

2019

NSU Student handbook 2019-2020

Nova Southeastern University

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**Student
Handbook**



Nova Southeastern University

Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

Policies and programs set forth in this handbook are effective through the academic year 2019–2020. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program's or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.

Table of Contents

MESSAGE FROM THE PRESIDENT	1
FOREWORD/RESERVATION OF POWER	2
UNIVERSITY VISION STATEMENT, MISSION STATEMENT, AND CORE VALUES.....	4
STATEMENT ON STUDENT RIGHTS	6
University Equal Opportunity /Nondiscrimination Policy	6
Family Educational Rights and Privacy Act (FERPA)	7
Health Care Privacy (HIPAA) Statement	9
STATEMENT ON STUDENT RESPONSIBILITIES ...	10
CODE OF STUDENT CONDUCT	12
A. General Administrative Policies and Guidelines.....	14
A.1 Alcohol Policy	14
A.2 Appropriate Conduct and Consensual Relationships Policy	16
A.3 Drug-Free Schools and Campuses	16
A.4 Health Policies	18
A.5 Holds on Student Records.....	20
A.6 Indebtedness to the University.....	20
A.7 International Travel Registration Requirement and Program.....	21
A.8 Jurisdiction of University Policies and Procedures	21
A.9 Off-Campus Residency	21
A.10 Student Organization Rights and Responsibilities.....	21
A.11 University Computer and Telecommunications Use Policy.....	22
A.12 University Copyright and Patent Policy.....	26
A.13 University Title IX Sexual Misconduct Policy.....	26
B. Specific Conduct Violations	27
B.1 Alcoholic Beverages.....	27
B.2 Animals.....	27
B.3 Assault/Violence.....	28
B.4 Bribery.....	28
B.5 Cheating.....	28
B.6 Complicity	28
B.7 Contracting on Behalf of the University.....	28
B.8 Damage or Vandalism to Property	28
B.9 Dangerous Items (Explosives, Firearms, Fireworks, and Weapons).....	28
B.10 Disorderly Conduct.....	29
B.11 Distributing or Posting Printed Media ...	29
B.12 Drugs, Drug Paraphernalia.....	29
B.13 Emergency Equipment and Procedures.....	29
B.14 Facilitating Academic Dishonesty	30
B.15 Failure to Disclose Criminal Offenses...	30
B.16 False Information (Including Fabrication, Fraud, and Falsification of Records)	30
B.17 Fire.....	30
B.18 Gambling and/or Games of Chance.....	31
B.19 Guests	31
B.20 Harassment or Harm to Others	31
B.21 Hate-Based Conduct Violations	31
B.22 Hazing	31
B.23 Health and Safety	32
B.24 Identification Cards.....	32
B.25 Interference with University Investigations, Disciplinary Proceedings, or Records.....	32
B.26 Lake Swimming	33
B.27 Littering/Projecting Objects	33
B.28 Misuse of Computers or Telecommunications (Technology).....	33
B.29 Noise.....	33
B.30 Online/Internet Social Networking Usage	33
B.31 Parking and Motor Vehicle Policy	34
B.32 Plagiarism.....	34
B.33 RecWell Center Policies and Procedures	34
B.34 Removal or Ejection from a University-Sponsored Event	34
B.35 Requests or Orders	34
B.36 Residential Life Policies and Procedures	35
B.37 Retaliation	35

B.38 Smoking/Tobacco-Free Policy	35	Office of Orientation.....	54
B.39 Solicitation	35	Office of Undergraduate Academic Advising	54
B.40 <i>Sorority and Fraternity Life Manual/Policies</i>	35	Office of Student Career Development	54
B.41 Theft or Unauthorized Possession.....	36	Tutoring and Testing Center.....	54
B.42 Unauthorized Entry	36	Office of Student Academic Service.....	54
B.43 Unauthorized Possession of University Property	36	Office of Residential Life and Housing	55
B.44 Unauthorized Recording	36	Office of Campus Life and Student Engagement.....	55
B.45 Video and/or Audio Copyright Violation	36	Office of Recreation and Wellness	55
B.46 Violation of Disciplinary Status/Conditions.....	36	Office of Student Leadership and Civic Engagement	55
B.47 Worthless Checks	36	Office of Student Media.....	56
C. University Title IX Sexual Misconduct Policy	37	Office of Student Conduct.....	56
C.1 Gender-Based Harassment	37	Office of Student Disability Services	56
C.2 Hostile Environment.....	37	Office of Student Affairs Marketing	56
C.3 Intimate Relationship Violence	37	Student Activity Fee Accounts Office	56
C.4 Retaliation	37	Office of Student Affairs at the Regional Campuses	57
C.5 Sexual Assault.....	37	Henderson Student Counseling Services	57
C.6 Sexual Violence	38	Office of Veterans Affairs.....	57
C.7 Sexual Exploitation	38	Enrollment and Student Services	57
C.8 Sexual Harassment	38	Office of Student Financial Assistance	58
C.9 Stalking	38	Office of the University Bursar	58
D. University Disciplinary Procedures	38	Office of the University Registrar	58
D.1 Introduction	38	One-Stop Shop.....	58
D.2 Judicial Conference.....	40	SharkCard Services.....	58
D.3 Judicial Hearing	43	University Call Center.....	59
D.4 University Title IX/Sexual Misconduct Disciplinary Procedures.....	45	NSU Athletics.....	60
E. Additional Grievance Procedures Available	46	Office of Innovation and Information Technology	60
E.1 Grievance Procedure for Discrimination Based on Disability.....	46	SharkPrint	60
E.2 Nonacademic Grievance Procedure	51	Student Medical Center	61
NSU RESOURCES AND ADMINISTRATIVE OFFICES	52	Public Safety	61
Alumni Association	52	Shark Dining Services.....	61
ATMs.....	52	University Health Care Centers	62
Bookstore.....	52	University Libraries	62
Campus Shuttle.....	52	Wireless Networking	62
Division of Student Affairs and The College of Undergraduate Studies.....	53	Writing and Communication Center (WCC)....	62
Office of Undergraduate Admissions	53	UNIVERSITY ADMINISTRATORS	63
Office of International Affairs	53	COLLEGES AND ACADEMIC UNITS	65
		DEANS	66
		ACCREDITATION	67
		APPENDIX	69
		NSU Fort Lauderdale/Davie Campus Map.....	71

Message from the President



Welcome to Nova Southeastern University and congratulations on becoming a proud Shark!

At NSU, you don't just get an education; you prepare for real careers, real contributions, and real life.

We offer a multitude of academic opportunities, but also remain committed to giving you individualized attention. Our flexible and convenient education options provide you with unique and engaging ways to expand your skill sets. You'll learn from gifted faculty members and have access to industry executives. I urge you to tap into the minds of these leaders, as they can impart insights and leadership that go beyond the classroom curricula.

In your program, you'll have hands-on, immersive experiences. You'll be faced with real-world challenges and learn how to

approach them with confidence. As an NSU student, you'll be empowered to raise the bar, break new ground, and push the limits.

For the complete college experience, I encourage you to get engaged as soon as possible. There are a number of diverse programs, clubs, organizations, and internship opportunities available to you. Please take advantage of these resources and opportunities. Your experience at NSU is what you make of it, and I am confident you will make it a good one.

With your membership to the university community comes many rights and responsibilities. This student handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

Before you know it, you'll be nearing your degree completion, and I look forward to congratulating you and welcoming you into our alumni network of more than 177,000 graduates in all 50 states, and in more than 100 countries around the world. NSU alumni are showing the world that NSU Sharks are an unstoppable force of nature, and soon you will too.

Enjoy your time at NSU, and fins up Sharks!

A handwritten signature in blue ink that reads "George L. Hanbury II". The signature is fluid and cursive, with the Roman numeral "II" clearly visible at the end.

George L. Hanbury II, Ph.D.
President and Chief Executive Officer

Foreword/Reservation of Power

Foreword

For the purpose of promoting its educational mission, Nova Southeastern University has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, whenever possible, the university aims to utilize its disciplinary procedure as a developmental process. In accordance with this philosophy, educational assignments may be added to any disciplinary penalties. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By becoming a member of the university community, a student acquires rights in, as well as responsibilities to, the whole university community. These rights and responsibilities are included in this handbook.

Students are required to comply with all NSU regulations as well as all local, city, county, state, and federal laws. All students are subject to the policies and procedures as contained herein. The term “students” includes any individual enrolled in a course or academic program offered by Nova Southeastern University, whether in a degree-seeking program or not. In addition, any student residing in university residence facilities is subject to these policies and procedures for violations occurring within those facilities. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the university. In circumstances where this handbook defines a violation more stringently or differently than local/state law, the handbook’s definition shall supersede. The university is not limited to or bound by the definitions contained in the local/state statutes or case law in addressing student conduct violations.

Students are also subject to rules and regulations that apply to academic programs of the various schools and colleges of the university, including but not limited to, the Code of Student Conduct and Academic Responsibility. Students should familiarize themselves with their individual college academic, conduct, and professionalism standards, in addition to the information contained in the *NSU Student Handbook*.

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university. The determination as to the student’s participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to require the withdrawal of a student from either enrollment and/or university housing, whose continuation in school, in the university’s judgment, is detrimental to the health or safety of the student or others. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct before seeking readmission to NSU. Decisions made under this policy are final.

In lieu of, or in addition to, disciplinary action, NSU also reserves the right to impose fines, take legal action, rescind housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges, and impose other penalties as may be deemed appropriate. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Furthermore, admission of a student to Nova Southeastern University for any semester does not imply or guarantee that such student will be reenrolled in any succeeding academic semester. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at Nova Southeastern University.

Reservation of Power

The *NSU Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. From time to time, it may be advisable for the university to alter or amend its procedures or policies. Reasonable notice may be furnished to the university community of any substantive changes, but is not required.

Whenever specific titles are used in these procedures, they shall include the appropriate designee of the person bearing these titles. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included.

Failure to read this handbook does not excuse students from the rules, policies, and procedures contained within the student handbook. The rights and responsibilities that follow take effect immediately upon publication of this document.

University Vision Statement, Mission Statement, and Core Values

Vision 2020 Statement

By 2020, through excellence and innovations in teaching, research, service, and learning, Nova Southeastern University will be recognized by accrediting agencies, the academic community, and the general public as a premier, private, not-for-profit university of quality and distinction that engages all students and produces alumni who serve with integrity in their lives, fields of study, and resulting careers.

Mission Statement

The mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible, distance-learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, lifelong learning environment.

NSU Core Values

ACADEMIC EXCELLENCE Academic excellence is the provision of the highest quality educational and learning experiences made possible by academically and professionally qualified and skilled instructional faculty and staff, opportunities for contextual learning, state-of-the-art facilities, beautiful surroundings, and effective resources necessary to support learning at the highest level. Additionally, academic excellence reflects the successful relationship between engaged learners and outstanding instructional faculty and staff.

STUDENT CENTERED Students are the focus of institutional priorities, resource decisions, and planning. We are stewards of student needs and advocates for student academic success and professional development.

INTEGRITY Integrity involves honesty and fairness, consistency in instruction, ethics of scholarship, freedom of inquiry, and open and truthful engagement with the community through effective communication, policies and practices.

SCHOLARSHIP/RESEARCH Research and scholarship products are disseminated and evaluated through intellectual discourse, application, assessment, and other mechanisms of the relevant peer community.

DIVERSITY Diversity includes, but is not limited to, race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations. Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.

OPPORTUNITY Opportunity fosters the possibility for anyone associated with NSU to acquire an education or an educational experience through creative, yet sound, pedagogical programs.

INNOVATION Innovation is the creative and deliberate application of teaching, research, scholarship, and service for effective education, and the development of useful products or processes providing a value added to the community.

COMMUNITY NSU is a community of faculty and staff members, students, and alumni who share a common identity and purpose. Our community extends into professional, intellectual, and geographical domains that both support and are the focus of our educational mission.

(The NSU Mission Statement, Vision 2020 Statement, and Core Values were adopted by the NSU Board of Trustees on March 28, 2011.)

Statement on Student Rights

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

Nova Southeastern University students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination based on the University Equal Opportunity/Nondiscrimination Policy included below.

While it is not possible to address all eventualities, it is important that rights of Nova Southeastern students be embraced by the community and observed in the spirit of the university's mission. These rights include, but are not limited to,

- **the right to scrupulous respect for the equal rights and dignity of others**
 - the right to be treated equally in academic and social settings
 - the right to live and/or attend classes in a physically safe environment
 - the expectation of a positive living/learning environment
 - the right to hold other students accountable to the Code of Student Conduct and Academic Responsibility

- **the rights of personal and intellectual freedom which are fundamental to the idea of a university**
 - the right of dedication to the scholarly and educational purposes of the university
 - the right to participate in promoting and ensuring the academic quality and credibility of the institution.

- **the right to provide service to our community and beyond**
 - the right to engage in service opportunities that enhance learning outcomes, both on and off campus
 - the right to associate with student organizations of one's own choosing

University Equal Opportunity/Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals

because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The following person has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies:

For inquiries or complaints regarding perceived discrimination based on gender or sex, please contact:

Laura Bennett

Title IX Coordinator

(954) 262-7858 • laura.bennett@nova.edu

All other inquiries or complaints regarding perceived discrimination should be directed to:

Michelle Manley, Ph.D.

Assistant Dean for Student Development

(954) 262-7281 • mmichell@nova.edu

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his or her education records. These rights include

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy

or other rights, may discuss his or her concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of his or her right to a formal hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605 concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.

Nova Southeastern University hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion.

- student name
- local and home address
- telephone numbers
- email address
- Photo ID
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date

Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the [Authorization for Release of Information form](#) available on the Office of the University Registrar's website. A student may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information form](#). A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement bulletins, and requests from prospective employers are denied.

Completed forms may be mailed to Nova Southeastern University, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida, 33314-7796, or dropped off at the One-Stop Shop locations in the Horvitz or Terry Administration buildings, or scanned and emailed to nsuregistrar@nova.edu.

Conduct Notifications

University personnel may use administrative discretion with parental or legal guardian notification, in writing and/or by phone, of a student younger than 21 years of age when violations of university alcohol or drug policies occurs, or when a student's health or safety is at issue.

Deceased Student Records

Records of a deceased student will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request. The request must include the need for the records, must identify the requestor's relationship to the deceased student, and must be accompanied with an official record certifying authorization to receive the student records—e.g., assignment as executor/executrix. An official copy of the death certificate must accompany the request, if the university does not have prior notice of the student's death. The university reserves the right to deny the request. For additional assistance on this matter, students should contact the Office of the University Registrar.

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken. NSU is considered a "hybrid entity" for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU's business activities include both covered and noncovered functions. As such, NSU's covered health care centers are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, each covered NSU health care center is responsible for enacting privacy and security policies and procedures. Thus, the various NSU health care centers that provide patient care in a HIPAA-covered setting have enacted such policies and procedures.

All NSU health care center workforce members including—but not limited to—faculty members, employees, and trainees, are responsible for following the policies and procedures implemented by the applicable NSU health care center. In addition, the HIPAA Regulations require that NSU provides training to its health care center faculty members, employees, and trainees with respect to its HIPAA Privacy, Security, and Research policies and procedures. NSU has developed a comprehensive online education program designed to comply with the HIPAA Regulations and to educate its workforce members and others who use, disclose and/or access protected health information. Applicable NSU health/mental health profession students and trainees will be required to complete the education program coordinated through his or her respective college/academic program. Violations of the NSU policies and procedures regarding privacy and security of protected health information will be reported to the appropriate supervising authority for potential disciplinary action, up to and including dismissal in accordance with the applicable college/academic program policies.

Further, NSU faculty members and students may be subject to the HIPAA privacy and security policies and procedures enacted by various non-NSU health care facilities in which they train. It is the responsibility of the faculty member and student to familiarize himself or herself with such policies and procedures upon entering each facility. Any questions concerning the HIPAA privacy policies can be directed to the HIPAA liaison of your NSU health care center, the NSU HIPAA privacy officer, or the NSU HIPAA security officer. Please see the NSU Health Care Centers HIPAA Privacy Policies and Procedures on the NSU Office of HIPAA Privacy website at nova.edu/hipaa-privacy.

Statement on Student Responsibilities

Nova Southeastern University's mission is to foster academic excellence and intellectual inquiry, as well as to provide service to our community and beyond. Committed to excellence and proud of the diversity of our university family, we strive to develop our students in a lifelong learning environment.

Students at Nova Southeastern University enjoy the right to exercise freedom of conduct that is consistent with the mission and values of the university. Protection of academic and social freedom is both an individual and community responsibility. Standards of behavior have been established by the university and are intended to ensure that the exercise of individual rights does not deny rights to other individuals or the community.

Admission to Nova Southeastern University is a privilege, and the values, principles, rules and regulations of the university are accepted by each student upon his or her voluntary registration. Central to the educational experience is the trust that all students will learn in, and benefit from, a rigorous academic environment. All Nova Southeastern University students are responsible for upholding the Code of Student Conduct and Academic Responsibility and promoting the Core Values of the university.

While it is not possible to address all eventualities, it is important that responsibilities of Nova Southeastern University students be embraced by the community and observed in the spirit of the university's mission. Specific standards of behavior are outlined in the Code of Student Conduct. General responsibilities include, but are not limited to:

Personal responsibility

- responsibility to cultivate personal growth and development through academic, civic, and social engagement
- responsibility to pursue educational opportunities to the best of one's ability
- responsibility for academic progression and career planning
- responsibility to participate in intellectual discourse/attainment or advancement of knowledge
- responsibility to explore personal growth and development
- responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment

Responsibility to other students

- responsibility to approach differing and diverse views and opinions with an open mind
- responsibility to recognize the value of diversity and an exchange of ideas within a university community
- responsibility for showing respect to other students

Responsibility to the community

- responsibility to engage in appropriate service learning experiences that improve the quality of life of those around them
- responsibility to comply with laws, rules and regulations
- accountability for one's own actions
- responsibility to maintain the property and facilities of the university
- responsibility to maintain a positive image of the university

Code of Student Conduct

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university as defined by the university administration or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Student violations of conduct standards, university policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs, or through the individual college when appropriate. An academic unit, as a result of professional education standards/requirements, may have additional procedures to address student misconduct. Student violations of sexual misconduct/discrimination will be handled by the Office of the Vice President of Student Affairs, following an investigation by the Title IX Coordinator. Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

All **student organizations** are subject to university rules and regulations concerning conduct as set forth in this handbook, whether an incident occurs on campus or anywhere off campus.

Procedures for investigating and adjudicating each kind of incident are provided later in this handbook.

In circumstances where this handbook defines a violation more stringently or differently than local or state law, the handbook's definition shall supersede. The university is not limited or bound to the definitions contained in local or state statutes or case law in addressing code of conduct violations.

Academic Standards

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise

- fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- facilitating academic dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of this code
- plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one’s own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

- Original Work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center’s recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.
- Referencing the Works of Another Author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center’s specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students’ work must comport with the adopted citation manual for their particular center. At Nova Southeastern University, it is plagiarism to represent another person’s work, words, or ideas as one’s own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.
- Tendering of Information—All academic work must be the original work of the student. Knowingly giving or allowing one’s work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
- Prohibited Acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
 - plagiarism

- any form of cheating
 - conspiracy to commit academic dishonesty
 - misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution
- Additional Matters of Ethical Concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off the Fort Lauderdale/Davie Campus or at any NSU sites. Additional information about specific violations of the Code of Student Conduct are included in this handbook under Section B Specific Conduct Violations.

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of NSU to endeavor to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances are illegal. NSU is further obligated to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals younger than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise

permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages.

Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President of Student Affairs.
- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time of the event, ticket sales will stop.
- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.
- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.
- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

Sexual relationships between an NSU faculty or staff member or an administrator and a student—who are not married to each other, or who do not have a preexisting analogous relationship—is inappropriate whenever the NSU faculty or staff member or administrator has or will have a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. An NSU faculty or staff member or administrator who is closely related to a student by blood or marriage, or who has a preexisting analogous relationship with a student, should eschew roles involving a professional responsibility for the student. See Guidelines for Appropriate Conduct and Ethical Behavior for Employees Policy for full text.

A.3 Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova Southeastern University has adopted the following policy for all academic units, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and alcohol are prohibited, in and on, Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University student shall report to school while under the influence of any illicit drugs or alcohol. The possession of paraphernalia for unlawful drug use is also prohibited.

* The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician. However, in

accordance with Federal law, NSU does not permit the possession or use of marijuana on NSU property or during NSU-sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.

Any Nova Southeastern University student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder (which may include mandatory completion of a drug/alcohol abuse rehabilitation program) or other university sanctioning, up to and including expulsion.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at programs at NSU and in the community. Additional information is available on the Office of Student Conduct website nova.edu/studentconduct.

NSU Programs	Community Programs
<p>Henderson Student Counseling Center For an appointment, call (954) 424-6911 or (954) 262-7050 3538 South University Drive (in University Park Plaza) Davie, Florida 33328 nova.edu/healthcare/student-services/student-counseling.html</p>	<p>Florida Department of Education, Office of Safe Schools 325 West Gaines Street, Room 1444 Tallahassee, Florida 32399 (850) 245-0416 • SDFS@fldoe.org fldoe.org/schools/safe-healthy-schools/safe-schools/index.shtml</p>
<p>Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email gsc@nova.edu 3301 College Avenue Fort Lauderdale, Florida 33314-7796 nova.edu/gsc</p>	<p>Florida Department of Children and Families Substance Abuse Program Office 1317 Winewood Boulevard Bldg. 6, Room 299 Tallahassee, Florida 32399 (850) 487-2920 myflfamilies.com/service-programs/substance-abuse</p>
	<p>Broward Behavioral Health Coalition 1715 SE 4th Avenue Fort Lauderdale, Florida 33316 (954) 622-8121 bbhcflorida.org</p> <p>Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297</p>

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. *The Federal Sentencing Guidelines* outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and

the abuse of alcohol. Punishment varies depending upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the *Florida Statutes*, or consult with a legal representative of your choosing.

A.4 Health Policies

NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, students will automatically be enrolled in the NSU Student Health Insurance Plan, and their student accounts will be charged when they register for classes. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the *Office of the University Bursar* website.

Immunization Requirements

Health Professions Division (HPD) students: See college or program specific policies.

All residential (residing in campus housing) students must satisfy the following requirements, if they were born after January 1, 1958. The required documentation of vaccinations shall include the following:

- Meningococcal meningitis
- Hepatitis B: You must show proof of one of the following:
 - immunization with three doses of hepatitis B vaccine
 - blood test showing the presence of hepatitis B surface antibody HPD requires substantiation of immunity.
- Measles (rubella): You must show proof of one of the following:
 - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
 - blood test showing the presence of the measles antibody
- Rubella: You must show proof of one of the following:
 - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
 - blood test showing the presence of the rubella antibody
- MMR (Measles, Mumps, Rubella)
 - two doses of the vaccine may be given instead of individual immunizations
 - one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

- Influenza Vaccine
 - Exemptions or waivers may be obtained at the university’s discretion if the individual is 18 years of age or older, or the individual’s parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student’s program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

- Medical exemptions—Must produce a signed letter from a doctor, on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease must report the contracting of the disease to their program dean and the associate dean of student affairs and are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.

- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of students.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

A.5 Holds on Student Records

A Bursar Hold is placed on a student's account on the 30th day of the semester if a balance is still due. The Bursar Hold prevents students from obtaining grades, registering for classes, and accessing the university's RecPlex until the balance is paid in full. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on your account for different reasons. Please contact the office that initiated the hold (as displayed on your account on WebSTAR) to discuss what requirements must be met to have the hold removed.

A.6 Indebtedness to the University

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, and meal plan (if applicable), health insurance (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU ebills are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees. A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on his or her account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, academic credentials, grades, and future registrations. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and

referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

Information regarding payment plans, tuition assistance plans, refunds, and other frequently asked questions are available through the Office of the [University Bursar's website](#).

A.7 International Travel Registration Requirement and Program

NSU faculty and staff members and students travel across the globe to teach, conduct research, present at seminars and workshops, attend conferences, and study. The university maintains a central international travel registration program that assists travelers on NSU-related business or study. It provides assessment of health and safety issues associated with traveling to international destinations, and it supplies important contact information for services and assistance in the event of an emergency.

As per university policy, all faculty and staff members and students traveling to international destinations on NSU-related trips are required to complete the [NSU Travel Registration process](#).

A.8 Jurisdiction of University Policies and Procedures

All students, full- and part-time, attending Nova Southeastern University, shall be subject to this code.

A.9 Off-Campus Residency

The university does not approve, inspect, or supervise any off-campus student residences. The university does expect, however, that students living off campus will conduct themselves in a manner that will reflect credit on themselves and the university, which includes observing all local, state, and federal laws as well as all rules and regulations contained in this handbook.

In the event of a change of residence from on-campus housing to an off-campus location, a student should notify the Office of the University Registrar of the new address.

A.10 Student Organization Rights and Responsibilities

All Nova Southeastern University students who pay the student activities fee are eligible to join university organizations. Student organizations must be registered with the Office of Campus Life and Student Engagement each year in order to be considered a student organization with rights and privileges on campus, including the reservation and/or use of University facilities. Information on establishing any other type of student organization or maintaining a current one can be obtained by contacting the Office of Campus Life and Student Engagement at the Don Taft University Center, or online at nova.edu/campuslife/organizations/registration.html. With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

All student organizations are under the disciplinary jurisdiction of the Office of Student Conduct. All student organizations and groups are subject to the rules and policies of Nova Southeastern University, including but not limited to, the *NSU Student Handbook* and the [Policies and Procedures for Student Organizations](#).

The right of a student organization, including a fraternity or a sorority, to exist at the university may be revoked by the university at any time.

The policies and procedures for establishing a new fraternity or sorority on campus can be obtained by contacting the Office of Campus Life and Student Engagement, which grants approval for the establishment of all fraternal organizations on campus. Additional information regarding the policies for Greek organizations is available through the *Fraternity & Sorority Life Manual*.

Sororities and Fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Interfraternity Council (IFC), or Unified Greek Council (UG). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of Nova Southeastern University. Nova Southeastern University rules and regulations supersede any conflicting rules or regulations.

The Office of Student Conduct shall conduct a thorough investigation to determine whether a case involving any student organization, including fraternities or sororities, will result in charges of violation(s) of the Code of Student Conduct and whether those charges will be seen through either a judicial conference or a judicial hearing. See Section D—Disciplinary Procedures—for details on how these cases will be adjudicated.

Any organization determined to be responsible for violating the Code of Student Conduct will be sanctioned in accordance with the violation. Sanctions imposed as a result of a fraternity or sorority student-run disciplinary panel must be consistent with the purpose of the applicable governing constitution and bylaws of the organization as well as Nova Southeastern University.

Student organizations may appeal any disciplinary sanction imposed upon them. Procedures for an appeal can be found in the Disciplinary Procedures (D) section of this handbook.

A.11 University Computer and Telecommunications Use Policy

The following five sections detail NSU policy related to the use of computers, email, and the Internet. The information is available at <https://www.nova.edu/portal/oit/policies>.

Acceptable Use of Computing Resources and All Other Policies

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

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

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see Related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

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

1. for purposes other than the university's programs of instruction and research and the legitimate business of the university
2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. to recklessly, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

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

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements

- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Academic Affairs or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this policy, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Enterprise Username and Password Policy

Policy Rationale

Nova Southeastern University's (NSU) network and information systems provide the technical foundation for conduct of its academic, research, and administrative missions. Providing this open access to information technology is imperative to ensuring academic freedom at the institution. An important part of providing this network access is ensuring that the network and associated information is secure.

The purpose of this policy is to provide guidance to faculty, staff, students, and other authorized users regarding usernames and passwords in order to protect individual and university information and resources. Adherence to this policy will help ensure that the university network and information systems are standardized, secure, and available to all.

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Generic usernames may only be used in circumstances where they are deemed appropriate by the chief information security officer. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty, staff, vendors, and students must adhere to the standards for all systems and applications that come into contact with university technical resources.

Remedies

The university reserves the right to

- suspend access to preserve the confidentiality, integrity, and availability of the network, systems or information
- periodically audit passwords for compliance
- pursue disciplinary action because of non-compliance

Electronic Mail Communications

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see the following). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery information. All email communications between students and faculty, staff, and administration must be sent from the student's official NSU email account to the official NSU email account of the member of the faculty, staff, or administration.

Web Pages—Use of Material

You should assume that materials you find on the web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your web page(s) without the expressed permission of the copyright owner (examples: graphic images from other web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another web page in one of your web pages, then link to it rather than copy it. The occurrence of plagiarism on your web page is subject to the same sanctions that apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his or her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a web page footer when appropriate. When used, the copyright notice should appear as follows:

- web pages
 - Copyright 2005 (your name). All rights reserved.

- organization web pages (examples)
 - Copyright 2005 Cornell Law Review. All Rights Reserved.
 - Copyright 2005 Nova Southeastern University. All Rights Reserved.
 - Copyright 2005 NSU College of Engineering and Computing. All Rights Reserved.

A.12 University Copyright and Patent Policy

Nova Southeastern University seeks to promote respect for intellectual property and a culture of copyright compliance throughout its community. In an effort to ensure compliance university-wide, NSU has published the following policies.

- [*Copyright and Patent*](#)
- [*Use of Copyright-Protected Works in Education and Research*](#)
- [*Copyright Guidelines for Electronic Course Reserves*](#)

A.13 University Title IX Sexual Misconduct Policy

Sexual misconduct is prohibited by Nova Southeastern University. NSU will respond within the scope of its policy and procedures when sexual misconduct is reported to have occurred:

- on NSU owned or controlled property
- at a university or university-recognized program or activity
- regardless of location on or off campus, when the conduct 1) may pose an obvious and serious threat of harm to or 2) may have the effect of creating a hostile educational environment for, any member(s) of the university community

This policy applies to the behaviors of all students, employees (including faculty, staff, and part-time employees), visitors, and others affecting the university community. To report a violation or learn more about the sexual misconduct policy, procedures, and resources, visit the [*Title IX website*](#). Individuals who have experienced a crime of sexual violence, including sexual assault, stalking, and dating/domestic violence, can learn more about their options for getting support on and off campus, as well as for reporting to NSU and local law enforcement.

NSU takes all reports of sexual misconduct seriously, and retaliation will not be tolerated toward anyone who reports sexual misconduct and/or participates in an investigation or resolution of a report. Information about confidential resources, rights of all parties, and the procedures for investigating and resolving complaints is available on the Title IX website. Individuals may also contact Laura Bennett, NSU's Title IX Coordinator, directly at [*laura.bennett@nova.edu*](mailto:laura.bennett@nova.edu) or call (954) 262-7858. The Title IX Coordinator also assists students looking for information about other protections under Title IX, such as those for pregnant or parenting students, transgender or gender non-conforming students, or others who feel they may have experienced discrimination based on their actual or perceived sex or gender in an NSU course, program, or activity.

Additional information regarding the specific violations are included in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supercede any other version of this policy.

B. Specific Conduct Violations

B.1 Alcoholic Beverages

Failure to comply with the Alcoholic Beverages Policy (as included in Section A) is prohibited. This includes, but is not limited to, the following:

- possession of beverage(s) containing alcohol by any person younger than the age of 21, including residue or remnants of alcohol that may be found in glassware (this includes the presence of the aforementioned within a student's room or contained within their possessions or vehicle)
- consumption or use of alcohol by any person younger than the age of 21
- intoxication requiring evaluation and/or treatment by emergency personnel
- possession or use of any paraphernalia that enables the playing of “drinking games” or other activities that encourage binge drinking
- unlicensed distribution of beverage(s) containing alcohol, including the purchase for and/or delivery of alcohol to any individual(s) younger than the age of 21
- operating a motor vehicle while under the influence of beverage(s) containing alcohol, or possession of open containers of beverage(s) containing alcohol, while in a vehicle, or while parked or in operation
- public intoxication on campus or at university sponsored events or programs, regardless of age

B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The service animal policy can be found on the [Student Disability Services website](#). Students seeking an approved emotional support animal must complete the housing/facility accommodation request form located on the Student Disability Service website. Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the NSU campus or into other university property or facilities. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

- Students must adhere to the related policies specific to any building or classroom where an animal may or may not be taken.
- Damage to property caused by the animal is prohibited.
- Injuries to others caused by the animal are prohibited.
- Students who fail to abide by these rules may be subject to disciplinary action.

B.3 Assault/Violence

To threaten bodily harm—or discomfort to another person or commit or aid in the commission of an act that causes bodily harm and/or any other conduct that injures, threatens, or endangers the health, safety, and/or welfare of any other member of the university community on or off campus—is prohibited.

B.4 Bribery

To give, offer, promise, request, solicit, accept, or agree to accept for oneself or another any financial or other benefit with an intent or purpose to influence the performance of any act or omission is prohibited.

B.5 Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited.

B.6 Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

B.7 Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

B.8 Damage or Vandalism to Property

Defacing, littering, or damaging property of the university is prohibited.

B.9 Dangerous Items (Explosives, Firearms, Fireworks, and Weapons)

Weapons and firearms are prohibited on campus.

A weapon includes

- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

A firearm includes any weapon that is designed, or may readily be converted, to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and any firearm muffler or firearm silencer.

The complete NSU Firearms or other weapons policy is available on the [Public Safety website](#).

Additionally, due to safety concerns raised by the Consumer Product Safety Commission regarding hoverboards— and the potential detrimental impact to the safety of our campuses—the operation, storing, and use of hoverboards is prohibited on all NSU campuses and sites and at all university facilities. Those in violation of this policy may be subject to disciplinary action.

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means
- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus

B.11 Distributing or Posting Printed Media

The posting or distribution of printed materials not previously approved by the [Posting and Publicity Policies](#) is prohibited. Additional information regarding [individual buildings or academic unit](#) policies are also included online for reference.

B.12 Drugs, Drug Paraphernalia

The possession (including the presence of a substance as identified below within a student's room or contained within his or her possessions), manufacture, distribution, use, abuse, or sale of the following is prohibited.

- Possession or use of marijuana, even if prescribed
- illegal drugs, including but not limited to ecstasy/MDMA, lysergic acid diethylamide (LSD), cocaine, and/or heroin
- legally obtained over-the-counter medications or other substances including but not limited to salvia, spice, "bath salts," flakka, or NBOMe
- any drugs requiring evaluation and/or treatment by emergency personnel
- misuse or unprescribed possession of prescription medications
- drug-related paraphernalia or any item that potentially contains illegal residue
- distribution or sale of illegal drugs or prescription drugs that were not prescribed to the person receiving the drugs

B.13 Emergency Equipment and Procedures

Unnecessarily setting off a fire alarm; tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university

disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

B.14 Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of this code is prohibited.

B.15 Failure to Disclose Criminal Offenses

During the admissions process, all prospective students are required to disclose convictions of any criminal offense in any city, state, or country, other than minor traffic offenses. Students are required to disclose any time they have entered a plea of guilty or nolo contendere (no contest) to a criminal offense; had adjudication of guilt withheld for a criminal offense; participated in a first-offender or pretrial diversion program, or its equivalent, or committed any offense where the records have been sealed or expunged, including criminal offenses committed as a juvenile. Driving under the influence is not a minor traffic offense for purposes of this policy. Students also are required to disclose any pending criminal charges filed against them. Failing to disclose, omitting, or providing false information relating to any of the above may result in rescission of admissions offers or disciplinary action against a student, up to and including dismissal from NSU.

While enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges are filed. Students, other than those enrolled in programs within the Health Professions Division, must notify the assistant dean for Student Development of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

B.16 False Information (Including Fabrication, Fraud, and Falsification of Records)

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

Providing false or misleading information to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility subjecting a student to disciplinary action up to, and including, expulsion or rescission.

In addition, falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records. Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Academic Affairs or the Office of Human Resources) depending on the individual's affiliation with the university.

B.17 Fire

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

B.18 Gambling and/or Games of Chance

Gambling may include, but is not limited to, wagering on or selling betting-pools on any athletics or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other things of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to, and including, dismissal.

B.19 Guests

Students are welcome to bring guests to the campus; but, they must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guests from any area of the campus for any reason the university deems appropriate.

B.20 Harassment or Harm to Others

Harassment is defined as any conduct (words or acts)—whether intentional or unintentional—or a product of disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm. It is any conduct that intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's right to comfort and right to be free from a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; behavior that disturbs the peace and/or comfort of person(s) on the campus of the university; and behavior that creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

B.21 Hate-Based Conduct Violations

Any code of student conduct violation that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim may be considered a hate-based conduct violation. The categories of bias include the victim's actual or perceived race, color, ancestry, ethnicity, religion, gender, gender identity, sexual orientation, nation origin, disability, homeless status, or advanced age. Any student found to have committed a hate-based conduct violation may be subject to disciplinary action up to, and including, dismissal from NSU.

B.22 Hazing

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance, or other forced physical activity that could adversely

affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

B.23 Health and Safety

Nova Southeastern University recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

The determination of a student's participation and progress is to be made by the Student Behavioral Concerns Committee. NSU reserves the right to require the withdrawal of a student whose continuation in school, in the university's judgment, is detrimental to the health or safety of the student or others.

Generally, a student who is required to withdraw from the university for behavior detrimental to the health or safety of the student or others may not be allowed to return until documentation is provided by a treating medical provider of readiness to return. Additionally, a secondary evaluation/assessment must be conducted by the medical professionals of Henderson Student Counseling Clinic or an alternative health care provider of the university's choosing. Action taken under the University Health and Safety policy does not preclude disciplinary action by the NSU. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct before seeking readmission to the university.

B.24 Identification Cards

University identification cards (SharkCards) may only be used by the student whose name appears on the card. Any alteration or illegal use of university identification cards is prohibited. SharkCards that are misused are subject to confiscation by university personnel.

Other Identification Cards: Possession of an identification card that bears another person's likeness or contains false demographic information is prohibited. This includes all altered, blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification cards. Identification cards meeting any of these criteria will be confiscated from students found with them in their possession and will be turned in to the Office of Student Conduct and/or Public Safety as evidence of misuse and policy violation.

B.25 Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Department of Public Safety, Office of the Vice President

of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding. This does not prohibit the student from filing a grievance or complaint as provided in this handbook or through any outside governmental agency.

Communication related to the proceeding will be limited to identified individuals using administrative discretion.

B.26 Lake Swimming

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus or being in the shark fountain is strictly prohibited and any violations of this policy will be subject to disciplinary action.

B.27 Littering/Projecting Objects

Students may not throw, discard, place, or deposit litter or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

B.28 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications policy is prohibited (as detailed in Section A11).

B.29 Noise

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Vice President of Student Affairs or designee for a special event, is prohibited. Students are held responsible for the actions of their guests.

B.30 Online/Internet Social Networking Usage

All students are responsible for their postings on the Internet and/or social networking sites. Prohibited usage of Internet/social networking sites may include

- stalking, harassing, or threatening another person or group
- creating language on a social network that is threatening, vulgar, or derogatory
- displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined elsewhere in the NSU Student Handbook.

B.31 Parking and Motor Vehicle Policy

Failure to comply with the Parking and Motor Vehicle Policy is prohibited and may result in disciplinary action.

In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed. All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus. All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved. Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.

The Public Safety Department is authorized to designate any spaces as temporary reserved parking. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the administering of any repairs is the responsibility of the person making such repairs.

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the town of Davie, Broward County, or the state of Florida—is 15 miles per hour or less. All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles. Please visit the [Public Safety](#) website for additional information.

B.32 Plagiarism

The adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment is prohibited.

B.33 RecWell Center Policies and Procedures

Nova Southeastern University students and their guests who utilize the facilities (including fields and pools) managed by the Office of Recreation and Wellness must comply with the policies and procedures established by the department. *Department policies* are available online through the Office of Recreation and Wellness website.

B.34 Removal or Ejection from a University-Sponsored Event

Behavior which causes removal or ejection from any university-sponsored event, occurring either on campus or off campus, is prohibited.

B.35 Requests or Orders

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of

all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

B.36 Residential Life Policies and Procedures

All residents and/or guests in the residential buildings are required to comply with the Residential Life Policies and Procedures at all times. A complete list of policies are included in the [Residential Living Guide](#) available online.

B.37 Retaliation

To directly harass or threaten, to engage another person to commit an act on your behalf against, or otherwise commit an act against, another student who has reported a possible policy violation or who has participated in an investigation into the possible violation of a policy, is prohibited.

B.38 Smoking/Tobacco-Free Policy

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university, with no exception.

For purposes of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, "tobacco use" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco. Additional information on the [Tobacco-Free Policy](#) is available online.

B.39 Solicitation

Solicitation is defined as any approach of one person by another person for the purpose of buying, exchanging, or selling goods or services, or distributing literature to cause a person to buy, exchange, or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the university, its employees, outside organizations, or student organizations.

Personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited.

All student on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization from the [Office of Campus Life and Student Engagement](#). The Office of Residential Life and Housing must approve sales and solicitations in the residence halls.

B.40 Sorority and Fraternity Life Manual/Policies

Nova Southeastern University students affiliated with Greek Letter organizations are required to abide by the policies outlined by the [Sorority and Fraternity Life Manual](#). Chapters or individuals can be held responsible for violations of the published policies.

B.41 Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

B.42 Unauthorized Entry

Entering, attempts to enter, or remaining in any room, building, motor vehicle, trailer, or machinery, or other university property without proper authorization is prohibited. This includes attempting to stay past operating hours in any university facility.

B.43 Unauthorized Possession of University Property

Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

B.44 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the University community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Additionally, students are not permitted to take photographs or record audio or video in classrooms without prior permission of the instructor. Students wishing to record lectures must obtain permission from the instructor. The use, transmission, and/or distribution of any unauthorized recording is also prohibited. Any student who is found to have violated this policy may be subject to disciplinary action.

B.45 Video and/or Audio Copyright Violation

Federal copyright law restricts the use and/or distribution of copyrighted video and audio recordings with appropriate licenses or permission. Any use or distribution of audio or video recordings without appropriate approvals, or any other violation of NSU's copyright office is prohibited. Additional information, including NSU's full copyright policies are available from the [NSU Copyright Office](#).

B.46 Violation of Disciplinary Status/Conditions

Violating university policies or procedures while currently on disciplinary status (including probation or suspension) for a previous violation is prohibited. This may serve as grounds for a university judicial hearing.

B.47 Worthless Checks

Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.

C. University Title IX Sexual Misconduct Policy

The *Nova Southeastern University Sexual Misconduct Policy* is available online. While specific violations are included in the material that follows, complete definitions of each term are available on the university website. Please refer to the information online for complete and updated definitions of the terms/violations listed.

C.1 Gender-Based Harassment

is unwelcome conduct of a nonsexual nature based on a person's actual or perceived gender, gender identity, gender express, nonconformity with gender stereotypes, or sexual orientation.

C.2 Hostile Environment

is the effect of sexual or gender-based harassment that is sufficiently serious to deny or limit a person's ability to participate in or benefit from a university program or activity.

C.3 Intimate Relationship Violence

is violence or the threat of violence between those in a sexual and/or comparably personal and private relationship. Violence may be sexual in nature (such as sexual assault), or it may be physical violence, such as making death threats, punching, kicking, or using a weapon. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship. More details about dating and domestic violence may be found on the [Title IX website](#).

C.4 Retaliation

is an action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in any investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

C.5 Sexual Assault

is actual or attempted physical sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to,

1. intentional touching of another person's intimate parts without that person's consent
2. other intentional sexual contact with another person without that person's consent
3. coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent
4. rape, which is penetration, no matter how slight, of
 - a. the vagina or anus of a person by any body part of another person or by an object

b. the mouth of a person by a sex organ of another person, without that person's consent

5. acquaintance rape, which is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance

C.6 Sexual Violence

is physical acts of a sexual nature perpetrated against a person's will or where a person is incapable of giving consent. This includes violent behaviors that may also constitute rape, sexual assault, sexual abuse, and sexual coercion.

C.7 Sexual Exploitation

is behavior where one person takes sexual advantage of another person for the benefit of anyone other than that person, without that person's consent. Examples include prostituting another person; photographing or recording another person's sexual activity, intimate body parts, or nakedness without consent; distributing sexual images of someone without consent; and viewing a person's intimate body parts without consent when someone has a reasonable expectation to privacy.

C.8 Sexual Harassment

is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, unwelcome verbal sexual comments, and other forms of sexual misconduct.

C.9 Stalking

is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for safety or suffer substantial emotional distress. See the [Title IX website](#) for more information.

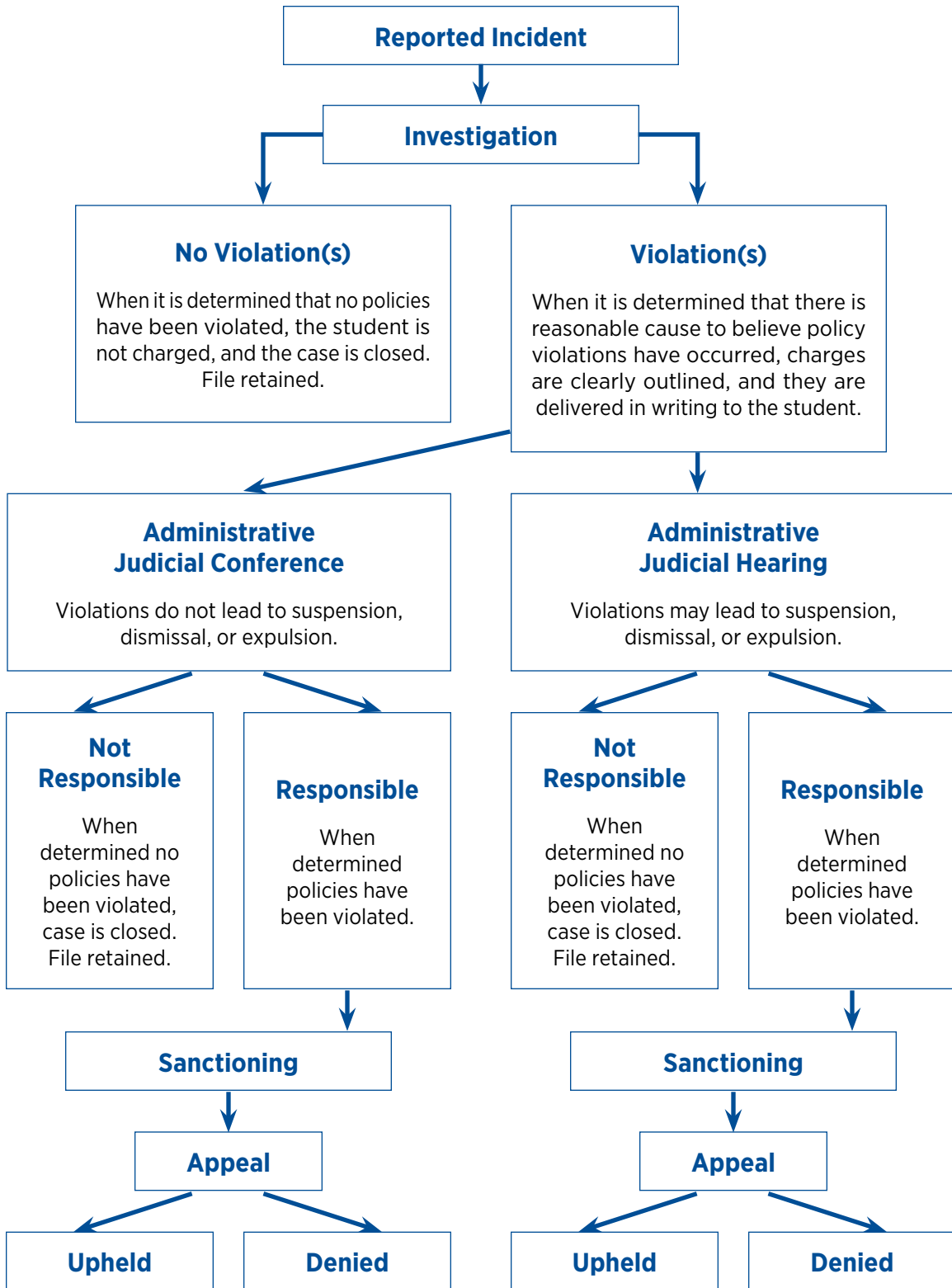
D. University Disciplinary Procedures

D.1 Introduction

A student (or student organization) who is alleged to have violated policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary process. A complaint may be made by any member of the university and/or nonuniversity community. The process through which students (or the student organization) are held accountable to university policies and procedures is intended to promote a better understanding of the university community and acceptable behavior for students who are a part of that community. With that in mind, it should be noted that the following processes occur only between the university and each individual student involved in an investigation into possible violations. Parents, friends, significant others, and or attorneys are not permitted to participate in, or observe, the disciplinary process.

Upon notification that a violation may have occurred, the assistant dean for student development and/or designee will investigate the circumstances of the case using the following process.

The following figure illustrates the University Disciplinary Process for Individual Students (not used for University Sexual Misconduct Cases—please refer to Section D.4).



Personal Rights of a Student (or Student Organization) during the Discipline Process

- a. Right to abstain from verbal participation—Students are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review related information and question witnesses, and provide the same on his or her own behalf.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students may choose to seek out an adviser. That individual may be present with the student during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student or speak for him or her at any point. Rather, an adviser may be present to answer questions the involved student poses directly to the adviser. Regardless of whether a student chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student may have before or after any meetings or hearings.

Adjudication Process

Notification

Communication of the alleged violations will be provided to a student via his or her NSU provided email. Notices to student organizations will be sent via NSU email to the president of the organization. Notices of alleged violations will include the following:

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student’s rights
- the name of the person(s), group, or university office filing the complaint
- a request to schedule a conference/hearing within five business days

For any graduate or professional student who is alleged to have violated the Code of Student Conduct, a copy of the notification of charges will be provided to the dean’s office of the student’s college. A student and/or organization that is alleged to have violated the Code of Student Conduct shall have the matter adjudicated by either an administrative conference or hearing based on the alleged violations.

Every effort will be made to have the accused student and/or organization misconduct considered expeditiously. If a student withdraws from the university or is no longer an active student, the university may, at its discretion, continue through the disciplinary process without the student’s participation, or place the disciplinary process on hold until the student’s attempted return to NSU. Students are not permitted to reenter NSU until all outstanding disciplinary cases are resolved.

D.2 Judicial Conference

A judicial conference is a meeting related to violation(s) that could not result in suspension, dismissal, or expulsion from the university.

Conference Procedures

Following notification of charges, the accused student must schedule a conference meeting with the designated discipline officer. If a student does not respond to a request to schedule a conference, the university reserves the right to continue its disciplinary procedure, conducting an in *absentia* conference. In addition, holds may be placed on a student's account that restrict registration for future semesters.

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. The conference meeting will only be open to the accused student and the discipline officer. The accused student and/or organization is presumed not responsible unless the student and/or organization accepts responsibility, or determined responsible for the alleged violation(s) based on the preponderance of the evidence.

At the beginning of the conversation, the discipline officer will review with the accused student their rights in the process as aforementioned, as well as the alleged violations.

The student will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student accepts responsibility, the only determination the discipline officer makes is regarding the sanctions to be imposed. If the student responds with "not responsible," the student will be provided the opportunity to provide evidence, a witness, or information for the review of the discipline officer. Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case. Character witnesses are not accepted.

In Absentia—If the student and/or organization fails to schedule or appear for a scheduled conference, and the discipline officer has, in good faith, exhausted all reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student and/or organization via NSU email.

At the conclusion of the conference, the student or organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student a copy of the final disposition will be provided to the dean's office of the student's college.

Sanctions

If, following a judicial conference, the student or organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations.

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or her behavior is flagrant violation of university standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the vice president of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to Disciplinary Probation, but must also demonstrate reason to substantiate the request.

- b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

Disciplinary Probation is a disciplinary sanction serving notice to a student that her or his behavior is in serious violation of university standards. A time period is indicated during which another violation to the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

Disciplinary Warning is a disciplinary sanction serving notice to a student that her or his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning is a verbal admonition to the student by a university staff member that his or her behavior is inappropriate.

Fines are penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

Restitution is payment made for damages or losses to the university, as directed by the discipline officer.

Restriction or Revocation of Privileges is temporary or permanent loss of privileges that include, but are not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

Termination or Change of Residence Hall Agreement/Accommodation is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs/assistant dean for student development/director of residential life or designee.

Counseling Intervention is when extreme behavior indicates that counseling may be beneficial. The student may be referred to the Student Counseling Center or other university health provider/program.

Other Appropriate Action is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, approved through the assistant dean of student development or designee.

Parent/Legal Guardian Notification is when university personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student younger than 21 years of age—in writing or by phone—when alcohol or drug violations of university policy occur.

Appeal Process

An appeal of disciplinary action taken must be in writing to the Office of Student Conduct within five business days of the receipt of the written disposition of the conference. In appealing a judicial decision, the appeal must fall into one of the following categories.

- The student has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- The judicial process as outlined was not adhered to during the student's conference.

- The sanction(s) do not relate appropriately to the violation.

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case.

D.3 Judicial Hearing

A Judicial Hearing is a conducted for violation(s) that could result in suspension, dismissal, or expulsion.

Hearing Procedures

Following notification of charges, the accused student must schedule a hearing with the designated discipline officer. If a student does not respond to a request to schedule a hearing, the university reserves the right to continue its disciplinary procedure, conducting an in *absentia* hearing. In addition, holds may be placed on a student's account that restrict registration for future semester(s).

The hearing is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. The hearing will only be open to the accused student, their adviser (should they choose to have one), and the discipline officer and a "recorder." All hearings will be digitally recorded. An individual "recorder" will be present during the hearing to ensure this process. The individual has no other role in the hearing. The recording will be used only for the appellate process. The record will be the property of the university.

The accused student and/or organization is presumed not responsible unless the student and/or organization accepts responsibility, or are determined responsible for the alleged violation(s) based on the preponderance of the evidence.

At the beginning of the conversation, the discipline officer will review with the accused student/organization their rights in the process as outlined before, as well as the alleged code violations.

The student will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student accepts responsibility, the only determination the discipline officer makes is regarding the sanctions to be imposed. If the student responds with "not responsible," the student will be provided the opportunity to provide evidence, a witness, or information for the review of the discipline officer. Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case. Character witnesses are not accepted.

In Absentia—If the student and/or organization fails to schedule or appear for a scheduled hearing, and the discipline officer has, in good faith, exhausted all reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student and/or organization via NSU email.

At the conclusion of the hearing, the student or organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student, a copy of the final disposition will be provided to the dean's office of the student's college.

Sanctions

If, following a judicial hearing, the student or organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations.

Expulsion is a permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges.

Suspension is a mandatory separation from the university for a period of time specified in an order of suspension. An application for admission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the vice president of student affairs or designee.

Temporary Suspension is action taken by the vice president of student affairs/assistant dean for student development that requires a student's temporary separation from the university until a final determination is made of whether a student is in violation of the Code of Student Conduct and Academic Responsibility.

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or her behavior is flagrant violation of university standards, under which the following conditions exist.

- a. The sanction is for the remainder of the student's career and may be reviewed by the vice president of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to Disciplinary Probation, but must also demonstrate reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

Disciplinary Probation is a disciplinary sanction serving notice to a student that her or his behavior is in serious violation of university standards. A time period is indicated during which another violation the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

Disciplinary Warning is a disciplinary sanction serving notice to a student that her or his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning is a verbal admonition to the student by a university staff member that his or her behavior is inappropriate.

Fines are penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

Restitution is payment made for damages or losses to the university, as directed by the discipline officer.

Restriction or Revocation of Privileges is temporary or permanent loss of privileges that includes, but is not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

Termination or Change of Residence Hall Agreement/Accommodation is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs/assistant dean for student development/director of residential life or designee.

Counseling Intervention is when extreme behavior indicates that counseling may be beneficial. The student may be referred to the Student Counseling Center or other university health provider/program.

Other Appropriate Action is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the assistant dean of student development or designee.

Parent/Legal Guardian Notification is when university personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student younger than 21 years of age—in writing or by phone—when alcohol or drug violations of university policy occur.

Appeal Process

An appeal of disciplinary action taken following a judicial hearing must be in writing to the vice president of student affairs within five business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories.

- The student has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- The judicial process as outlined was not adhered to during the student's hearing.
- The sanction(s) do not relate appropriately to the violation(s).

A written decision will be provided by the vice president of student affairs within a reasonable amount of time of the appeal request. The decision of the vice president of student affairs will be final.

D.4 University Title IX/Sexual Misconduct Disciplinary Procedures

In addition to any criminal or civil actions that may be pending or in progress, the university has the obligation to investigate and address incidents that adversely affect its community, and/or otherwise may constitute a violation of university policy. This means that the university reserves the right to pursue its own administrative and accountability processes for students and employees and others impacting the campus.

Members of the university community (i.e., students and employees) found responsible for sexual misconduct may receive disciplinary actions that could include suspension, expulsion, and/or termination from the university. Such disciplinary action and institutional proceedings will proceed independently of any criminal and/or civil cases involving the victim and/or the responding party. The institutional accountability procedures will provide a fair, prompt, and impartial process from investigation to final result.

The process used to investigate and resolve reports of sexual misconduct exhibited by students, once the Title IX Coordinator has determined that a formal investigation is warranted, is available through the [Title IX website](#), including possible sanctions should a student be found responsible.

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

Disability discrimination can occur whenever a qualified individual with a disability is denied the same equal opportunities as other university students, faculty and staff members, and third parties, because of their disability status.

Under applicable disability laws, an individual with a disability is a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. Temporary, nonchronic impairments that do not last for a long time and that have little or no long-term impact usually are not disabilities. The determination of whether an impairment is a disability is made on a case-by-case basis.

a. What is a “major life activity” under the law?

To be considered a person with a disability, the impairment must substantially limit one or more major life activities. Examples of major life activities include walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, and caring for oneself.

b. What does “qualified” mean?

To be protected, a person must not only be an individual with a disability, but must be qualified. For students, a qualified individual with a disability is a person who, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids or services, meets the essential requirements for the receipt of services or participation in programs or activities provided by the university.

For university employees, a qualified individual with a disability is a person who satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without a reasonable accommodation, can perform the essential functions of the position.

c. Disability Harassment

Harassment on the basis of an actual or perceived disability is also a form of prohibited discrimination. Disability harassment consists of unwelcome verbal, written, or physical conduct based on disability when

- such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance
- such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment
- such conduct unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity

d. Hostile Environment

The university will not tolerate the creation or existence of an environment that is hostile on the basis of disability as detailed in the NSU Nondiscrimination Statement. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to an individual's disability that is

sufficiently severe, pervasive or persistent so as (1) to interfere with or limit the ability of an individual to participate in or benefit from the university's programs and activities or (2) to unreasonably interfere with an individual's work or academic performance by creating an objectively intimidating, hostile or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred.

Grievance Procedures for Complaints of Disability Discrimination

a. Filing a Complaint

A formal complaint is one way of initiating a full, formal investigation. Formal complaints may be made by students, faculty and staff members, other NSU employees, or third parties (i.e., an individual who is not a student, faculty member, or employee of NSU). A formal complaint must be written* and must provide detailed allegations of the alleged disability discrimination. The purpose of this policy is to provide for the prompt, adequate, and impartial investigation of all complaints of disability discrimination and/or disability-based harassment.

The following person has been designated to handle inquiries and complaints by students regarding perceived disability discrimination:

Michelle Manley, Ph.D.
Assistant Dean for Student Development
(954) 262-7281 • mmichell@nova.edu

The assistant dean for student development will be responsible for coordinating the investigation and making a determination as to any potential behaviors/activities which may violate the university's disability discrimination/harassment policies.

Any complaint relating to disability harassment or discrimination made by a student against faculty or staff members may be referred to the NSU Office of Human Resources (OHR) where appropriate, at the discretion of the assistant dean for student development. Any complaints referred to the NSU Office of Human Resources will be investigated and processed to conclusion by them in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein.

Any complaint relating to a disability accommodation decision must be filed in accordance with the policies as outlined in the Office of Disability Services website. The appeals process, as well as additional information, can be found at nova.edu/disabilityservices.

* NSU also will accept oral complaints from individuals with disabilities, if, due to their disability, they are unable to file a written complaint. The university will memorialize the individual's complaint in writing and the individual will certify that the written complaint is an accurate representation of his or her complaint.

b. Referral or Dismissal of Reports

Some complaints may not actually fall within the definition of discrimination set forth by university policy or otherwise may be more appropriately handled by other offices. These reports will be dismissed or referred to other offices as appropriate.

c. Initial Processing of Student Complaints by the Assistant Dean for Student Development

Upon filing of a formal complaint with the assistant dean for student development, an investigator will be appointed from the appropriate university college/office/department, who will meet with the complainant within five business days to document the allegations, based on the written complaint and any other information gathered. The allegations made by the complainant will be the basis for the investigation.

d. Informal/Early Resolution of Student Complaints

The university may attempt to resolve matters through mediation or other alternative resolution, when appropriate. Mediation will not be used for reports of extreme forms of disability discrimination or harassment. In mediation, the investigator or an assigned individual typically meets with the reporting party and the respondent—separately and/or together—to seek an acceptable resolution. Any informal resolution may be made only with the agreement of all affected parties.

If alternative resolution is unsuccessful, the matter will proceed to investigation.

e. Investigation Process of Student Complaints Processed by the Assistant Dean for Student Development

Grievance investigations are objective, fact-finding inquiries. The purpose of the investigation is to gather facts relating to the allegations made by the complainant and to enable the assistant dean for student development to decide whether NSU policy has been violated.

- The investigation will include interviews with the complainant, respondent and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator's consideration during the investigation process.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator deems appropriate. The complainant and respondent are permitted to provide the investigator with evidence.
- The investigator will provide the respondent with written notice of the allegations, if appropriate, and allow the respondent five business days to respond, in writing.
- Investigations may be expanded to address additional allegations that surface during the investigation, at the investigator's discretion. If appropriate, the respondent will be provided with written notice of any such additional allegations. The respondent will be given the opportunity to respond to the additional allegations.
- The investigator typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation; attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report.

f. Investigation Completion of Student Complaints Processed by the Assistant Dean for Student Development

At the conclusion of the investigation, the investigator(s) will prepare a written report. The report typically will summarize the allegations investigated, and describe the relevant information discovered and factual findings made, including whether any allegations were substantiated, and the basis for such findings, which may include credibility as determined in the investigator's judgment. The report will not make findings as to whether there has been a violation of law or university policy. The investigator will indicate any facts or allegations in dispute, and present his or her conclusions (if any) about such facts, including the basis for such conclusions (e.g., whether an allegation was corroborated by witnesses, or whether the investigator found one version of events more credible than another).

The investigator will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the assistant dean for student development. Within 10 business days of receipt of the investigation report, the assistant dean for student development will make a determination of whether a policy violation occurred. (See Section G for a description of the possible determinations.)

g. Determinations by the Assistant Dean for Student Development

The following is a description of the potential determinations made by the assistant dean for student development upon the conclusion of the investigation process.

1. Determination of No Violation of University Discrimination Policy by the Assistant Dean for Student Development.

If the assistant dean for student development determines that a violation of the university's discrimination policy has not been shown, all parties will be so informed and the matter closed. The assistant dean for student development will provide the complainant with an explanation of the key findings on which the determination is based.

If the investigation reveals evidence or allegations of violations of other university policies or other misconduct by the respondent or other parties, the investigator will present, typically in a separate report, such evidence or allegations to the assistant dean for student development to pursue as deemed appropriate.

2. Determination of Violation of the University's Discrimination Policy by the Assistant Dean for Student Development.

If the assistant dean for student development determines that there was a violation of NSU policy, he or she will inform the respondent of such determination along with the findings upon which the determination is based. The respondent will be given the opportunity to respond to the determination in writing. Any response must be received by the assistant dean for student development within five business days of the determination.

The assistant dean for student development will consider any such response, and may modify his or her determination if appropriate. If it is determined that a violation of NSU policy has occurred, appropriate disciplinary action will be taken in accordance with published policies.

h. Notification of Outcome by the Assistant Dean for Student Development

After a final determination is made, the assistant dean for student development will contemporaneously provide written notification to the complainant and respondent informing them that the investigation is complete and whether a violation of university policy was determined to have occurred.

1. Notification to Complainant

If a violation of university policy was determined to have occurred, the notification will include assurances that appropriate corrective action will be taken and advise the complainant to immediately report any conduct that he or she believes was/is retaliatory.

2. Notification to Respondent

If a violation of university policy was determined to have occurred, the notification will detail the disciplinary action to be taken and advise that retaliation will not be tolerated and any such behavior could potentially subject anyone engaged in retaliation to additional disciplinary action. The notification will also detail the policies and procedures associated with appealing the decision.

i. Appeals

Under certain circumstances and depending on their status as a student, employee or faculty member, parties may have the right to an appeal within the university.

An appeal of disciplinary action taken against a student by the assistant dean for student development must be made in writing to the vice president of student affairs within five business days of the receipt of the written notification of outcome. In appealing a disciplinary decision, the appeal must fall into one of the following categories.

- The student has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- The disciplinary process was not adhered to during the student's proceeding.
- The sanction(s) do not relate appropriately to the violation(s).

A written decision will be provided by the vice president of student affairs or his or her designee within a reasonable amount of time from receipt of the appeal request.

The decision of the vice president of student affairs or his or her designee will be final. If the complainant is suspended, dismissed, or expelled from the university, the assistant dean for student development sends written notification of the action to the dean of the student's academic program and appropriate university administrative offices.

An appeal of disciplinary action taken against an employee will be conducted in accordance with the *NSU Employee Policy Manual* or *Faculty Policy Manual*, if available.

j. Remediating Disability Discrimination

Disability discrimination and/or harassment are not tolerated at NSU. The university is committed to taking necessary remedial steps that are designed to stop the discrimination, correct its effects, and ensure that the discrimination does not recur. Such actions may or may not be the action that the reporting party requests or prefers. Steps may be specific to the parties involved or may be aimed at a broader group.

Typical steps range from counseling (which may be either remedial counseling, for the respondent, or supportive counseling, for the reporting party) or training or separation of the parties, to discipline of the respondent, including a written warning, probation, suspension, demotion, transfer, expulsion, or termination for cause. The appropriate discipline will depend on the nature and severity of the conduct, the respondent's overall record, the applicable policy on discipline, and other factors where relevant.

k. Retaliation

The law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. NSU will immediately investigate and remedy (if appropriate) any reported retaliatory actions taken by the respondent or other individuals.

E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the assistant dean for student development. The assistant dean will attempt to resolve the dispute.
4. If the assistant dean for student development is unable to resolve the dispute, he or she will notify the student and the vice president of student affairs in writing.
5. The student may then appeal in writing to the vice president of student affairs.
6. The vice president will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The vice president's decision is final and binding and cannot be appealed.

NSU Resources and Administrative Offices

Alumni Association

The *Nova Southeastern University Alumni Association* is your connection to more than 188,000 alumni living in all 50 states and more than 115 countries around the world. It is committed to engaging and enriching the lives of alumni while creating meaningful relationships to assist in the continued development of its members. All graduates of Nova Southeastern University receive a complimentary membership in the NSU Alumni Association with access to special members-only benefits and services. To learn more about the NSU Alumni Association, visit nova.edu/alumni and stay connected with fellow classmates at nsuconnect.net.

ATMs

There are several automated teller machines (ATMs) on Nova Southeastern University's Fort Lauderdale/Davie Campus. They are located in the Don Taft University Center, the Rick Case Arena, the Terry Building of the Health Professions Division, and the Carl DeSantis Building. The ATMs are operated by SunTrust Bank, which may charge a fee for their use, in addition to charges by your financial institution.

Bookstore

The *NSU Bookstore* carries all the required and recommended textbooks and supplies for each class. It has the largest selection of new, used, and digital textbooks available for purchase and rental. The bookstore also carries an array of NSU clothing, accessories, gifts, school supplies, reference titles, and graduation regalia. You can order online at nsubooks.bncollege.com for free in-store and regional campus pickup or for domestic and international delivery. (Delivery fees apply.) The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Please refer to the website for operating hours.

The NSU Shark Store is an extension of the NSU Bookstore and is located on the ground floor of the Don Taft University Center. The Shark Store carries a variety of school spirit clothing, accessories, and gifts. Check the website for the operating hours for the NSU Shark Store.

Campus Shuttle

The *Shark Shuttle* provides free transportation on a fixed route within the NSU campus for students, faculty, and staff members. The iShark App can be utilized to access real-time arrival data. Shark Shuttle buses are monitored by a GPS, called NextBus. A complete Shark Shuttle route information can be found at nova.edu/locations/shuttle.html. To gain access to real-time bus arrival predictions access the NSU iShark App or call the Shark Shuttle Office, please contact (954) 262-8871.

Division of Student Affairs and The College of Undergraduate Studies

The *Division of Student Affairs* and the College of Undergraduate Studies provide students with numerous services and co-curricular learning opportunities that are conducive to student growth, development, and engagement that leads to retention and graduation. Administered by the Office of the Vice President of Student Affairs and the dean of the College of Undergraduate Studies, the following offices make up the division.

Office of Undergraduate Admissions

The *Office of Undergraduate Admissions* guides and supports students through all of the processes related to enrolling in undergraduate programs at the university. The office works closely with all of the university's colleges that house undergraduate academic programs, the Office of Financial Aid, and other campus departments and offices that are relevant to undergraduate recruitment and admissions. The office also participates in numerous college admission fairs, hosts school counselors on campus, provides campus tours through student ambassadors, and maintains an active national and international student recruitment schedule.

Office of International Affairs

The *Office of International Affairs* (OIA) serves as a base for the university's international initiatives, international student services, education abroad, international risk management travel registration procedures, and undergraduate international recruitment and admissions and includes the Office of International Students and Scholars (OISS), the Office of Education Abroad (OEA), and the Office of International Undergraduate Admissions (OIUGA). The OIA also provides ongoing assistance and support for all members of the university community engaged in campus internationalization, global partnerships and exchanges and other globalization efforts.

- The Office of International Student Scholars (OISS) provides immigration, orientation, counseling and overall assistance to all new and continuing international students, visiting scholars, and faculty members on and off campus.
- The Office of Education Abroad (OEA) provides comprehensive assistance to all students (domestic and international) who wish to travel abroad on any of the many international travel experiences offered at the institution including summer, semester, and academic year study abroad programs, faculty-led travel study programs, international internships and international service learning opportunities.
- The Office of International Undergraduate Student Admissions (OIUGA) provides comprehensive international student recruitment and admission support for prospective international students.

The OIA is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University; and the team is also committed to providing domestic students with the services they need to fulfill their global and international interests through study abroad opportunities.

For further information, contact OIA at (954) 262-7240 or visit the website at nova.edu/internationalaffairs.

Office of Orientation

The *Office of Orientation* focuses on providing positive and smooth transitions into the university and college life for new NSU students. Orientation, a multiple-day program facilitated by student orientation leaders prior to the beginning of the fall term, give new students and their families information and resources that provide a foundation for a successful start to the student's academic pursuits. The office also provides an orientation for nursing students on the Fort Lauderdale/Davie Campus and the Fort Myers and Miami campuses. In addition, the office provides orientation programs for transfer and online students.

Office of Undergraduate Academic Advising

The *Office of Undergraduate Academic Advising* provides comprehensive academic support services that assist students to achieve their academic goals. These services include academic planning, course sequencing and prerequisites, academic preparation for graduate and professional schools, and class registration.

Office of Student Career Development

The *Office of Student Career Development* provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni on how to develop an individualized career action plan, from choosing a major to conducting a competitive job search. The center also strives to explore career and/or graduate/professional school opportunities. Additional programs and services available include career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and soft-skills development.

Tutoring and Testing Center

Tutoring and Testing Center (TTC), housed within the College of Undergraduate Studies, offers supplemental instruction, individualized tutoring, academic success coaching, and a variety of testing services. Students are encouraged to take advantage of these resources to help meet their educational goals, achieve academic excellence, and enhance personal growth.

Office of Student Academic Service

The Office of Student Academic Services oversees various programs in support of undergraduate students and the undergraduate academic programs. It oversees all aspects of the dual admission program and works in collaboration with partners in NSU's graduate/professional programs in order to support the transition of these students into these programs. The office facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communication with students and academic programs. It also oversees academic integrity and the reporting and communication processes related to academic misconduct cases. The office provides support to students experiencing academic and administrative challenges by acting as a liaison to other departments and resources university wide, as well as overseeing the process.

Office of Residential Life and Housing

The *Office of Residential Life and Housing* provides students with a total educational experience by facilitating an enjoyable campus-living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. The office provides quality facilities for students who live on campus, and it coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the eight on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students, as well as apartment-style housing for upper-division undergraduate students and limited graduate students.

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement (CLSE)* is home to the Student Events and Activities (SEA) Board, more than 100 registered undergraduate student organizations, fraternity and sorority life, and the *Undergraduate Student Government Association (SGA)*. This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, and CommunityFest. CLSE is also responsible for Weekend Programming and our Sharks on the Scene (S.O.S) Program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. It plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interest.

Office of Recreation and Wellness

The *Office of Recreation and Wellness* (NSU RecWell) strives to enhance transformative learning and quality of life for the NSU community through diverse programs and services in an inclusive environment. Programs and services include: intramural and club sports, fitness and wellness programming, scuba and rescue certifications, and outdoor adventures.

NSU RecWell oversees the RecPlex, located within the Don Taft University Center and the Aquatic Center, housing the largest pool in South Florida. The RecPlex is more than 100,000 square feet and houses 15,000 square feet of cardiovascular and strength requirement, two indoor basketball courts, three racquetball courts, an indoor climbing wall, a leisure pool, three multipurpose rooms, and men's and women's locker rooms—equipped with showers and saunas.

Office of Student Leadership and Civic Engagement

The *Office of Student Leadership and Civic Engagement* provides NSU students with the opportunity to become involved in a variety of leadership programs and volunteer activities in the community. Programs include service days, alternative breaks, the Leadership & Multimedia Conference, and the Emerging Leaders Experience. The office also houses NSU's premier leadership program, *Razor's Edge Leadership Scholars Program*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and co-curricular elements. Students in the program graduate with a minor in Experiential Leadership.

In addition, the office also houses President's 64, a selected group of graduate and undergraduate students representing different constituencies of NSU's diverse student population. President's 64 members provide feedback to the NSU president and serve as student ambassadors and representatives at university events.

Office of Student Media

The *Office of Student Media* oversees the management of the publication of *The Current* (the NSU student newspaper), WNSU (the student-operated radio station), and Sharks United Television (SUTV— the student operated campus TV station). In addition, Student Media annually hosts the NSU Leadership & Multimedia Conference and Multimedia Camp. The office also supports the promotion of all campus events and programs to inform students about activities at the university.

Office of Student Conduct

The *Office of Student Conduct* supports the educational mission of the institution by reviewing and resolving alleged violations of the Code of Student Conduct. Link to guided by the university's eight core values, the office encourages students to take responsibility for their actions, learn conflict resolution skills, enhance decision-making ability and develop social awareness and ethical values.

Additionally, the office supports the Student Behavioral Concerns Committee in ensuring that students experiencing or exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being are supported and connected to various resources.

Office of Student Disability Services

The *Office of Student Disability Services* provides information and individualized accommodations to ensure equal and comprehensive access to university programs, services, and campus facilities. *Information about requirements* for requesting academic or facility accommodations, by any student enrolled at the university, are available online through the office website.

Office of Student Affairs Marketing

The *Office of Student Affairs Marketing* sets the standards for all marketing and communications for the division and the college of undergraduate studies. The offices works with all offices to produce materials that inform the university community of its activities, programs, and services. The office oversees the Student Poster Printing service by providing complimentary, wide-formatted posters for student organizations and academic units. The office also oversees the Shark Fountain Brick Campaign and publishes an enewsletter, *SharkFins*, that reaches all NSU students weekly.

Student Activity Fee Accounts Office

The *Student Activity Fee Accounts Office* is responsible for providing effective financial accounts management for NSU student clubs and organizations. Account services include reimbursements to students and faculty members affiliated with a club or organization, payment to vendors, account deposits, management of student government (SGA) allocations, and fund reconciliation.

Office of Student Affairs at the Regional Campuses

Student Affairs at NSU's regional campuses serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, and opportunities for all regional campus students. The Student Affairs professional staff members advise the respective student government associations, plan and support cocurricular programming such as Family Fin Day and Class Celebrations, and connect students to available resources and support.

Henderson Student Counseling Services

Henderson Student Counseling Services (HSCS) is the primary behavioral health provider for the students and/or campus community at Nova Southeastern University. The mission of the program is to collaborate directly with students to reduce barriers that stand in the way of the definition, implementation, and accomplishment of their educational, personal, and/or career goals. The HSCS staff provides students with an opportunity to develop personal insight, identify and solve problems, and implement positive strategies to better manage their lives both academically and personally. HSCS is sensitive to issues of cultural diversity—including but not limited to age, race, gender, sexual orientation, nationality, and religion. In addition to working directly with students, HSCS's mission is realized through outreach, partnerships, and consultation initiatives with faculty and staff members, parents, and other university entities.

Individual, couples, family, and group counseling that utilizes a brief therapy model is provided in a welcoming office environment. Video counseling services are available for NSU's regional campus students. Services are scheduled based upon the identified needs and service options chosen by the student. The counselor's goal is to build upon the student's current skill sets for positive behavioral change. Services are provided by licensed counselors, a licensed psychologist, and a psychiatrist.

Full- and part-time enrolled students are eligible for 10 counseling sessions per academic year at no cost. Psychiatric services are available and are covered by many commercial insurance plans or for a nominal fee.

Office of Veterans Affairs

The Veterans Resource Center (VRC) was developed to provide a centralized location for resources and services specifically designed for our veterans and military affiliated students. Our mission is multifaceted and includes the facilitation of academic success, transitional assistance, supporting university and community engagement, providing professional development opportunities, and ultimately graduation and career attainment. Additionally, the VRC provides our students with a home away from home, with lounge space, study areas, refrigerator, microwave, and a computer lab. It is also the host of the SVA veteran student group Freedom Sharks. Additional information can be found at nova.edu/veterans.

Enrollment and Student Services

Enrollment and Student Services (ESS) is comprised of the Office of Student Financial Assistance, the Office of the University Registrar, the Office of the University Bursar, the One-Stop Shops in Horvitz and Terry Administration Buildings, the University Call Center and Help Desk, Enrollment Processing Services/Admissions Management Services, Transfer Evaluation Services, the Health Professions Division

Office of Admissions, and SharkCard Services. Collectively, the ultimate goal of ESS is to effectively meet the information and service needs of all NSU students.

Office of Student Financial Assistance

The *Office of Student Financial Assistance* is dedicated to helping students make informed financial choices while in college. There are four types of financial aid available to assist in meeting the cost of attending college: grants, scholarships, student employment, and loans. Grants and scholarships generally do not have to be repaid. However, if a student drops or withdraws from any classes for which financial aid has been received, the student may have to return any unearned funds. Loans always have to be repaid. Student employment requires the student to work in exchange for a paycheck. Please remember that students interested in federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria. More detailed information on the financial aid process, sources of aid, and other resources are available on the office website.

Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, distributing student educational tax forms, issuing refunds from excess financial aid funds, and verifying students' eligibility for financial aid funds. The office also assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options. NSU Student Health Insurance is also housed within this office.

Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, and diploma printing. The essential responsibility of the registrar's office is to create, maintain, and protect students' academic records.

One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can also obtain their SharkCard and parking decal at the One-Stop Shop, which is located in the Horvitz Administration Building as well as on the first floor of the Terry Administration Building on the Fort Lauderdale/Davie Campus. Hours of operation are Monday through Thursday, 8:30 a.m. to 7:00 p.m.; Friday, 8:30 a.m. to 6:00 p.m.; and Saturday (Horvitz Administration Building only) 9:00 a.m. to noon.

SharkCard Services

The *SharkCard* is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification cards when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic strip. The SharkCard is

Nova Southeastern University’s single-card program that combines a multitude of features and uses, including the following:

- building access
- campus and student event access
- copier usage
- discounts and usage at participating vendors
- identification purposes
- library privileges
- meal plans
- pay-for-print
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The biometrics are stored on the internal SmartChip and used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of \$1, \$5, \$10, or \$20 to an online account that can be used for copying, printing, vending machines, and much more. Students are able to add money at the One-Stop Shop, as well as at Cash to Card Value stations that are available in various locations throughout the Fort Lauderdale/Davie Campus, including the first and second floors of the Alvin Sherman Library, Research, and Information Technology Center. Students can also add money online using a credit or debit card. The SharkCard office is located in the Horvitz Administration Building in the One-Stop Shop and also in the Terry Administration Building, room 1134.

University Call Center

The University Call Center answers calls relating to Enrollment and Student Services: university events and graduate admissions for the Health Professions Division, the Abraham S. Fischler College of Education, the College of Engineering and Computing, and the Halmos College of Natural Sciences and Oceanography.

	Phone Number	Hours of Operation		
		Monday-Friday	Saturday	Sunday
University Operator	(954) 262-7300 or 800-541-6682	7:00 a.m. to 10 p.m. 8:30 a.m. to 5 p.m. 8:30 a.m. to 5 p.m.		
Office of the University Registrar	(954) 262-7200 or 800-541-6682, ext. 27200			
Office of Student Financial Assistance	(954) 262-3380 or 800-541-6682, ext. 23380			
Office of the University Bursar	(954) 262-5200 or 800-541-6682, ext. 25200			
HPD Clinics	(954) NSU-CARE (678-2273)	8 a.m. to 5 p.m.	8:00 a.m. to 2 p.m.	closed
Help Desk	(954) 262-HELP (4357) or 800-541-6682, ext. 24357	7 a.m. to 10 p.m.	8:30 am to 5:00 p.m.	

NSU Athletics

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department, and the university express this commitment through their membership with NCAA Division II and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 34-year history, the NSU Department of Athletics began as a one-sport NAIA program in 1982 and has grown into the 17-sport NCAA program that it is today. During this span, NSU Athletics has won 8 team national championships, 24 national championships, 249 All-Americans, 222 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, soccer, swimming and diving, and track and field. Women's sports include basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, track and field, and volleyball. As a 14-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also consistently maintained a cumulative departmental GPA of 3.0 or better since obtaining NCAA DII membership.

Office of Innovation and Information Technology

The *Office of Innovation and Information Technology's* unit maintains 50 computing facilities: 30 at the Fort Lauderdale/Davie Campus and 20 located among the other NSU campuses in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, Tampa, and Puerto Rico. In addition to courses, open labs are scheduled and maintained for student use on campus and at student educational center locations. NSU's labs house a variety of computer equipment for student use.

Students and faculty and staff members have access to scanners, printers, digital cameras, video cameras, and other technology tools. Wireless laptops are available for use in the library, HPD study rooms, and several regional campuses. Color printers and printing stations located in high traffic areas for "on-the-go printing" are also available. The labs are equipped with pay-for-print stations that are accessed via student identification cards, as well.

SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, both stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full-time and part-time) receives a credit of \$75.00 per fiscal year (July 1 through June 30) on his or her MyNSU Print account. The student also can use their funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.

Student Medical Center

The mission of the *Student Medical Center* is to provide quality primary health care services to our collegiate populations. Services include physical exams, women's health care, immunizations, preventive care, general medical care, and minor surgical procedures.

Public Safety

The *NSU Public Safety Department* provides protective caregiving services on campus 24 hours a day. The NSU Public Safety Department uses community-focused crime prevention, including patrolling officers, to help prevent crimes and threats on the Fort Lauderdale/Davie Campus, East Campus, Oceanographic Campus, and at the NSU Art Museum Fort Lauderdale. The Public Safety Department also utilizes contract security officers to assist with traffic direction and special events on the Fort Lauderdale/Davie Campus and to provide on-site security services at NSU's regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract security officers only patrol and have jurisdiction to report and enforce university policies and parking and traffic enforcement on university property. Public Safety officers and contract security personnel are not police, are not empowered as such, and do not have the authority to make arrests.

NSU Alert: Stay informed of all campus emergencies.

- Program the NSU Emergency Hotline number, 800-256-5065, into your cell phone to stay informed and updated during actual or potential crisis/emergency situations. Call 9-1-1 for any emergency while on campus, then call Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at nova.edu/emergency. Program the NSU Emergency Hotline number, 800-256-5065, and SMS@blackboard.com as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

The *Campus Safety Handbook* has additional crime prevention and safety information.

Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenience locations, and a hybrid space that converts 7 retail dining brands in the Razor's Reef into a one-price dining experience. Dining on campus hosts popular national brands such as Starbucks, Subway, and Einstein Bros. Bagels, illy Coffee, and Pepsi. Shark Dining also provides a range of internal concepts to include extended options for vegetarians and vegans. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has amazing partnerships with departments such as RecWell, which brings a monthly Teaching Kitchen experience, focused on getting

students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with onsite senior management team. Menus, hours, dining venues, events, and more can be accessed any time at dineoncampus.com or through the smart phone app, Dine On Campus.

University Health Care Centers

The Division of Clinical Operations oversees the administration and oversight of the university's health care centers in Miami-Dade and Broward counties. The centers offer health care services to the community, some not available elsewhere, and community outreach programs in the form of free health care education and assessments for vision, medical, speech, behavioral health, physical and occupational therapy, and dental services. Specific information about the clinics and services available to enrolled students are included on the [Health Care Centers website](#).

University Libraries

The *university library* system is composed of the [Alvin Sherman Library, Research, and Information Technology Center](#), the [Martin and Gail Press Health Professions Division Library](#), the [Panza Maurer Law Library](#), and the [Oceanography Campus Library](#). The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative maker space and service desks with staff trained and ready to serve library users. Collections of electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-floor reference desk is clearly visible to students, and enhanced by the NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Resource and Reflection Center. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

Wireless Networking

NSU's wireless networking 1NSU provides wireless access for all the students of the university. In order to connect to 1NSU, you will need an active NSU account and select 1NSU from the dropdown on your device and enter your NSU credentials.

Writing and Communication Center (WCC)

The [WCC](#) offers NSU students one-on-one assistance at any stage of the writing process, from brainstorming through final editing. WCC consultants help students develop and strengthen general writing and communication skills during face-to-face or online consultations. Services include assistance on academic projects (essays, lab reports, theses, and dissertations); digital projects (presentations, posters, and infographics); professional projects (articles for publication); personal projects (creative writing); and oral presentations.

University Administrators

George L. Hanbury II, Ph.D.—President and Chief Executive Officer

Harry K. Moon, M.D.—Executive Vice President and Chief Operating Officer

Ronald J. Chenail, Ph.D.—Interim Provost and Executive Vice President for Academic Affairs

Frederick Lippman, R.Ph., Ed.D.—Chancellor of Health Professions Division/Special Projects

Daniel J. Alfonso, M.Fin.—Vice President for Facilities Management and Public Safety

Ricardo Belmar, Ed.D., M.I.B.A.—Vice President for Regional Campus Operations

Joel S. Berman, J.D.—Vice President for Legal Affairs

Stephanie G. Brown, Ed.D.—Vice President for Enrollment and Student Services

Bonnie Clearwater, M.A.—Director and Chief Curator of NSU Art Museum Fort Lauderdale

Marc Crocquet, M.B.A.—Vice President for Business Services

Kyle Fisher, B.A.—Vice President for Public Relations and Marketing Communications

James Hutchens, M.L.S.—Vice President for Information Services and University Librarian

Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer

Ronald Midei, M.B.A., CPA—Executive Director of Internal Auditing

Michael Mominey, M.S.—Director of Athletics

Jennifer O’Flannery Anderson, Ph.D.—Vice President for Advancement and Community Relations

Robert Pietrykowski, J.D., M.B.A., M.A.—Vice President for Human Resources

Leonard Pounds, M.M.I.S.—Vice President for Clinical Operations

Irving Rosenbaum, D.P.A., Ed.D.—Vice President for Operations, Health Professions Division

Donald Rudawsky, Ph.D.—Vice President for Institutional Effectiveness

Alyson K. Silva, M.AC., CPA—Vice President for Finance and Chief Financial Officer

Robin Supler, J.D.—Vice President for Compliance and Chief Integrity Officer

Thomas West, M.B.A.—Vice President for Information Technologies and Chief Information Officer

Brad A. Williams, Ed.D.—Vice President for Student Affairs and Dean of the College of Undergraduate Studies

Jeff Williams, CCM, CCE—Manager, Grande Oaks Golf Club

Ray Ferrero, Jr., J.D.—University Chancellor

Colleges and Academic Units

Abraham S. Fischler College of Education and School of Criminal Justice, (954) 262-8500

College of Arts, Humanities, and Social Sciences, (954) 262-3000

College of Dental Medicine, (954) 262-7319

College of Engineering and Computing, (954) 262-2031

College of Medical Sciences, (954) 262-1301

College of Optometry, (954) 262-1402

College of Pharmacy, (954) 262-1300

College of Psychology, (954) 262-5750

Dr. Kiran C. Patel College of Allopathic Medicine, (954) 262-1737

Dr. Kiran C. Patel College of Osteopathic Medicine, (954) 262-1400

Dr. Pallavi Patel College of Health Care Sciences, (954) 262-1101

Farquhar Honors College, (954) 262-2031

Halmos College of Natural Sciences and Oceanography

- Fort Lauderdale/Davie Campus, (954) 262-8301
- Oceanographic Campus, (954) 262-3600

H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000

Mailman Segal Center for Human Development, (954) 262-6900

NSU University School

- Lower School: Grades JK-5, (954) 262-4500
- Middle School: Grades 6-8, (954) 262-4444
- Upper School: Grades 9-12, (954) 262-4400

Ron and Kathy Assaf College of Nursing, (954) 262-1813

Shepard Broad College of Law, (954) 262-6100

Deans

Michelle A. Clark, Ph.D.—Interim Dean, College of Pharmacy

Richard E. Dodge, Ph.D.—Halmos College of Natural Sciences and Oceanography

Kimberly Durham, Psy.D.—Abraham S. Fischler College of Education and School of Criminal Justice

Jon M. Garon, J.D.—Shepard Broad College of Law

Karen Grosby, Ed.D.—College of Psychology

Steven I. Kaltman, D.M.D., M.D., FACS—Interim Dean, College of Dental Medicine

Meline Kevorkian, Ed.D.—Interim Dean, College of Engineering and Computing

William J. Kopas, Ed.D.—Head of School, NSU University School

Roni Leiderman, Ph.D.—Mailman Segal Center for Human Development

David S. Loshin, O.D., Ph.D.—College of Optometry

Irving Rosenbaum, DPA, Ed.D.—Interim Dean, College of Medical Sciences

Don H. Rosenblum, Ph.D.—Farquhar Honors College

Marcella M. Rutherford, Ph.D., M.B.A., M.S.N.—Ron and Kathy Assaf College of Nursing

James T. Simpson, Ph.D.—Interim Dean, H. Wayne Huizenga College of Business and Entrepreneurship

Johannes W. Vieweg, M.D., FACS—Dr. Kiran C. Patel College of Allopathic Medicine

Elaine M. Wallace, D.O., M.S.⁴—Dr. Kiran C. Patel College of Osteopathic Medicine

Stanley H. Wilson, PT, Ed.D.—Dr. Pallavi Patel College of Health Care Sciences

Honggang Yang, Ph.D.—College of Arts, Humanities, and Social Sciences

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University.

An underwater scene with a deep blue background. Several sharks are visible, swimming in various directions. There are also many smaller fish scattered throughout the water. The lighting is soft, creating a serene atmosphere. The word "Appendix" is centered in the upper half of the image in a white, sans-serif font.

Appendix

NSU Fort Lauderdale/Davie Campus Map



Visit nova.edu/locations/main-campus to view campus map.

Buildings

ADMINISTRATIVE SERVICES BUILDING 21	FOUNDERS RESIDENCE HALL 26	LEO GOODWIN SR. HALL 3	ROLLING HILLS OFFICE CENTER 33
Copy Services Enrollment Processing Services (EPS) Mail Services Physical Plant/Fleet Services	GOLD CIRCLE LAKE 15	Shepard Broad College of Law • College of Law Administrative Office • College of Law Admissions Office • Courtrooms • Law Career and Professional Development • Law Clinics • Panza Maurer Law Library • Student Lounge • Supreme Court Cafe (Snack Bar) (1st floor)	Division of Business Services Office of Innovation and Information Technology Office of Procurement Management Office of Publications and Creative Services
ALVIN SHERMAN LIBRARY, RESEARCH, AND INFORMATION TECHNOLOGY CENTER 7A	GRANDE OAKS GOLF CLUB 34	LEO GOODWIN SR. RESIDENCE HALL 28	ROLLING HILLS RESIDENCE HALLS 30
Adolfo and Marisela Collia Gallery (2nd floor) Ann Porterfield Digital Media Lab (3rd floor) Assistive Technology (2nd floor) Children's and Young Adult Collections (1st floor) Circle of Friends Collaborative Study Room (2nd floor) Computer Labs Craig and Barbara Weiner Holocaust Reflection and Resource Center (2nd floor) Electronic Classrooms (1st floor) Lab A and Lab B (2nd floor) Public Library Services Study Rooms University Archives (4th floor) West End Ave. Deli (1st floor) Rose and Alfred Miniaci Performing Arts Center	HEALTH PROFESSIONS DIVISION (HPD) Assembly Building 19B	Parking for faculty and staff members, students, and the public (pay parking)	ROSE AND ALFRED MINIACI PERFORMING ARTS CENTER 7B
ATHLETICS FIELDS	ASSEMBLY BUILDING II 19C	MALMAN-HOLLYWOOD BUILDING 4	ROSENTHAL STUDENT CENTER 6
A.D. Griffin Sports Complex with Lighted Softball Fields 18A Baseball Complex 18B Intramurals/Multipurpose Field 18C Soccer Complex 18D	College of Dental Medicine Building 19F	College of Arts, Humanities, and Social Sciences (CAHSS) • Administrative Services (2nd floor) • Department of Justice and Human Services (3rd floor) • Department of Multidisciplinary Studies (1st floor) • Department of Writing and Communication (1st floor) College of Engineering and Computing—Undergraduate Digital Production Services (1st floor) Farouhar Honors College (2nd floor) Halmos College of Natural Sciences and Oceanography (HCNSO) • Administration (2nd floor) • Department of Mathematics (2nd floor)	Catering Office (Room 124) Conference Rooms (Room 121 and 200) Division of Student Affairs Special Events and Projects (Room 20 and 21) Faculty Shark Club (1st floor) Office of Student Affairs Marketing (Room 121) Office of Experiential Learning (EXEL) (Room 104) Office of Student Leadership and Civic Engagement (Room 207) Office of the Deans (Room 121) Radio X WNSU Radio Station (Room 140) Shark Dining (1st floor) Student Disabilities Office (Room 121) Student Organization Resource Center (SOURCE) (Room 201) Veterans Resource Center (Room 218)
AQUATICS COMPLEX 14	HPD ANNEKX 19G	MALTZ BUILDING 2	SHARK ATHLETICS BUILDING 17
Abraham S. Fischer College of Education Facilities Management Locksmith Physical Plant Public Safety Operations Center	Nursing Skills Lab Exercise and Sport Sciences • Faculty Offices • Large Exercise Lab • Small Exercise Lab • Anesthesiology Assistant • Classroom • Faculty Offices • Operating Rooms Post-Anesthesia Care Unit	College of Psychology • Department of Psychology • Department of Clinical and School Psychology (2nd floor) • Department of Counseling (2nd floor) College of Arts, Humanities, and Social Sciences (CAHSS) • Administrative Services (2nd floor) • Community Resolution Services (2nd floor) • Department of Family Therapy • Department of Administration Department of Conflict Resolution • Department of Recruitment and Admissions (CAHSS and COP) Family Therapy Clinic Psychology Services Center (1st floor, north entrance) Psychology Services Center	Athletics Strength Conditioning Complex (1st floor) Department of Athletics (2nd floor)
CAMPUS SUPPORT BUILDING 16	HPD and Health Care Center Parking Garage 19H	MEDICINAL AND HEALING GARDEN 32	STUDENT AFFAIRS BUILDING 5
Abraham S. Fischer College of Education Facilities Management Locksmith Physical Plant Public Safety Operations Center	HPD Library/Laboratory Building 19D	NSU BOOKSTORE 38	Commuter Lounge (Room 105) Conference Room and Classroom (Room 104) Enrollment and Student Services (3rd floor) Office of Orientation (Room 106) Office of Student Media (3rd floor) Student Activity Fee Accounts Office (Room 107) Student Poster Printing Services (Room 102B) Tutoring and Testing Center (2nd floor)
CARL DESANTIS BUILDING 8	Sanford L. Ziff Health Care Center (Patient Valet Parking) 19E	NSU UNIVERSITY SCHOOL 14	THE COMMONS RESIDENCE HALL 29
College of Engineering and Computing—Graduate (4th floor) Enrollment Center—Huizenga College of Business (1st floor) H. Wayne Huizenga College of Business and Entrepreneurship Huizenga Sales Institute Executive Conference Center (3rd floor) Innovation Zone Knight Auditorium (1st floor) Monty's Cafe/Einstein Bros. Bagels (Cafeteria) (1st floor) Office of Career Development (1st floor) Spears Courtyard Atrium Urbanek Entrepreneur Hall of Fame Gallery	The Eye Care Institute (2nd floor) Terry Administration Building 19A • Admissions and Student Affairs (1st floor) • Area Health Education Centers (AHEC) • Cafeteria (1st floor) • Child Health Policy Institute • College of Medical Sciences • College of Optometry • College of Pharmacy • Dr. Krian C. Patel College of Allopathic Medicine (M.D.) • Dr. Krian C. Patel College of Osteopathic Medicine • Dr. Pallavi Patel College of Health Care Sciences • HPD Executive and Administrative Offices (5th floor) • OSS/Financial Aid/Services Registration (1st floor) • Ron and Kathy Assaf College of Nursing • SharkCard Services	Aquatics Center 14 AutoNation Center for the Arts 12E Lower School 12A Middle School (Dauer Building) 12B Noel P. Brown Sports Center North 12D Noel P. Brown Sports Center South 12G Upper School (Sontken Building) 12C West Parking Garage 12F	Multipurpose Room (1st floor) Office of Residential Life and Housing
CENTER FOR COLLABORATIVE RESEARCH (CCR) 36	UPD and Health Care Center Parking Garage 19H	PARKER BUILDING 11	THE DOCTORS HOSPITAL 13
CULTURAL LIVING CENTER (RESIDENCE HALL) 24	UPD Library/Laboratory Building 19D	College of Arts, Humanities, and Social Sciences (CAHSS) • Department of History and Political Science (3rd floor) • Department of Literature and Modern Languages (3rd floor) College of Engineering and Computing Labs College of Psychology • Department of Psychology and Neuroscience (2nd floor) Halmos College of Natural Sciences and Oceanography (HCNSO) • Department of Biological Sciences (3rd floor) • Department of Chemistry and Physics (3rd floor) • Department of Marine and Environmental Sciences (3rd floor) • Labs Parker Kiosk	Pro Shop (open to the public)
DON TAFT UNIVERSITY CENTER	Sanford L. Ziff Health Care Center (Patient Valet Parking) 19E	WESTSIDE REGIONAL MEDICAL CENTER 37	TOM PANZA SCIENCE ANNEX 10
Performing and Visual Arts Wing 23B	The Eye Care Institute (2nd floor) Terry Administration Building 19A • Admissions and Student Affairs (1st floor) • Area Health Education Centers (AHEC) • Cafeteria (1st floor) • Child Health Policy Institute • College of Medical Sciences • College of Optometry • College of Pharmacy • Dr. Krian C. Patel College of Allopathic Medicine (M.D.) • Dr. Krian C. Patel College of Osteopathic Medicine • Dr. Pallavi Patel College of Health Care Sciences • HPD Executive and Administrative Offices (5th floor) • OSS/Financial Aid/Services Registration (1st floor) • Ron and Kathy Assaf College of Nursing • SharkCard Services		Halmos College of Natural Sciences and Oceanography (HCNSO) • Biology Labs • Chemistry Labs
College of Arts, Humanities, and Social Sciences (CAHSS) • Blackbox Theatre • Department of Performing and Visual Arts • Performance Theatre	UPD and Health Care Center Parking Garage 19H		UNIVERSITY PARK PLAZA 20
RecPlex 23C	Sanford L. Ziff Health Care Center (Patient Valet Parking) 19E		Computer Lab Dr. Krian C. Patel College of Osteopathic Medicine English as a Second Language Program Henderson Student Counseling Center Institutional Effectiveness Licensure and State Relations Office of Sponsored Programs (2nd floor)
Athletic Training • Athletics Hall of Fame • Basketball Courts (Indoor and outdoor) • Campus Recreation • Exercise Equipment • Recreational Leisure Pool • Sports Medicine Clinic • Tennis Courts • Undergraduate Student Government Association	UPD Library/Laboratory Building 19D		VETTEL RESIDENCE HALL 25
Rick Case Arena at the Don Taft University Center 23A	UPD and Health Care Center Parking Garage 19H		
Aerobics/Special Events Rooms • Campus Cafeteria (Food Court) and Shark Dining Services • Outtakes Quick Cuisine Convenience Store • Pallo Area • Student Activities • Student Events and Activities (SEA) Board • The Flight Deck Pub	UPD and Health Care Center Parking Garage 19H		
Shark Fountain 23D	UPD and Health Care Center Parking Garage 19H		
FARQUHAR RESIDENCE HALL 27	UPD and Health Care Center Parking Garage 19H		
	UPD and Health Care Center Parking Garage 19H		

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