Committee.
4. The Dean may invite the student and any other necessary person to appear for a review session and to answer questions. The student may be permitted to state the student's objections to the determination of the Committee. The review shall take place within a reasonable period of time.

5. The Dean shall make one of the following determinations in regard to the review:
  - a. Affirm the decision of the Committee
  - b. Modify the decision of the Committee
  - c. Reject the Committee's determination
6. The Dean shall deliver a decision in writing to the student and the Committee within a reasonable period of time after the review.
7. Appeal of the Dean's decision must be in writing in accordance with Nova Southeastern University Health Professions Division's policies.

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

### **Dismissal, Suspension, and Re-admission Policies**

#### Dismissal

Students may be dismissed from the College of Osteopathic Medicine if:

1. They fail four or more classroom courses of two or more credit hours each during any one academic year. In this situation, re-examination will not be allowed;
2. They fail a course they are repeating;
3. They fail more than one month of clinical rotations or fail a clinical rotation they are repeating;

4. They exceed a six-year limit for completing all graduation requirements, exclusive of any approved leave of absence or withdrawal in good standing;
5. In the opinion of the Dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action, or if, in the Dean's opinion, there are factors that would interfere with or prevent them from practicing the highest quality of osteopathic medicine.

#### **Re-admission Following Dismissal**

If a student is dismissed from the College of Osteopathic Medicine, he/she may re-apply for admission to the Dean and will be considered, provided that he/she can present adequate evidence that the conditions and/or factors which caused the prior poor academic performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his/her studies.

Re-admission will be solely at the discretion of the Dean. The student's prior academic record will remain part of his/her overall academic record and will be recorded on the permanent transcript, but none of the prior grades will be calculated in the new grade point average.

#### **Suspension**

A student may be suspended (removal from the academic enrollment and revocation of all other privileges or activities and from the privilege to enter the campus for a specified period of time) if, in the opinion of the Dean, the student has not attained the academic level and/or has deviated significantly from the standards of behavior established by the College of Osteopathic Medicine.

#### **Re-admission Following Suspension**

If a student is suspended from the College of Osteopathic Medicine, he/she may return to the college when, in the

opinion of the Dean, he/she can present adequate evidence that the conditions and/or factors which caused the suspension have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume his/her studies. The student's prior academic record will remain part of his/her overall academic record and will be recorded on the permanent transcript, but none of the prior grades for courses being retaken will be calculated in the new G.P.A.

#### **Academic Probation**

The Student Progress Committee will make a recommendation for academic probation to the Dean: 1.) when a student has any unremediated failures or is otherwise not making satisfactory progress towards meeting degree requirements, or 2.) when it is believed that a student has failed to achieve sufficient maturity of thought or professionalism or when a student is responsible for an infraction of the laws, rules or ethical codes which govern the Osteopathic Medical profession and its members. When a student is placed on academic probation, the student will be notified and notice will be placed in the student's file.

While on academic probation, students repeating a failed course will not be permitted to take a re-examination in that course should they fail, and any other failures incurred while on probation may result in dismissal from the college.

While on academic probation, a student may not hold any office in a student, college, Division or University-sponsored organization. Other restrictions may be applied by the Dean.

When the student has corrected all deficiencies, the Progress Committee will recommend that the Dean remove the student from academic probation. If, while on probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Osteopathic Medicine.

### **School Transfer of Credits**

Transfer credit and waiver policies will be granted at the discretion of the Dean, but shall be in accordance with the educational mission and objectives of the College of Osteopathic Medicine. Credits may be transferred from medical schools and colleges accredited by the American Osteopathic Association (AOA) or by the Liaison Committee on Medical Education (LCME) or by other professional schools if, in the opinion of the Dean, these schools have provided coursework comparable to that of the College of Osteopathic Medicine.

1. Transfers from one college of osteopathic medicine to another college of osteopathic medicine shall require that the last year of instruction be completed within the college of osteopathic medicine granting the D.O. degree.
2. Transfers from an LCME- accredited medical school or college to a college of osteopathic medicine shall require that no less than the last fifty percent (50%) of instruction be completed within the college of osteopathic medicine.
3. Transfer credits shall be given only if the student is eligible for re-admission to the previously attended college of osteopathic medicine or other medical school.

### **Academic Honors**

**Chancellor's List** - Students within the top 5% of their class are placed on the Chancellor's List for that semester. A letter of commendation is sent from the Chancellor to the student and the honor is recorded on the student's official transcript.

**Dean's List** - Students within the next 10% of their class are placed on the Dean's List for that semester. A letter of commendation is sent from the Dean to the student and the honor is recorded on the student's official transcript.

**Graduation with Honors** - Students with a GPA in the upper 5% of their class will receive a diploma inscribed with "Highest Honors." Students in the next 10% of their class will receive a diploma inscribed with "Honors."

### **Senior Awards**

**Chancellor's Award** - Presented to the student who best exemplifies the characteristics of a fine osteopathic physician, - a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession.

**Dean's Award** - Presented for academic excellence to the student graduating with the highest scholastic average.

**Samuel J. Salman, D.O. , Award in Family Medicine** - Presented by the Florida Society of the American College of Osteopathic Family Physicians to the student whose scholarship, patient empathy, dedication, concern and goals epitomize the osteopathic family physician, as exemplified by the late Samuel J. Salman, D.O.

**Morton and Geraldine Terry Internal Medicine Award** - Presented to the student with the highest achievement in the study of Internal Medicine, both academic and clinical.

**Albert L. Weiner, D.O., Memorial Psychiatry Award** - Presented in memory of Dr. Weiner to the student achieving the greatest proficiency in Psychiatry.

**Clinical Service Award** - Presented to the student judged to be outstanding in clinical service.

**Florida Chapter of the American Academy of Osteopathy Award in Osteopathic Manipulative Medicine** - Presented to the student who, in the opinion of the Department of Osteopathic Manipulative Medicine, has achieved the highest proficiency in osteopathic therapeutics.

**Pharmacia & Upjohn Joseph J. Namey Achievement Award** - Presented to the student exhibiting the highest qualities of service and leadership, combined with scholarship, integrity and personal worth.

**Rose Community Service Award** - Presented to the student who best demonstrates a sincere interest in community service or community projects.

### **Student Activity Groups**

All extracurricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the Associate Dean for Osteopathic Student Affairs and the Division of Student Affairs Office, and must be listed in order to avoid conflicting functions. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Affairs at least two weeks in advance. Activities must be approved by the Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support, and no meeting announcements may be made until approval is made.

A variety of organizations are available in which students may participate. A listing of these organizations follows.

### **Health Professions Division**

#### **Health Professions Division Student Government**

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

## **College of Osteopathic Medicine**

### **Student Council**

Student Council is the official voice for all osteopathic medical students. The meetings are open to all students in the College, and the Student Council welcomes proposals and participation from the entire student body. Responsibilities of Student Council include: collecting and expressing student opinion; dispensing funds for student activities; acting as a liaison for the student body; promoting osteopathic medicine; supporting club and class activities; and working to improve the quality of life for all students at NSU-COM.

The Student Council President and Vice President are elected before the end of the Spring semester from the second-year class. The Student Council Secretary and Treasurer are elected early in the Fall semester from either the first-year or second-year class. During class elections, each class elects four representatives to serve on the Student Council. These representatives serve with the elected Class Officers and the elected Student Council officers to make up the Student Government Association (SGA).

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

The Student Council President is NSU-COM's representative on the Council of Student Council Presidents (CSCP) of the American Association of Colleges of Osteopathic Medicine. CSCP is an organization composed of the student government presidents from each of the osteopathic medical schools. CSCP is the official student voice for students with the American Osteopathic Association (AOA), the American Osteopathic Healthcare Association (AOHA, formerly the American Osteopathic Hospital Association), and the American Association of



Colleges of Osteopathic Medicine (AACOM). Additionally, CSCP stays in close communication with local, state and national legislators to lobby for student issues.

#### **American Medical Student Association**

The American Medical Student Association (AMSA), established in 1950, is the largest and oldest independent medical student organization in the country, representing more than 25,000 physicians-in-training. AMSA is run by and for medical students.

AMSA supplements medical education with local chapter, regional, and national activities. An extensive network of alumni physicians gives medical students the opportunity for networking and career development. Membership in AMSA brings many benefits including free subscriptions to The New Physician and the Clinical Symposia, health and auto insurance programs, preceptorship programs, and much more. Locally, AMSA is involved in the University, hospital, and community through various health-related projects.

#### **Atlas Fraternity**

The Atlas Fraternity has been in existence since 1898 and is nationally recognized throughout the osteopathic profession. Through the years, it has functioned as a social and service organization for both community and osteopathic medicine. NSU-COM's branch is the Vomer Chapter of Atlas.

#### **Christian Medical Society**

The Christian Medical Society is a national organization which began in 1931. NSU-COM's chapter is composed of osteopathic medical students who are committed to living out their faith throughout the profession. Benefits of the club include seminars, journals, and newsletters.

#### **Emergency Medicine Club**

The Emergency Medicine Club is devoted to developing students' interest in Emergency Medicine. Since emergencies present themselves to the physician at any and all times, this club seeks to instill those ideas necessary for handling an emergency properly and appropriately. Lecturers are invited to speak to this group.

#### **Hispanic Osteopathic Medical Association**

The Hispanic Osteopathic Medical Association was created to increase the awareness of Osteopathic Medicine in the Hispanic community; to promote Osteopathic Medical health care in the Spanish speaking population; to promote improved understanding by Osteopathic students of Hispanic populations; and to provide opportunities for growth for student osteopathic physicians. Membership in HOMA is open to all students and physicians interested in presenting and expanding Osteopathic Medical concepts and views to the Hispanic community.

#### **International Osteopathic Student Organization**

The functions of this club are to assist the student in adapting to a new environment, to educate the student body on cultural differences and language barriers and to promote Osteopathic Medicine to the various cultures in our community and to those of the world at large.

#### **National Osteopathic Women Physicians Association (Psi Chapter)**

N.O.W.P.A., Psi Chapter, is a professional organization composed of female students of NSU-COM. The purpose and objective of the organization are to further the study of Osteopathic Medicine as a philosophy, a science, and an art. N.O.W.P.A. endeavors to maintain a high standard of ethics among all osteopathic students, to elevate the moral, intellectual and social conditions of men and women, and to promote loyalty and charity among members. All female students are eligible to become members and are welcome to join.

### **Obstetrics and Gynecology Club**

The Obstetrics and Gynecology Club fosters an enhanced interest among students in Obstetrics and Gynecology. With on- and off-campus lectures, social events, and fundraising events, this club keeps active.

### **Pediatrics Club**

The Pediatrics Club fosters students' interest in Pediatrics. The club is not only for those desiring to specialize in Pediatrics, but also for those interested in Family Medicine and other fields in which pediatric patients will be encountered. Lectures and meetings are held periodically, as well as social and fundraising events.

### **Phi Sigma Gamma**

Phi Sigma Gamma is a national professional fraternity for men. The fraternity was originally founded in 1910 in Chicago, and presently has chapters in most osteopathic medical colleges. The IOTA Chapter was chartered in March of 1986.

### **Sports Medicine Club**

The object of this organization is to promote and advance the discipline of Sports Medicine and to instruct students who are interested in Sports Medicine and structural relationships to health and disease.

### **Student National Medical Association**

The Student National Medical Association (SNMA) was created to produce sensitive, qualified physicians to serve minority and indigent communities. SNMA focuses on: (1) providing its members with avenues which help foster an obligation to practice medicine within minority communities; (2) instituting programs for the dissemination of health care information and the empowerment of minority communities, and; (3) serving the fraternal needs of minority medical students.

### **Student Osteopathic Medical Association**

The Student Osteopathic Medical Association (SOMA) is one of the largest student groups on campus, representing over 90% of NSU-COM's student body. SOMA's national affiliations with similar groups at other schools provide the largest network for information exchange and interaction available today.

Membership in SOMA brings many benefits including free subscriptions to Student Doctor and Medical Student, discount prices on diagnostic equipment, the Preceptorship Program, SOMA Scholarships, life insurance programs and more. Locally, SOMA is involved in the school, hospital and citizen communities through various service projects and socials.

### **Student Associate Auxiliary**

The College of Osteopathic Medicine Chapter of the SAA was specifically organized for the spouses of the students at NSU-COM and is chartered by the Auxiliary to the American Osteopathic Association (AAOA). The primary objective of the SAA is to further the goals of the College and the osteopathic profession and to promote fellowship, goodwill and unity within the school. To accomplish these goals, the SAA plans social, cultural, and charitable activities on a regular basis for the benefit of the students, their spouses, the College and the community.

### **The Undergraduate American Academy of Osteopathy**

The Undergraduate American Academy of Osteopathy (UAAO) is a professional organization dedicated to serving osteopathic medical students. It is NSU-COM's extension of the American Academy of Osteopathy, a national association established in 1937. The Academy maintains the goal of developing the science and art of total health care, with an emphasis on palpatory diagnosis and the use of osteopathic manipulative treatment.

The UAAO involves students in many activities and offers numerous benefits. Members receive a 30% discount on certain textbooks, and may buy treatment tables at reduced rates. They also sponsor well-known speakers from all over the country. Membership in UAAO also allows students to receive the AAO publications and to attend the Annual Convocation, both at reduced prices.

#### **Undergraduate Chapter of American College of Osteopathic Family Physicians**

The Undergraduate Chapter of the ACOFP has been organized for all students in the College. Its objective is to advance the study of Family Practice in the field of Osteopathic Medicine and Surgery. The organization works toward the preservation of the concept of Family Practice and the continued existence of the role of the Family Practitioner in the total picture of osteopathic medical services in the community. The chapter recognizes the fact that the Family Practitioner is the backbone of modern medical practice.

The Florida Society of the ACOFP is the state division of the national organization and maintains a direct liaison with the NSU-COM chapter. While the overall objectives are similar, this group addresses and responds to those issues and problems unique to the osteopathic general practitioner in Florida.

Membership in this organization entitles students to benefits such as seminars, educational programs and financial support to various Family Practice conferences.

#### **Undergraduate Chapter, American College of Osteopathic Pediatricians**

This organization is open to all students interested in osteopathic pediatrics. Seminars and educational programs will be presented.

#### **Undergraduate Florida Osteopathic Medical Association**

The undergraduate Florida Osteopathic Medical Association (FOMA) is the student division of the state osteopathic association. It is open to all osteopathic students and deals with those medical and political issues unique to the State of Florida. Benefits include invitations to a variety of conferences and educational programs as well as financial support to these programs and several scholarships.

#### **AMOPS (Association of Military Osteopathic Physicians and Surgeons)**

The student chapter of this national organization is open to all College of Osteopathic Medicine students in the military or public health service. They have monthly luncheon meetings as well as meetings with speakers and various social events throughout the year. The chapter serves as liaison between on-campus military students and those on rotations or military alumni.

#### **Surgery Club**

Those osteopathic medical students interested in surgery or its sub-specialties are welcomed. This club sponsors guest lectures and discussions among its membership. A number of social events are planned throughout the year.

#### **Student Responsibility to Obtain Information**

Each student enrolled in the College of Osteopathic Medicine is individually responsible for knowledge of the current academic regulations, the general and specific requirements and the operational policies, as contained in the College Handbook, College Catalog and other official documents or announcements of the College.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations - regardless of whether or not they have received written or formal communication.

**Revisions to this Handbook**

Changes in the content of this Student Handbook may be made, at any time, by University, Division or College Administration. Adequate notice of anticipated changes will be given to students, whenever possible.

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

**As the Chief Academic Officer of the College of Osteopathic Medicine, the Dean reserves the right to revise or modify any of these policies at any time, if he feels it is in the best interest of a student or the College to do so.**

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